



5675 McLaughlin Road,  
Mississauga, Ontario, L5R 3K5  
Tel: (905) 283-0500  
Fax: (905) 283-0501  
Toll Free 1-877-437-4247 [www.gesexpo.ca](http://www.gesexpo.ca)

# LABOUR SERVICE ORDER FORM

SHOW: **IIDEXNeoCon Canada 2009**

**DISCOUNT PRICE DEADLINE DATE:** **September 9, 2009**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

MASTERCARD  VISA  AMEX

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

EXPIRY DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**CREDIT CARD AUTHORIZATION ( ABOVE ) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE**

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS. IF GES CANADA SUPERVISION IS REQUIRED ADD 30% OF THE TOTAL LABOUR COST (\$25 MINIMUM).  
**(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)**

Straight Time  
8:00a.m. - 4:00p.m.  
Monday-Friday  
**\$ 79.00 PER HOUR**

Overtime  
4:00p.m. - 6:00p.m.  
Monday-Friday  
8:00a.m.-4:00p.m. Sat & Sun  
**\$112.00 PER HOUR**

Double Time  
After 6:00p.m. Mon-Fri  
After 4:00p.m. Sat & Sun  
All Holiday Hours  
**\$158.00 PER HOUR**

**(5% GST & 8% PST TAXES APPLICABLE)**

**INSTALLATION** Set Up Drawings or Photos Required: yes no Attached: yes no

Carrier: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_  
Day / Date/ Month / Year a.m. p.m.

**SUPERVISION** By Exhibitor (Provide Name of Rep): \_\_\_\_\_ By GES CANADA  
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_  
Day / Date/ Month / Year a.m. p.m.

NUMBER OF PEOPLE REQUIRED  X HOURS PER PERSON  = TOTAL HOURS

**DISMANTLING**

Carrier: \_\_\_\_\_ Pick-up Date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_  
Day / Date/ Month / Year a.m. p.m.

**SUPERVISION** By Exhibitor (Provide Name of Rep): \_\_\_\_\_ By GES CANADA  
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_  
Day / Date/ Month / Year a.m. p.m.

NUMBER OF PEOPLE REQUIRED  X HOURS PER PERSON  =TOTAL HOURS

**EXHIBITOR MUST REPORT TO GES CANADA SERVICE DESK TO RECEIVE THEIR LABOUR**

**Terms & Conditions**

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES CANADA Service Desk.
- We reserve the right to change Labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per man.
- GES CANADA Limits of Liability apply.

**I have read and understand the Terms & Conditions of my Agreement with GES CANADA.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GST #R104060264



**SEND >>>**

## GES CANADA Online Ordering

### **ORDERING PRODUCTS AND SERVICES ONLINE IS FAST... SIMPLE AND SECURE.**

- Step 1 To access online ordering go to: [www.gesexpo.ca](http://www.gesexpo.ca)
- Step 2 Select event city, click "Online Ordering"
- Step 3 Click "Login & Order Online" beside your show
- Step 4 You will need to create a permanent Online Ordering account:
- > Click "Sign Up"
  - > Click "New Exhibitor"
  - > Complete Add Exhibitor Information, click "Save"
  - > Complete "User Profile", click "Next"
  - > Read the "Terms and Conditions"
  - > To continue, click "I Agree", click "Finish"
  - > Select your Show, proceed with your order

Please keep your User ID and Password for future ordering on shows and events serviced by GES CANADA.

**Remember to order early to avoid extra costs.**

**Thank you for your order.**



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**CREDIT CARD  
AUTHORIZATION**

SHOW: **IIDEXNeoCon Canada 2009**

DISCOUNT PRICE DEADLINE DATE: **September 9, 2009**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_  
 COMPANY \_\_\_\_\_  
 STREET \_\_\_\_\_  
 CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

**Please fill out The Credit Card Authorization below if:**  
 - You or your company are forwarding payment to GES CANADA in the form of a cheque  
 - There is any possibility you or your representative will be ordering any service on-site.  
 - You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

**PLEASE COMPLETE THE FOLLOWING**

MASTERCARD     VISA     AMERICAN EXPRESS  
 CORPORATE     PERSONAL

EXPIRY DATE:

**CARD #**

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Code/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**



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# THIRD PARTY BILLING FORM

SHOW: <b>IIDEXNeoCon Canada 2009</b>	<b>DISCOUNT PRICE DEADLINE DATE: September 9, 2009</b>
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EXHIBITOR INFORMATION	
BOOTH #: _____	COMPANY _____
STREET _____	
CITY _____	PROV/STATE _____
E-MAIL _____	
PHONE _____	FAX _____
CONTACT NAME _____	

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES CANADA will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES CANADA by the Advanced Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

## Exhibiting Company

Name of Exhibiting Company	Phone #	Fax #
Address	City	Prov/State
Authorized Name (print)	Authorized Signature	

### CREDIT CARD AUTHORIZATION

<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	EXPIRY DATE: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> CORPORATE	<input type="checkbox"/> PERSONAL		
CARD #	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Cardholder's Name (print)	Cardholder's Signature		

## Third Party / Display House

Name of Third Party/Display House	Phone #	Fax #
Address	City	Prov/State
Authorized Name (print)	Authorized Signature	

### CREDIT CARD AUTHORIZATION

<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	EXPIRY DATE: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> CORPORATE	<input type="checkbox"/> PERSONAL		
CARD #	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Cardholder's Name (print)	Cardholder's Signature		

**ALL GES CANADA SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:**
