



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

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Calgary Women's Show 2023
BMO Centre
April 22 - 23, 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.

GES Supervised Labour (exhibitor will not be present). 40% surcharge added. Total Above \$ \_\_\_\_\_ x .40 = \$ \_\_\_\_\_
Exhibitor must provide a diagram & instructions detailing final set-up.
Date of Arrival: \_\_\_\_\_ 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.

Exhibitor Supervised Labour (exhibitor will be present).
Please estimate: a) the number of workers needed b) the number of hours required per worker.
Show Site Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Table for Install: Columns: Dates, Start Time, End Time, # of Workers

Table for Dismantle: 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