



Introductory Letter

Événement bâtiment Contech

October 27 octobre

Centre des congrès de Québec

Dear Exhibitor,

We are pleased that **GES CANADA / P.E. Poitras** has been selected as your Official Service Contractor for the:

Événement bâtiment Contech

We strive to offer you the best possible service to facilitate a successful show experience.

Please review this manual carefully. It contains information and order forms for each of the many services offered by **GES CANADA / P.E. Poitras**. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Online ordering:

To access our online order forms, go to www.gesexpo.ca. Enter the city and click on **GES CANADA online ordering**. Input the login and password below.

Login: CONTEQ

Password: 2010

By placing your orders in advance, you can save up to 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES CANADA / P.E. Poitras requires payment in full at the time services are order. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 418-877-2727 and ask to speak to a Customer Service Representative (CSR).

In addition, our **GES CANADA / P.E. Poitras** Services centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

Customer Service



Payment & Credit Card Charge Authorization

RETURN TO: GES CANADA / P.E. Poitras • 950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
 Tél./Phone:418-877-2727 • Fax:418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

Événement bâtiment Contech

October 27 octobre

Centre des congrès de Québec

DEADLINE DATE:

October 13th

COMPANY NAME	NAME	BOOTH #	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	FAX	E-MAIL	
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #		

Payment Policy

Payment for Services - GES CANADA / P.E. Poitras requires payment in full at the time services are ordered. Further, GES CANADA/ P.E. Poitras requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment - GES CANADA / P.E. Poitras accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques or wire transfers (to cover the bank fees).

Third Part Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES CANADA / P.E. Poitras reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES CANADA office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES CANADA/ P.E. Poitras on-site representative(s) of any problem(s) with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-order may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA / P.E. Poitras set up costs or expenses. Please refer to the individual forms for cancellation fees. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call GES CANADA / P.E. Poitras at 418-877-2727 or visit the GES CANADA / P.E. Poitras Servicecentre at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES CANADA / P.E. Poitras.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Bank wire transfer information:

GES CANADA/P.E. Poitras
 Canadian Imperial Bank of Commerce, 1155 Blvd. René-Lévesque West
 Montreal, Quebec, Canada, H3C 3E2
 Canadian Dollars: Account # 8224919 Branch# 010 Transit # 00001
 Swift Code: CIBCCATT
 American Dollars: Account # 8224919 Branch# 010 Transit # 00001
 Intermediary Bank: Bank of America: ABA 026009593
 Euros: Account # 8224919 Branch# 010 Transit # 00001 Swift Code: CIBCCATT

To properly credit your account, include the following information with your transfer and send this information to the GES CANADA address listed on the order forms: exhibiting company name, show name and the booth # date and amount of the transfer bank and country where transfer originated.

I agree in placing this order that I have accepted GES CANADA payment policy and GES CANADA Terms & Conditions of Contract

PLEASE SIGN

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- MasterCard
- VISA
- American Express

Account #

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

PROVINCE / STATE

POSTAL CODE

PLEASE

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

Materials Handling (Pages C9-5B & C9-6R or C9-6ME)	\$
Furnishings (page C9-16)	\$
Carpet (page C9-17)	\$
Accessories (page C9-18)	\$
Modular Panel & Accessories (page C9-19)	\$
Show Special (page C9-21A or C9-21B)	\$
Exhibit System Rentals (page C9-25)	\$
Cleaning (page C9-26)	\$
Plants & Flowers (page C9-22)	\$
Labour (page C9-28)	\$
Graphics & Signage (page C9-32)	\$
Wire Transfer Fee - Add \$25.00	\$

FULL PAYMENT DUE:

\$

To simplify payment, send a cheque payable to GES CANADA / P.E. Poitras for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a cheque in the amount of: \$



Demande de location d'accessoires Accessories Order Form

C9-18

RETOURNER À: GES CANADA / P.E. Poitras • 950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
RETURN TO: Tél./Phone:418-877-2727 • Fax:418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

Événement bâtiment Contech

DATE BUTOIR: 13 octobre

October 27 octobre

Centre des congrès de Québec

DEADLINE DATE: October 13th

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	Régulier Regular \$	Total
ACCESSOIRES DIVERS / GENERAL ACCESSORIES					
	0283-A	Projecteur ajustable 75 watts / 75 watt <i>Spotlight</i>	\$ 43,00	\$ 60,00	\$
	0532	Chevalet / <i>Tripod Easel</i>	\$ 39,00	\$ 55,00	\$
	0532-A	Présentoir à littérature / <i>Literature Rack</i>	\$ 88,50	\$ 124,00	\$
	0534	Corbeille à papier / <i>Wastebasket</i>	\$ 15,50	\$ 22,00	\$
	0533	Bac de recyclage / <i>Recycling bin</i>	\$ 15,50	\$ 22,00	\$
	0608	Boîte de tirage sur table 12"x12"x12" <i>Raffle Cube for Table</i>	\$ 53,00	\$ 74,00	\$
	0661-40H	Cube 18" x 18" x 40"H <i>cube</i> (plus d'options (couleurs, dimensions) disponibles / <i>More options (colours, size) available</i>)	\$ 100,00	\$ 140,00	\$
	0693-4	Panneau d'affichage 4'x8' / <i>4'x8' Poster Panel</i>	\$ 107,00	\$ 150,00	\$

Rideaux et structures de stands / Drape & "structure" for booths

Choix de couleurs de rideaux: noir - bleu - vert - or - rouge - blanc - gris - bourgogne
Choice of drape colour: Black - Blue - Green - Gold - Red - White - Grey - Burgundy

	0588-F	Poteau et base 8'H/ Upright, 8' (with base)	\$ 26,50	\$ 37,00	\$
	0588-10	Tringle de 10' / 10' slider	\$ 15,50	\$ 22,00	\$
	0590	p.l. de rideau 8' / 8'H Drape (per linear foot) Structure incluse / Structure included	\$ 8,15	\$ 11,00	\$
	0591	p.l. de rideau 3' de hauteur / 3'H Drape (per linear foot) Structure incluse / Structure included	\$ 6,15	\$ 9,00	\$

Veuillez nous envoyer votre plan de stand pour l'emplacement de ces items / Please include your booth layout plan for placement of items

Notes:	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 7.5% QST	\$
	TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA / P.E. Poitras stipulées dans ce manuel de l'exposant.

All orders are governed by the GES CANADA / P.e. Poitras Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison du matériel.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after delivery.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE



Demande de location de tapis Carpet Order Form

C9-17

RETOURNER À: GES CANADA / P.E. Poitras • 950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
RETURN TO: Tél./Phone:418-877-2727 • Fax:418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

Événement bâtiment Contech

DATE BUTOIR: 13 octobre

October 27 octobre

Centre des congrès de Québec

DEADLINE DATE: October 13th

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
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Les coûts incluent la livraison, l'installation, la location et le démontage.
Prices includes delivery, installation, rental, and removal.

Tapis standard / Standard Carpet

	0576	10' x 10' Tapis standard 16 oz. Standard Booth Carpet	\$ 159,00	\$ 223,00	\$
	0577	10' x 20' Tapis standard 16 oz. Standard Booth Carpet	\$ 318,00	\$ 445,00	\$
	0579	10' x 30' Tapis standard 16 oz. Standard Booth Carpet	\$ 477,00	\$ 668,00	\$

Tapis grandeur spéciale / Custom-Cut Carpet

Le tapis de grandeur spéciale est requis, sans exception, pour tout espace plus long que 30' ou pour tout espace en îlot ou en péninsule.
Custom-cut carpet is required for all booths larger than 30', or for booths configured as an island or peninsula. No Exceptions.

	0578	' X ' = _____ pi.ca / Sq.Ft.	\$ 2,12	\$ 2,97	\$
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Sous-Tapis / Under Padding

	0564-B	Sous-tapis 10' x 10' Under Padding	\$ 114,00	\$ 160,00	\$
	0564-B	Sous-tapis 10' x 20' Under Padding	\$ 229,50	\$ 321,00	\$
	0564-B	Sous-tapis 10' x 30' Under Padding	\$ 343,50	\$ 481,00	\$
	0564-B	' X ' = _____ pi.ca / Sq.Ft.	\$ 1,14	\$ 1,60	\$

Recouvrement de plastique / Plastic Covering For Protection

	0564	' X ' = _____ pi.ca / Sq.Ft.	\$ 0,45	\$ 0,63	\$
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Forfait tapis / Carpet Packages

		Forfait tapis 10' x 10' Carpet Package	\$ 238,50	\$ 334,00	\$
		Forfait tapis 10' x 20' Carpet Package	\$ 477,50	\$ 669,00	\$
		Forfait tapis 10' x 30' Carpet Package	\$ 716,00	\$ 1 002,00	\$
		' X ' = _____ pi.ca / Sq.Ft.	\$ 2,39	\$ 3,35	\$

Inclut tapis et le sous-tapis
Includes carpet and under padding.

Choix de couleurs / Colour Choice

Couleur de tapis / Carpet Colour:

- Noir / Black Rouge / Red
 Bleu / Blue Gris / Grey

Le gris sera la couleur choisie par défaut si aucun choix n'a été fait. Grey will be provided if no other colour choice has been made.	Montant / Amount	\$
Notes:	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 7.5% QST	\$
	TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA / P.E. Poitras stipulées dans ce manuel de l'exposant.
All orders are governed by the GES CANADA / P.E. Poitras Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Toute annulation après le début du montage sera chargée à 50% du coût original et à 100% après l'installation.
CANCELLATION CLAUSE: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE



Demande de location de meubles

RETOURNER À: GES CANADA / P.E. Poitras • 950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
 RETURN TO: Tél./Phone: 418-877-2727 • Fax: 418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

Événement bâtiment Contech

October 27 octobre

Centre des congrès de Québec

DATE BUTOIR: 13 octobre

DEADLINE DATE: October 13th

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
Tables avec jupes / Skirted Tables					
<i>Table recouverte de vinyle blanc & jupe sur 3 côtés, couleur de jupe: noir <input type="checkbox"/> -bleu <input type="checkbox"/> -vert <input type="checkbox"/> - or <input type="checkbox"/> -rouge <input type="checkbox"/> -blanc <input type="checkbox"/> -bourgogne <input type="checkbox"/> - gris <input type="checkbox"/></i>					
<i>Skirted Tables Include - White Vinyl Top & Skirt on 3 sides, Skirt Colour: Black <input type="checkbox"/> - Blue <input type="checkbox"/> - Green <input type="checkbox"/> - Gold <input type="checkbox"/> - Red <input type="checkbox"/> - White <input type="checkbox"/> - Burgundy <input type="checkbox"/> - grey <input type="checkbox"/></i>					
	0551	Table de 4' de longueur avec jupe 30" (h) / Skirted 4' long table with 30"high skirt	\$ 74,50	\$ 104,00	\$
	0553	Table de 6' de longueur avec jupe 30" (h) / Skirted 6' long table with 30"high skirt	\$ 83,50	\$ 117,00	\$
	0549	Jupe 4ième côté (optionnel) / 4th Side Skirted, Optional	\$ 23,50	\$ 33,00	\$

Tables hautes avec jupes / Skirted Raised Tables					
<i>Table recouverte de vinyle blanc & jupe sur 3 côtés, couleur de jupe: bleu <input type="checkbox"/> - rouge <input type="checkbox"/></i>					
<i>Skirted Tables Included - White Vinyl Top & Skirt on 3 sides, Choose Skirt Colour: Blue <input type="checkbox"/> - Red <input type="checkbox"/></i>					
	0541	Table de 4' de longueur avec jupe 42" (h) / Skirted 4' long table with 42"high skirt	\$ 99,00	\$ 139,00	\$
	0542	Table de 6' de longueur avec jupe 42" (h) / Skirted 6' long table with 42"high skirt	\$ 105,00	\$ 147,00	\$
	0547	Jupe 4ième côté (optionnel) / 4th Side Skirted, Optional	\$ 27,50	\$ 39,00	\$

Tables					
	0521	Table à café blanche 18" (h) / 18"H Round, White Coffee Table	\$ 55,00	\$ 77,00	\$
	0523	Table blanche 30"x30" (h) / 30"x30"H Round, White Table	\$ 76,50	\$ 107,00	\$
	0527-A40	Table de cocktail 43" (h) / 43"H cocktail table	\$ 102,00	\$ 143,00	\$

Tables sans jupes (recouvert de vinyl seulement) / Un-skirted Tables (White Vinyl Top Only)					
	0544	Table de 4' de longueur et 42" (h) / 4' long and 42" high table	\$ 59,00	\$ 83,00	\$
	0545	Table de 6' de longueur et 42" (h) / 6' long and 42"high table	\$ 62,00	\$ 87,00	\$
	0550	Table de 4' de longueur et 30" (h) / 4' long and 30"high table	\$ 45,00	\$ 63,00	\$
	0552	Table de 6' de longueur et 30" (h) / 6' long and 30" high table	\$ 50,00	\$ 70,00	\$

Chaises / Chairs					
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair	\$ 37,50	\$ 53,00	\$
	0512	Tabouret de bar noir (sans dossier) / Black Bar Stool (no back)	\$ 37,50	\$ 53,00	\$
	0514-A	Tabouret de bar noir (avec dossier) / Black Bar Stool (with back)	\$ 64,50	\$ 90,00	\$

Comptoirs / Counters					
	0614-06	Bureau / Desk	\$ 155,00	\$ 217,00	\$
	0650-06	Comptoir vitrine 40" x 20" x 40"H Showcase counter	\$ 238,50	\$ 334,00	\$
	651-CC-06	Comptoir courbé blanc, portes coulissantes 40" x 32" x 40"H White curved counter, sliding doors	\$ 254,00	\$ 356,00	\$
	0651-06	Comptoir blanc, portes coulissantes 40" x 20" x 40"H White counter, sliding doors	\$ 169,50	\$ 237,00	\$
		Comptoir érable, portes coulissantes 40" x 20" x 40"H Maple counter, sliding doors	\$ 212,00	\$ 297,00	\$

Pour jupes de tables, le bleu sera choisi par défaut si aucun choix n'a été fait. For table skirts: Blue will be provided if no other colour choice has been made.	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
Notes:	Total partiel / Sub-Total	\$
	1015654984 - TVQ 7.5% QST	\$
	TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA / P.E. Poitras stipulées dans ce manuel de l'exposant.
 All orders are governed by the GES CANADA / P.E. Poitras Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
 CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE



Demande de location de panneaux et accessoires modulaire Modular Panel and Accessories Order Form

C9-19

RETOURNER À: GES CANADA / P.E. Poitras • 950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
RETURN TO: Tél./Phone:418-877-2727 • Fax:418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

Événement bâtiment Contech

DATE BUTOIR: 13 octobre

October 27 octobre

Centre des congrès de Québec

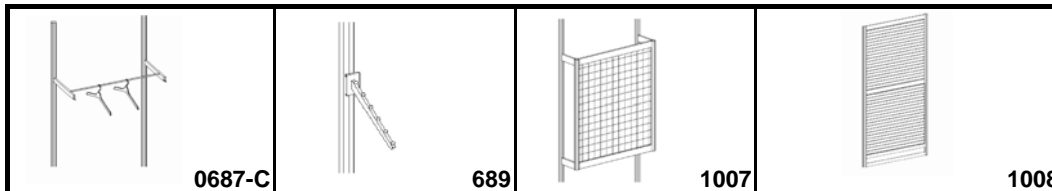
DEADLINE DATE: October 13th

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
ACCESSOIRES POUR MURS DU SYSTEME MODULAIRE / ACCESSORIES FOR PANELS FROM MODULAR SYSTEM					
	0682 0681	Tablette en mélamine / Melamine shelf Droite / straight <input type="checkbox"/> Inclinée / angled <input type="checkbox"/>	\$ 23,50	\$ 33,00	\$
	0687-C	Rail Vestimentaire / Barre d'accrochage (supports non-inclus) 1M 1m wide Garment Rail / hanging bar (hangers not incl.)	\$ 39,00	\$ 55,00	\$
	0689	Cascade avec six crochets / Waterfall with six hooks	\$ 31,50	\$ 44,00	\$
	0690	Pochette Littérature, Plexi 8 1/2" x 12" Clear Plexi Literature Pocket	\$ 27,50	\$ 39,00	\$

PANNEAUX MURAUX SPÉCIAUX / SPECIAL WALL PANELS

	1000-5	Panneau Velcro noir (Vertical) 40" x 96"H black vertical Velcro panel	\$ 90,00	\$ 126,00	\$
	1008	Panneau rainuré blanc (vertical) 40" x 96"H white vertical slatwall panel	\$ 132,50	\$ 186,00	\$
	1008-FE	Panneau rainuré blanc (vertical) 20" x 96"H white vertical slatwall panel	\$ 147,00	\$ 206,00	\$
	1009	Panneau perforé blanc (vertical) 40" x 96"H white vertical pegboard panel	\$ 101,00	\$ 141,00	\$



Notes:	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 7.5% QST	\$
	TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA / P.E. Poitras stipulées dans ce manuel de l'exposant.
All orders are governed by the GES CANADA / P.E. Poitras Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après l'installation.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and at 100% after delivery.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE

Demande de location de plantes et fleurs Plants & Greenery Order Form

RETOURNER À: GES CANADA / P.E. Poitras • 950, Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
RETURN TO: Tél.: 418-877-2727 • Fax: 418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

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LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
	0110	Plantes tropicales vertes / <i>Green tropical plantes</i> (3' - 5' haut/tall)	\$ 69,50	\$ 97,00	\$
	0110-5	Plantes tropicales vertes / <i>Green tropical plantes</i> (6' - 8' haut/tall)	\$ 95,00	\$ 133,00	\$
	0113	Fougère / <i>Boston Fern</i>	\$ 65,50	\$ 92,00	\$
	0111	Chrysanthème / <i>Chrysanthemums</i>	\$ 39,00	\$ 55,00	\$
	0112	Azalées / <i>Azaleas</i>	\$ 65,50	\$ 92,00	\$



0110-5



0110



0113



Notes:

	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 7.5% QST	\$
	TOTAL	\$

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INDEMNITÉ D'ANNULATION: Toute annulation d'articles, après le début du montage sera facturé à 100% du coût original.
CANCELLATION CLAUSE: Items cancelled will be charged 100% of original price after move-in begins.

COMPAGNIE / COMPANY

COURRIEL / EMAIL

DE STAND / BOOTH

SIGNATURE

NOM / NAME

DATE



Terms & Conditions of Contract and Limits of Liability & Responsibility (Page 1 of 2)

C9-34B

Événement bâtiment Contech

GES CANADA TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

October 27 octobre

Centre des congrès de Québec

I. Definitions:

Agents: GES CANADA's agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES CANADA.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES CANADA is requested to perform services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES CANADA.

Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES CANADA. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES CANADA, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES CANADA or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:

Payment for Services: Customer shall be liable for all unpaid charges for services performed by GES CANADA or Agents. Customer authorizes GES CANADA to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. GES CANADA has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES CANADA, GES CANADA is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES CANADA: Except to the extent of GES CANADA's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES CANADA from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement. Customer agrees to indemnify and hold GES CANADA harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES CANADA to Customer: To the extent of GES CANADA's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES CANADA shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES CANADA assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES CANADA Liability for Loss or Damage to Goods

Negligence standard: GES CANADA shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES CANADA.

Condition of Goods: GES CANADA shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES CANADA shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES CANADA shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES CANADA shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES CANADA assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES CANADA assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES CANADA assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.

Labour: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES CANADA supervises labour for a fee, GES CANADA shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES CANADA and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



Terms & Conditions of Contract and Limits of Liability & Responsibility (Page 2 of 2)

C9-35B

Événement bâtiment Contech

GES CANADA TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

October 27 octobre

Centre des congrès de Québec

Empty Storage: GES CANADA assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES CANADA Service Desk for empty container storage. Damage that is the direct result of GES CANADA's negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES CANADA shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES CANADA has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES CANADA is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES CANADA's discretion, and at Customer's expense assuming the Goods are labeled for return. GES CANADA retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES CANADA shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES CANADA shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES CANADA will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES CANADA's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

No Insurance: GES CANADA is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES CANADA performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES CANADA within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES CANADA within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES CANADA, Customer will not withhold payment or any amount due GES CANADA for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES CANADA prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES CANADA shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES CANADA reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Québec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES CANADA's liability for Customer's Goods:

The responsibility of GES CANADA with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES CANADA shall be liable only for loss or damage to Goods caused by GES CANADA's sole negligence. GES CANADA's liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES CANADA is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES CANADA's immediate control. GES CANADA is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES CANADA is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES CANADA. In no event shall GES CANADA be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES CANADA as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES CANADA recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.