



CAIR - Grand Slams and Catastrophes 2024

Official Service Provider at the Fairmont Banff Springs

Fairmont Banff Springs - Riverview Lounge  
February 1 - 3, 2024

GES Canada 403-762-2828 [banff@ges.com](mailto:banff@ges.com)

Please contact our office if you have any questions.

Show Information -

Table Top Displays Including: 1 - 6' x 2' x 30" Skirted GES Table & 2 Hotel Chairs

Important Dates - Before the Event

Advance Price Deadline Date: Friday, January 19, 2024 (on electrical rental item orders)

Courier Shipments May Arrive at the office (<200 lbs., no skids): January 29-February 1, 2024 Delivery Hours: 09:00 - 16:00

Important Dates - During the Event (\*times when manual was created)

Exhibitor Move-In: Thursday, February 01, 2024 16:00 - 19:00

Move-Out: Saturday, February 03, 2024 18:30 - 20:00

Show / Facility Details

This event is in the Riverview lounge overlooking the valley - the lounge is on level M2 in the main hotel, not in the conference centre.

**Power:** GES Canada is proud to be the exclusive provider of temporary power and lighting to exhibits at the Fairmont Banff Springs. If you require electrical at your display, please see the electrical order form.

**Flooring:** The Riverview is a finished stone floor.

**Audio Visual Rentals & Internet:** Contact Encore at Chelsea.McDonald@Encoreglobal.com or 403-762-1740.

**Display Labour:** is available if required. Please contact our office for more details if required.

HANDLING EXHIBITOR GOODS

**Shipping Goods:** Please note the Fairmont Banff Springs Hotel does not handle exhibitor goods. Boxes and display items are to be shipped to GES, not the Hotel. GES Canada offers full warehouse, small (courier pop ups) and direct materials handling services, on request - small shipment info is included in this package. GES is your contact for inbound and post show shipments. Each service ordered includes delivery of goods received to your display for exhibitor move in. If you require services not listed, please contact our office.

Small loose courier shipments are sent to our office, please see the materials handling order form and ship to address label in this package.

**Post Show Returns:** Proper labeling and packing is exhibitors responsibility, your reps will need the waybills for the return (and customs forms if international) when packing up. Not doing so or emailing waybills to GES will incur extra charges. Schedule your courier to pick up from GES Banff, same address shipped to, Monday 9 am - 4 pm. (under 200 lbs loose pieces, courier shipments)

**Shipments over 200 lbs., crates, and skids** are not expected at this event, special arrangements will need to be made to store & handle these shipments - if you are shipping a larger display, please contact our office for assistance.

If you are bringing large items in your vehicle for the display requiring the loading dock, please contact our office for directions and to arrange this.

Be sure to review this Exhibitor Services Manual carefully as it contains valuable information on discounts and services.

On-Site pricing (+ 30%) is applicable to all orders received on site (during regular business hours).

Full payment is required at time of order. Please complete & return the enclosed "Payment Authorization Form" and a payment link will be sent to pay securely by VISA, MasterCard, American Express. All orders must be prepaid.

Exhibitors are required to pay 5% G.S.T. on all items when exhibiting in Alberta.

For assistance please contact us at

403-762-2828 or [banff@ges.com](mailto:banff@ges.com)



Return Completed order forms to

[banff@ges.com](mailto:banff@ges.com)



# PAYMENT AUTHORIZATION FORM

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

405 Spray Ave. Banff, Alberta, T1L 1J4 Tel: 403.762.2828  
banff@ges.com www.ges.com/ Instagram/Twitter: GES\_Canada

**CAIR - Grand Slams and Catastrophes 2024**  
Fairmont Banff Springs - Riverview Lounge  
February 1 - 3, 2024

Exhibiting Company Name \_\_\_\_\_ Table Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal/Zip \_\_\_\_\_ Country \_\_\_\_\_

Name of Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Show Site Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### ORDER SUMMARY

| PRODUCT/SERVICE PAGE         | SUB-TOTAL<br>(FROM ORDER FORM) | PRODUCT/SERVICE PAGE  | SUB-TOTAL<br>(FROM ORDER FORM) |
|------------------------------|--------------------------------|-----------------------|--------------------------------|
| Furnishings Order Form       | \$ _____                       | Electrical Order Form | \$ _____                       |
| Material Handling Order Form | \$ _____                       |                       | \$ _____                       |

Note: Not all forms/services are available for all events. Please contact our office if you require a service or item not listed.

Sub-Total for all items
+
5% G.S.T
=
Total Payment

All funds listed in Canadian dollars. GST # 104060264

### PAYMENT AUTHORIZATION

All services must be pre-paid in full. A payment link to securely pay via credit card will be emailed after the order is received. Changes afterward will be billed separately. Payment needs to be finalized before pre-order dates for pre-order prices. Please email your completed forms to [banff@ges.com](mailto:banff@ges.com).

EMAIL LINK FOR PAYMENT TO (IF DIFFERENT THAN ABOVE):

Cardholder Name (please print) \_\_\_\_\_ Email (Receipt will be sent to this email) \_\_\_\_\_

Billing Address (if different than above) \_\_\_\_\_ City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal/Zip \_\_\_\_\_ Country \_\_\_\_\_

Name of Primary Contact (if different than above) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

GES ACCEPTS:  VISA  MASTERCARD  AMERICAN EXPRESS

Incorrect or adjusted orders will require another link for payment and due before the show.

### 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

\_\_\_\_\_  
Authorized Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

See each page for terms/cancellation details.



# FURNISHINGS ORDER FORM

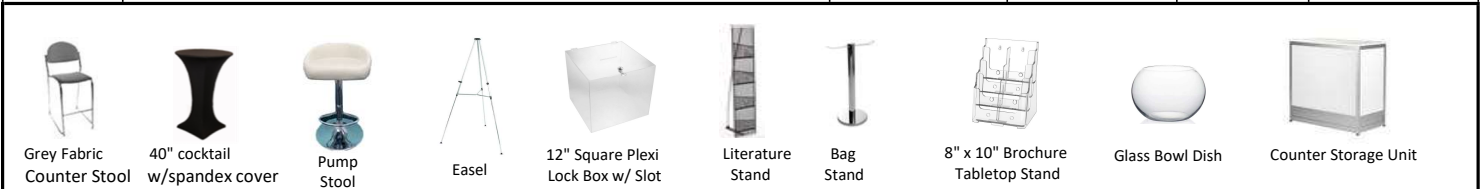
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**CAIR - Grand Slams and Catastrophes 2024**  
 Fairmont Banff Springs - Riverview Lounge  
 February 1 - 3, 2024

Advance Price Deadline Date:  
**Friday, January 19, 2024**

| Exhibiting Company Name |  | Table Number |          |          |       |
|-------------------------|--|--------------|----------|----------|-------|
| ITEM CODE               | DESCRIPTION  | ADVANCE      | STANDARD | QUANTITY | TOTAL |
| 20370009                | Grey Fabric Arm Chair  | \$97.00      | \$118.25 |          |       |
| 20375200                | Grey Fabric Counter Stool  | \$224.00     | \$273.00 |          |       |
| 20375560                | White Leather pump stool, adjustable height, (table to counter heights)      | \$266.50     | \$325.00 |          |       |
| 20384060                | Starbase Table - 40"h (cocktail table, finished top chrome post & base)      | \$218.75     | \$266.50 |          |       |
| 20385200                | Spandex Cocktail Table Cover (table required)                                | \$80.00      | \$97.50  |          |       |
| 20320230                | Easel floor standing, chrome, 3 slots for different sized signs              | \$95.00      | \$115.75 |          |       |
| DFBA-7                  | Literature Stand   | \$219.25     | \$267.25 |          |       |
| 20320030                | Bag Holder - 41"h  | \$165.25     | \$201.50 |          |       |
| 20320170                | Wastebasket  | \$35.00      | \$42.50  |          |       |
| 20605020                | Seasonal Flowering table plant live/mum                                      | \$114.00     | #N/A     |          |       |
| DFBA-9                  | 8x10" Brochure holder tabletop plexi   | \$32.00      | \$38.75  |          |       |
| DFBA-8                  | Glass bowl candy/business card holder  | \$35.00      | \$42.50  |          |       |
| 60010560                | Locking Counter Storage Unit (40"l x 20"w x 40"h) (key lost \$ 65.00 charge) | \$381.75     | \$465.50 |          |       |



**GES Terms & Conditions**

- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability.
- At show site, some items may not be available.
- Orders received after the Advance Price Deadline are processed at Standard or on-site Price.
- GES is not responsible for exhibit materials left behind.
- All claims or discrepancies must be settled prior to show closing.
- Order must be submitted with a completed "Payment Authorization Form" (available in this manual).
- Exhibitor is responsible for all items for the duration of the show.

**+ 30% PRICING is applicable to all orders received on site, during regular business hours, if available.**

**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

All funds listed in Canadian dollars.  
 GST # 104060264

Authorized Name (please print)

Date

**Cancellation Policy:** 50% refund will apply for furnishings cancelled prior to show set - up, 100% charged after GES set up has begun, or if plants have been purchased. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.



# MATERIAL HANDLING ORDER FORM

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

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## CAIR - Grand Slams and Catastrophes 2024

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Late shipments ARE accepted, and taken straight to the display space -**there is no weekend regular delivery service-plan for goods to arrive as per the schedules below, so there are no delays at set up.** Charges are per shipment received. **Combine your goods into one shipment, if possible.** If you have multiple shipments, send your tracking number to GES for each shipment, if possible, so we can confirm receiving all goods.

### SMALL PACKAGES - 15 lbs. per piece or less each (up to three boxes of literature and/or banner stands, small items) S Label

**\$85.00** for one package (15 lbs. MAXIMUM) Shipments may arrive: **January 29-February 1, 2024**

if 2nd & 3rd additional packages (15 lb. or less in the same shipment). **2 pcs. \$95.00, 3 pcs. \$110.00**

*Shipments over 45 lbs./15 lbs. each. will be charged the 100 lbs. minimum charge.*

### SHIPMENTS OVER 45 LBS: - 200 lbs. max (Courier shipments Pop-up Booth Cases, Boxes - no skids) S Label

**\$180.00** up to 100 lbs. Shipments may arrive: **January 29-February 1, 2024**  
100 - 200 lbs. + \$ 150.00 (\$330.00) (200 lbs. MAXIMUM)

*If your shipment is over 200 lbs., please contact our office to make arrangements*

### SPECIAL HANDLING (40% SURCHARGE PER SHIPMENT)

All shipments that arrive without a materials handling order placed and or arrive before the scheduled arrival date.

All shipments with special requirements, misaddressed, misdelivered, additional labour required.

### PLEASE COMPLETE THE FOLLOWING:

This is shipping to **Banff Office**

Name of Carrier/Courier: \_\_\_\_\_ sizes of large cases: \_\_\_\_\_

Waybill / Tracking #'s: \_\_\_\_\_ # of pieces: \_\_\_\_\_ Approx. weight: \_\_\_\_\_

Date goods are scheduled to arrive: \_\_\_\_\_

If shipping **INTERNATIONALLY**, GES recommends hiring a customs broker, and note:

- I understand my company must provide a Commercial Invoice (& any other required forms) with all shipments into **and out of Canada**, and that I must check that my courier is clearing my goods **free domicile** and my company is responsible for all customs duty and shipping charges. Hiring a customs broker is recommended.
- Your company must be the importer on record for your shipment. GES /Fairmont should not be on any customs paperwork.*

### POST SHOW - PICK UPS ARE SCHEDULED BY EXHIBITORS FROM GES OFFICE.

Small loose courier shipments <200 lbs. only picked up GES office, will incur daily storage fees if not picked up the next business day.

**Exhibitor Tear down - Proper packing, waybills, scheduling courier, courier charges & customs are exhibitors' responsibility**

Up to 45 lbs. - **\$65.50 (\$90.00 arranged on site)** Over 45 - 200 lbs. & Rolling Cases - **\$120.00/100 lbs. pre-ordered (\$170.00 per arranged on site)**

- added on to inbound materials handling order - orders requested at tear down are surcharged and incur delays, please pre-order - indicate below to arrange storage of shipments under 200 lbs.

Post Show Storage is required. Schedule pick ups of courier shipments next business day 9 am - 4 pm from GES Office, 405 Spray Ave., Banff AB T1L 1J4.

### POST SHOW - PICK UPS FROM GES BANFF ARE SCHEDULED BY EXHIBITORS , USING THEIR COMPANY COURIER / CARRIER ACCOUNT .

#### GES Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to Table.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled with GES prior to show closing.
- Gratuities, in any form, are prohibited.
- GES' Limits of Liability & Responsibility apply to this service.
- Order must be submitted with a completed "Payment Authorization Form" (available in this manual).

### 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

All funds listed in Canadian dollars. GST # 104060264

Authorized Name (please print)

Date

Cancellation Policy: 100% charged after goods have been received.

Use these Shipping Labels as they will expedite handling. Copy if additional labels are needed. Materials handling order is required

S

GES BANFF OFFICE

403-762-2828

EXHIBITION FREIGHT

FROM:

\_\_\_\_\_  
\_\_\_\_\_

S

GES BANFF OFFICE

403-762-2828

EXHIBITION FREIGHT

FROM:

\_\_\_\_\_  
\_\_\_\_\_

SMALL < 200 lbs COURIER SHIPMENTS

SMALL < 200 lbs COURIER SHIPMENTS

TO:

Full Name of Exhibiting Company

CAIR - Grand Slams and Catastrophes 2024

Event Name

Table Number

Showsite Contact Name & Phone Number

TO:

Full Name of Exhibiting Company

CAIR - Grand Slams and Catastrophes 2024

Event Name

Table Number

Showsite Contact Name & Phone Number

C/O:

GES Banff - Office Reception  
405 Spray Avenue  
Banff, Alberta, Canada T1L 1J4

C/O:

GES Banff - Office Reception  
405 Spray Avenue  
Banff, Alberta, Canada T1L 1J4

Shipments Should Arrive:

January 29-February 1, 2024

Monday to Friday, from 9:00 am to 4:00 pm

Monday - Friday only. Holidays and weekends are not available.  
Certified Weight Tickets are required for all shipments.

Shipments Should Arrive:

January 29-February 1, 2024

Monday to Friday, from 9:00 am to 4:00 pm

Monday - Friday only. Holidays and weekends are not available.  
Certified Weight Tickets are required for all shipments.

(Name of Carrier)

(Name of Carrier)

of

of



Number

Pieces

Number

Pieces



# ELECTRICAL ORDER FORM

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Advance Price Deadline Date:

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Exhibiting Company Name

Table Number

**500 watt or 1500 watt include one extension cord with 3 plug ins end.**

| ITEM CODE | DESCRIPTION   | ADVANCE  | STANDARD | QUANTITY | TOTAL |
|-----------|---|----------|----------|----------|-------|
| 50010500  | 500 Watt Duplex Outlet (shared power approximately 5 amps)    | \$70.00  | \$91.00  |          |       |
| 50011500  | 1500 Watt Duplex Outlet (dedicated breaker 12 amps)           | \$224.00 | \$273.00 |          |       |
| 50500550  | Power Bar   | \$49.50  | \$60.25  |          |       |
| 50010000  | 25watt LED (as 200w) Clamp On Light                           | \$108.00 | \$145.80 |          |       |
|           | If an item not listed is required, please contact our office. |          |          |          |       |
| 310-QE    | Electrician Charge If Required - Call for quotation           |          |          |          |       |
|           | Special Wiring Connections - Call for quotation               |          |          |          |       |

### NOTE:



### GES Terms & Conditions

- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- GES/Facility not liable for damages due to power turning off.
- Charges are for rental of equipment only. All items remain property of GES.
- All claims or discrepancies must be settled with GES prior to show closing
- GES reserves the right to refuse to provide unsafe connections.
- Exhibitor is responsible for all items through the duration of the show.
- Order must be submitted with a completed "Payment Authorization Form" (available in this manual).

**ON-SITE (+ 30%) PRICING is applicable to all orders received on site, during regular business hours**

### 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

All funds listed in Canadian dollars.  
GST # 104060264

Authorized Name (please print)

Date

**Cancellation Policy:** 50% after order is charged, if cancelled day before move in begins. No refunds or exchanges on power once delivered.



1. GES Canada Limited herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impractical to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.