Show Information

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
Calgary, AB
T2C 5L8
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

**Standard Booth Package Includes:**
- 8’h back wall
- 3’h side wall
- 7” x 44” ID sign

Important Dates

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

**Advance Warehouse Receiving Dates:** February 10, 2020 to 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

**Facility must be clear by:** March 19, 2020

**Shipping Addresses**

**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

*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

*See shipping label in the exhibitor manual.

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

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

**Advance Warehouse Receiving Dates:**
- 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
- The warehouse is closed on weekends and holidays.

**Direct to Showsite Receiving Dates:**
- Shipments to begin arriving at: 10am
- Shipments to begin arriving at: Time
- Shipments to begin arriving at: Time

Order Online 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.

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.
- Exhibitors will be charged a $25.00 fee for returned NSF cheques.

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,

Authorized Name - Please Print

Date

Authorized Signature

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

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

### Step 1. Provide the Exhibiting Company contact information and signature

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Name of Primary Contact</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibiting Company Street Address</th>
<th>City</th>
<th>Province/State</th>
<th>Postal Code/ZIP</th>
<th>Country</th>
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<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Name of Secondary Contact (Optional)</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name of Contact at Booth/Showsite</th>
<th>Phone</th>
<th>Secondary Contact Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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

- [ ] All Services
- [ ] Booth Cleaning
- [ ] Rental Carpet
- [ ] Rental Furniture
- [ ] Exhibit Systems
- [ ] GES Logistics
- [ ] Signs
- [ ] I & D Labor
- [ ] Forklift Labor
- [ ] Material Handling
- [ ] Other (Please Specify)

### Step 3. Provide the Third Party contact information

<table>
<thead>
<tr>
<th>Third Party Company Name</th>
<th>Name of Primary Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Third Party Street Address</th>
<th>City</th>
<th>Province/State</th>
<th>Postal Code/ZIP</th>
<th>Country</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name of Contact at Booth/Showsite</th>
<th>Phone</th>
<th>Secondary Contact Phone</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Cardholder Name - Please Print</th>
<th>Billing Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Province/State</th>
<th>Postal Code/Zip</th>
<th>Country</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Payment</th>
<th>Credit Card</th>
<th>EFT/Wire Transfer</th>
<th>Cheque</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MM/YY</td>
</tr>
</tbody>
</table>

**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 any 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*

*Authorized Signature*

<table>
<thead>
<tr>
<th>Authorized Name - Please Print</th>
<th>Date</th>
</tr>
</thead>
</table>

*Authorized Signature*

**Total Payment Enclosed**

$ **GST # R104060264**

Order Online [https://ordering.ges.com/](https://ordering.ges.com/)
**Electronic Funds/Wire Transfer Form**

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

Discount Deadline Date: March 3, 2020

<table>
<thead>
<tr>
<th>Exhibiting Firm Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company Street Address</td>
<td>City</td>
<td>Province/State</td>
<td>Postal Code/ZIP</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
<td>Name of Secondary Contact (Optional)</td>
<td></td>
</tr>
<tr>
<td>Name of Contact at Booth/Showsite</td>
<td>Phone</td>
<td>Secondary Contact Phone</td>
<td>Email</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Beneficiary’s Name</th>
<th>GES Canada Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name:</td>
<td>Bank of Montreal</td>
</tr>
<tr>
<td>Address:</td>
<td>350 – 7th Avenue SW</td>
</tr>
<tr>
<td></td>
<td>Calgary, AB</td>
</tr>
<tr>
<td></td>
<td>T2P 3N9</td>
</tr>
</tbody>
</table>

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)

- EFT/Direct Deposit
  - Institution code #: 001
  - Transit #: 00109
  - Account #: 4773-410

**Wire Transfers**

- Account #: 1967-990
  - Beneficiary’s Bank: //CC000100109
  - Swift Code: BOFMCAM2
- Account #: 4773-410
  - Beneficiary’s Bank: //CC000100109
  - Intermediary bank: Wells Fargo Bank (FKA Wachovia)
  - Swift Code: PNBUS3NNYC
  - 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/](https://ordering.ges.com/)
From your door - to the floor - and back

Any Location. Any Mode. Any Service Level.

Allow the GES Logistics team to skillfully and efficiently manage the shipping and logistics process for you. As an industry leader, GES is committed to providing high level service while maintaining competitive rates and to providing an expert team you can rely on.

Consider these advantages:

• All-inclusive service: pick-up, warehousing, delivery, storage & outbound service.
• Advance Warehousing guarantees your shipment will arrive on-site, on time.
• Priority delivery ensures that your freight is delivered first.
• Various service options: round-trip, advance warehousing only, outbound shipping only.
• Various transport options: time-critical, expedited, international air and more.
• Eliminate additional fees charged by some carriers for trade show deliveries.
• Avoid long wait times at the docks. Maximize your set-up time.
• GES Logistics reps are on-site and at your service throughout the event.

From the beginning of move-in, throughout the event and until your last shipment leaves the show floor.

GES is the one-source solution for all of your Logistics needs.

Contact GES Customs & Logistics today at canadawestlogistics@ges.com or 1.877.437.4247
# Shipping Order Form

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

**Discount Deadline Date:**

**March 3, 2020**

## SPE Canada Unconventional Resources and Heavy Oil Conferences

**BMO Centre, Stampede Park**

**March 18-19, 2020**

## Pick up Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Name of Primary Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>Floor/Suite #</th>
<th>City</th>
<th>Province/State</th>
<th>Postal Code/ZIP</th>
<th>Country</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Loading Dock</th>
<th>Business Hours</th>
<th>Pick up Date</th>
<th>Pick up Time</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Customs Broker</th>
<th>Broker Contact Name</th>
<th>Broker Phone Number</th>
<th>Customs Paperwork Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Destination Information

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Booth Number</th>
<th>Showsite Contact Phone</th>
<th>Showsite Contact Email</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Loading Dock</th>
<th>Business Hours</th>
<th>Delivery Date</th>
<th>Delivery Time</th>
<th>Yes</th>
<th>No</th>
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## Details of the items to be shipped

<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>H x W x L</td>
<td></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>H x W x L</td>
<td></td>
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<tr>
<td></td>
<td>Other</td>
<td>H x W x L</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total # of Pieces</th>
<th>Total Weight:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## Payment Information

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
<th>MasterCard</th>
<th>VISA</th>
<th>American Express</th>
<th>Corporate Card</th>
<th>Personal Card</th>
</tr>
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</table>

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to refuse any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper’s responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor’s booth.

3) GES shall not be responsible for the loss, theft, or disappearance of materials before they are picked up from exhibitor’s booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES CANADA to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

5) GES’s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES’s maximum liability shall be limited 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.

6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same.

7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

**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,