Show Information

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

SPE Canada Unconventional Resources and Heavy Oil Conferences
BMO Centre, Stampede Park
March 18-19, 2020

Discount Deadline Date: March 3, 2020

Official Service Provider
Global Experience Specialists, Inc. (GES)
#25, 5805 – 76 Ave SE
Phone: (403) 243-2212
Fax: (403) 243-3868
T2C 5L8

Toll Free: (800) 636-8235
Email: exhibitorserviceswest@ges.com

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

**Booth Size:** 10 x 10

**Backwall Drape**
Black

**Sidewall Drape**
Black

**Booth Carpet Colour:** By exhibitor order

**Aisle Carpet Colour:** Blue Jay

Important Dates

Be sure to check all supplier order forms for additional deadlines.

Discount Deadline Date: March 3, 2020
GES Orders must be received with payment by this date.

Advance Warehouse Receiving Dates: February 10, 2020
March 12, 2020

Exhibitor Move In Dates: March 17, 2020

GES On-Site Service Desk Dates: GES on site from 10am until 6pm

Show Open Dates: March 18-19, 2020

Exhibitor Move Out Dates: March 19, 2020

Carrier Check-in Post Show: March 19, 2020
8:00 pm

Facility must be clear by: March 19, 2020
8:00 pm

Shipping Addresses

Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

**Advance Shipments to Warehouse Address:**
c/o GES/SPE Canada Unconventional Resources and Heavy Oil Conferences
(Company Name & Booth #)
#25, 5805-76 Ave NE
Calgary, AB
T2C 5L8

Shipments should arrive on or between:
February 10, 2020
until March 12, 2020

Warehouse receiving hours are:
8:00 AM to 4:00 PM Monday to Friday

*See shipping label in the exhibitor manual.

**Direct Shipments to Showsite Address:**
c/o GES/SPE Canada Unconventional Resources and Heavy Oil Conferences
(Company Name & Booth #)
20 Roundup Way SE
Calgary, AB
T2G 2W1

Direct to Showsite Receiving Dates:
March 17, 2020

Shipments to begin arriving at: 10am
Shipments to begin arriving at: Time
Shipments to begin arriving at: Time

*See shipping label in the exhibitor manual.

Order Online [https://ordering.ges.com/](https://ordering.ges.com/)
One Place for Exhibit Planning Ordering and Management

Expresso℠ by GES is a simple to navigate, picture-driven system customized specifically for your show.

It’s more than just your exhibitor manual online. Exhibitors can:
• Order exhibit products and services for multiple booths
• View account order history
• View important show and event information
• Track small packages and inbound shipments
• Download the show schedule into Outlook or iCalendar
• Print shipping labels
• Chat with our award-winning GES National Servicenter℠

Order Everything You Need for Your Show

• Go to [https://ordering.ges.com/](https://ordering.ges.com/)
• Log in or sign up with a new account
• Browse products and services and you will be guided through the ordering process
Payment and Credit Card Authorization

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

SPE Canada Unconventional Resources and Heavy Oil Conferences
BMO Centre, Stampede Park
March 18-19, 2020

Discount Deadline Date: March 3, 2020

Exhibiting Firm Company Name

Booth Number

Street Address

City

Province/State

Postal Code/ZIP

Country

Name of Primary Contact

Phone

Email

Name of Contact at Booth/Showsite

Phone

Email

Please indicate if you will be using a Third Party for billing of services:

☐ No  ☐ Yes – Please return Third Party Billing Request Form

Method of Payment

☐ Credit Card  ☐ EFT/Wire Transfer  ☐ Cheque

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 could be charged the Regular Price.

Method of Payment

• GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and EFT/Bank Wire Transfers. Purchase Orders are not considered payment.

Bank Wire Transfer Information

• To properly credit your account, please complete the Electronic Funds/Wire Transfer Form included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the Electronic Funds/Wire Transfer Form.

• NOTE: There is a minimum $20.00 Service Charge (North America), $40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

Payment Schedule

• Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company’s Credit Card Authorization 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 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.

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City

Province/State

Postal Code/Zip

Country

Account Number

Expiration Date

☐ MasterCard  ☐ Visa  ☐ American Express

Corporate Card  Personal Card

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

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Please Sign

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

$ GST # R104060264

Order Online https://ordering.ges.com/
Third Party Billing Form

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

SPE Canada Unconventional Resources and Heavy Oil Conferences
BMO Centre, Stampede Park
March 18-19, 2020

Discount Deadline Date: March 3, 2020

Exhibiting Firm Company Name: ________________________________
Email: ________________________________ Phone Number: ________________________________ Booth Number: ________________________________

Return this form when a third party (any party other than exhibiting company) (“AGENT”) should be billed for services

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name: ________________________________
Name of Primary Contact: ________________________________ Booth Number: ________________________________
Exhibiting Company Street Address: ________________________________
City: ________________________________ Province/State: ________________________________ Postal Code/ZIP: ________________________________ Country: ________________________________
Phone: ________________________________ Fax: ________________________________ Name of Secondary Contact (Optional): ________________________________
Name of Contact at Booth/Showsite: ________________________________ Phone: ________________________________ Secondary Contact Phone: ________________________________ Email: ________________________________

Step 2. Check services below to invoice to the Third Party

☐ All Services
If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Booth Cleaning  ☐ Exhibit Systems  ☐ GES Logistics  ☐ I & D Labor  ☐ Forklift Labor  ☐ Material Handling
☐ Rental Carpet  ☐ Rental Furniture  ☐ Signs
☐ Other (Please Specify): ________________________________

Step 3. Provide the Third Party contact information

Third Party Company Name: ________________________________
Name of Primary Contact: ________________________________ Email: ________________________________
Third Party Street Address: ________________________________
City: ________________________________ Province/State: ________________________________ Postal Code/ZIP: ________________________________ Country: ________________________________
Name of Contact at Booth/Showsite: ________________________________ Phone: ________________________________ Secondary Contact Phone: ________________________________

Step 4. Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or EFT/bank wire transfer.

Cardholder Name - Please Print: ________________________________
Billing Address: ________________________________
City: ________________________________ Province/State: ________________________________ Postal Code/ZIP: ________________________________ Country: ________________________________
Method of Payment
☐ Credit Card  ☐ EFT/Wire Transfer  ☐ Cheque
☐ MasterCard  ☐ VISA  ☐ American Express
☐ Corporate Card  ☐ Personal Card

Account Number: ________________________________ Expiration Date: ________________________________

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES’ Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by cheque or EFT/bank wire transfer.

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign: X
Authorized Signature: ________________________________
Authorized Name - Please Print: ________________________________ Date: ________________________________

Total Payment Enclosed: ________________________________

GST # R104060264

Order Online: https://ordering.ges.com/
Discount Deadline Date: March 3, 2020

Order Online https://ordering.ges.com/

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

Electronic Funds/Wire Transfer Form

Please complete and return this form to: Hanin Abdallah, Accounts Receivable
GES Canada Limited
Email: ar@ges.com Fax: 905-283-0501

GES Bank Information

Please include all of the following information to ensure your funds reach our bank

**Beneficiary’s Name:**
**Bank Name:**
**Address:**

GES Canada Limited
Bank of Montreal
350 – 7th Avenue SW
Calgary, AB
T2P 3N9

If you are sending Canadian Dollars ($CDN)

**EFT/Direct Deposit**

Institution code #: 001
Transit #: 00109
Account #: 1967-990

If you are sending American Dollars ($US)

Institution code #: 001
Transit #: 00109
Account #: 4773-410

**Wire Transfers**

Account #: 1967-990
Beneficiary’s Bank: //CC000100109
Swift Code: BOFMCA2

Account #: 4773-410
Beneficiary’s Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBPU53NNYC
Routing / BIC / NCC / BSC or ABA Number: 026005092

**Invoice Amount:**

**Date of Transfer:**

*Minimum Bank Charge: $20.00 (North American) $40.00 (International)

**Total:**

**Please Note:** Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed.

*Minimum Bank Charges as shown above, reflect GES's bank charges only.

Any additional wire transfer and EFT fees are the exhibitor's responsibility.

Order Online https://ordering.ges.com/
## Material Handling Order Form

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

SPE Canada Unconventional Resources and Heavy Oil Conferences  
BMO Centre, Stampede Park  
March 18-19, 2020

**Discount Deadline Date:**  
March 3, 2020

### Easy Ordering Tips:

- **Material Handling** is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- **Crated Material** is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Special Handling** is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Uncrated Material** is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- 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 booth.
- It is the exhibitor’s responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

### Step 1. Review Freight Material Handling Rates and Information

<table>
<thead>
<tr>
<th>Advance Shipment to Warehouse</th>
<th>Crated</th>
<th>Special Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>(200 lbs. minimum per shipment)</td>
<td>$75.50 cwt</td>
<td>$98.00 cwt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Shipment to Show Site</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Uncrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>(200 lbs. minimum per shipment)</td>
<td>$59.00 cwt</td>
<td>$76.50 cwt</td>
<td>$94.50 cwt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Packages</th>
<th>First Package</th>
<th>Each Additional Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>(50 lbs. maximum per shipment, received on show site only)</td>
<td>$46.00</td>
<td>$11.75 ea</td>
</tr>
</tbody>
</table>

What is a small package shipment? Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

### Step 2. Estimate Order

**Material Handling**

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark, 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\[
\text{Total CWT} = \frac{\text{pounds of freight} + 100}{100} \times \text{Rate} = \text{Subtotal} + 5\% \text{ GST}
\]

1st Small Package Piece = $46.00 + Additional Pieces x $11.75 = Subtotal + 5% GST

**Shipment will be sent to:**  
- [ ] Show Site  
- [ ] Advance Warehouse

On Date: By Carrier: Total Number of Pieces:

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**Please Sign**  
Authorized Signature

Authorized Name - Please Print  
Date

Total Payment Enclosed $  

GES Policy: Please refer to GES’ full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online [https://ordering.ges.com/](https://ordering.ges.com/)
What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

**Special Handling Includes:**

**Ground Loading**
- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

**Side Door Loading**
- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

**Constricted Space Loading**
- Freight loaded "high and tight" or down one side as to make shipments not readily available.

**Designated Piece Loading**
- When a trailer must be loaded in a particular sequence to ensure fit.

**Stacked, Cubed-out, or Loose Shipments**
- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

**Multiple Shipments**
- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

**Mixed Shipments**
- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

**Improper Delivery Receipts**
- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

**Uncrated Shipments**
- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

FROM: Full Exhibiting Company Name at Show
TO: Full Exhibiting Company Name at Show
Name of Exhibition 042600669

BOOTH NUMBER C/O GES
C/O GES (Company Name & Booth #)
20 Roundup Way SE
Calgary, AB
T2G 2W1

Shipment Should Arrive on or Between:
March 17, 2020 until

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier ________________________________ of ____________ pieces
Number ____________________________ of ____________ pieces
Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

FROM:

TO:

ADVANCE SHIPMENT

Full Exhibiting Company Name at Show

SPE Canada Unconventional Resources and Heavy Oil Conferences

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES

#25, 5805-76 Ave NE

Calgary, AB

T2C 5L8

Shipments Should Arrive on or Between:

February 10, 2020 until March 12, 2020

Certified Weight Tickets are required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier ____________________________

Number ____________________________ of ________________ pieces

GES

TO:

ADVANCE SHIPMENT

Full Exhibiting Company Name at Show

SPE Canada Unconventional Resources and Heavy Oil Conferences

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES

#25, 5805-76 Ave NE

Calgary, AB

T2C 5L8

Shipments Should Arrive on or Between:

February 10, 2020 until March 12, 2020

Certified Weight Tickets are required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier ____________________________

Number ____________________________ of ________________ pieces

GES
Advance Warehouse Service Order Form

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

SPE Canada Unconventional Resources and Heavy Oil Conferences
BMO Centre, Stampede Park
March 18-19, 2020

Discount Deadline Date: March 3, 2020

Easy Ordering Tips:
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- It is the exhibitor’s responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

Step 1. Review Freight Material Handling Rates and Information

<table>
<thead>
<tr>
<th>Advance Warehouse Service</th>
<th>$72.00 cwt</th>
<th>$93.00 cwt</th>
</tr>
</thead>
<tbody>
<tr>
<td>(300 lbs. minimum per shipment)</td>
<td>Special Handling</td>
<td>Shipment MUST arrive by:</td>
</tr>
</tbody>
</table>

Step 2. Provide Details of the items to be collected by GES

<table>
<thead>
<tr>
<th>Pieces</th>
<th>Description</th>
<th>Dimensions (in inches):</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>Cartons (cardboard)</td>
<td>H _____ x W _____ x L _____</td>
<td>_____ ______</td>
</tr>
<tr>
<td>_______</td>
<td>Cases/Trunks (Fibre)</td>
<td>Colour: ___________</td>
<td>H _____ x W _____ x L _____</td>
</tr>
<tr>
<td>_______</td>
<td>Crates (wooden)</td>
<td>H _____ x W _____ x L _____</td>
<td>_____ ______</td>
</tr>
<tr>
<td>_______</td>
<td>Skids/Pallets</td>
<td>H _____ x W _____ x L _____</td>
<td>_____ ______</td>
</tr>
<tr>
<td>_______</td>
<td>Carpet</td>
<td>Colour: ___________</td>
<td>H _____ x W _____ x L _____</td>
</tr>
<tr>
<td>_______</td>
<td>Other: ___________</td>
<td>H _____ x W _____ x L _____</td>
<td>_____ ______</td>
</tr>
</tbody>
</table>

Total No of Pieces: ___________

Total Weight: ___________

Step 3. Destination Information

Exhibiting Company Name: ____________________________
Exhibitor Booth Number: ____________
Showsite Contact Phone: ____________________________
Showsite Contact Email: ____________________________

Step 4. Estimate Order

Calculate Total CWT (Enter in increments of 100’s only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

[ ] _______ pounds of freight ÷ 100 = Total CWT x _______ Rate = _______ Subtotal + 5% GST

Step 5. Provide Payment Information

Cardholder Name - Please Print: ____________________________
Cardholder Billing Address: ____________________________
Account Number: ____________________________ Expiration Date: ____________

[ ] MasterCard
[ ] VISA
[ ] American Express
[ ] Corporate Card
[ ] Personal Card

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. I understand that these estimates are only an estimate and invoicing will be done from the actual weight. Adjustments will be made accordingly.

Please Sign: X
Authorized Signature: ____________________________
Authorized Name - Please Print: ____________________________ Date: ____________

Total Payment Enclosed: $ ____________

GES Policy: Please refer to GES’ full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online: https://ordering.ges.com/