



**IN BOOTH FORKLIFT ORDER FORM**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: (905) 283-0500 Fax: (905) 283-0501

SHOW: **THE PAL SHOW**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**DISCOUNT PRICE DEADLINE DATE:** **July 31, 2009**

**CREDIT CARD AUTHORIZATION**

MASTERCARD  VISA  AMEX

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

EXPIRY DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Name

\_\_\_\_\_  
Cardholder's Signature

**CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE**

IN-BOOTH FORKLIFT SERVICE IS AVAILABLE TO EXHIBITORS REQUIRING ASSISTANCE WITH POSITIONING OF EXHIBITOR MATERIALS WITHIN YOUR BOOTH SPACE. **MINIMUM CHARGE OF 1 HOUR PER ORDER.** (INCLUDES INSTALLATION AND DISMANTLING).

**THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT**

**Straight Time**  
8:00am - 4:00pm  
Monday - Friday

**\$185.00 PER HOUR**

**Overtime**  
4:00pm - 6:00pm  
Monday - Friday  
8:00am - 4:00 pm Sat & Sun

**\$222.00 PER HOUR**

**Double Time**  
After 6:00pm - Mon-Fri  
After 4:00pm Sat & Sun  
All Holiday Hours

**\$262.00 PER HOUR**

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.  
ALL RATES INCLUDE FORKLIFT AND DRIVER (5% GST IS APPLICABLE)

**PLEASE COMPLETE THE FOLLOWING:**

SUPERVISOR NAME: \_\_\_\_\_ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ # of Hours \_\_\_\_\_ # of Forklifts \_\_\_\_\_

DISMANTLING TIME REQUIRED: \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ # of Hours \_\_\_\_\_ # of Forklifts \_\_\_\_\_

**APPROXIMATE TIMES:**

**MOVE-IN** Start: \_\_\_\_\_ am pm Finish: \_\_\_\_\_ am pm Total Hours: \_\_\_\_\_

**MOVE-OUT** Start: \_\_\_\_\_ am pm Finish: \_\_\_\_\_ am pm Total Hours: \_\_\_\_\_

**SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.**

**Terms & Conditions**

- Exhibitor must check forklift/driver in and out at the GES CANADA Service Desk.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- GES CANADA Limits of Liability apply.

**I have read and understand the Terms & Conditions of my Agreement with GES CANADA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GST #R104060264



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E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

**Please fill out The Credit Card Authorization below if:**

- You or your company are forwarding payment to GES CANADA in the form of a cheque
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

**PLEASE COMPLETE THE FOLLOWING**

MASTERCARD     VISA     AMERICAN EXPRESS

CORPORATE     PERSONAL

EXPIRY DATE:

**CARD #**

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Code/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

This authorization allows GES CANADA to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF)

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**





## PAYMENT POLICY INFORMATION SHEET

### **DISCOUNT PRICING:**

To qualify for **Discount Pricing**, orders must be received *with payment in full on or before the deadline date.* Late orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and will be charged the **Regular Price**.

### **METHOD OF PAYMENT:**

GES CANADA accepts American Express, MasterCard, Visa, Debit Card, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

### **BANK WIRE TRANSFER INFORMATION:**

To properly credit your account, please complete the **BANK WIRE TRANSFER FORM** included with the GES CANADA order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

***NOTE: There is a \$10.00 Service Charge (North America) \$25.00 (International) applicable on all wire transfers.***

### **PAYMENT SCHEDULE:**

Payment for all services must be pre-paid in full. GES CANADA will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM** on file.

### **THIRD PARTY BILLING:**

You may arrange for an exhibit house or other agent to manage your exhibit & order services on your behalf. GES CANADA will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

### **ADJUSTMENTS AND CANCELLATIONS:**

Adjustments to your invoice *will not be made after the close of the show.* Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

**ALL EXHIBITORS MUST PAY BOTH 5% GST & 8% PST ON ALL ORDERS.**