



All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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Outdoor Adventure and Travel Show 2023
BMO Centre
March 18 - 19, 2023

Save Time! Order Online Today! EXPRESSO

Exhibiting Company Name Booth Number
Name of Primary Contact Phone Email

STEP 1 - ORDER LABOUR
GES Labour is available during install & dismantle of the show and is classified in to three categories - straight time, over time, and double time.
Straight Time: Monday - Friday from 8:00am - 4:00pm
Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm
Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

Table with 7 columns: ITEM CODE, DESCRIPTION, STANDARD PER HOUR, ON-SITE PER HOUR, # of WORKERS, # of HOURS, TOTAL. Rows include Straight Time, Over Time, and Double Time options.

STEP 2 - INDICATE THE SERVICE
Option A - GES Supervision: Choose GES Supervised Labour if you will not be present when the work is being completed. On most shows and services, there is a minimum surcharge for professional supervision. Remember, if you are selecting GES Supervised Labour, please let us know when you are planning to arrive so that we can schedule accordingly.

Option A form: Includes checkbox for 'GES Supervised Labour (exhibitor will not be present)', surcharge calculation, and fields for Date of Arrival and Time of Arrival.

Option B - Exhibitor Supervision: Choose Exhibitor Supervised Labour if you plan to be present when work is being completed. Exhibitor is required to be in the booth, instructing hired labour, at all times. Scheduling a date and time is necessary for this option.

Option B form: Includes checkbox for 'Exhibitor Supervised Labour (exhibitor will be present)', estimation fields for workers and hours, and contact information.

Install table with columns: Dates, Start Time, End Time, # of Workers

Dismantle table with columns: Dates, Start Time, End Time, # of Workers

- GES Terms & Conditions
- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth.
- GES reserves the right to change labourers and/or rates as shifts change.
- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- GES' Limits of Liability & Responsibility apply to this service.
- Order must be submitted with a completed "Credit Card Authorization Form"

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN
Please Sign I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions. X Authorized Signature

Sub-Total for Items Above
Authorized Name (please print) Date

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.
All funds listed in Canadian dollars. GST # 104060264