



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

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The Green Living Show 2020
Metro Toronto Covention Centre - North, Halls A/B
March 13 - 15, 2020



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 - 6:00pm. 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 LINREG / LOREG, LINOT / LOOT, LINDT / LODT.

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. Remember, if you are selecting GES Supervised Labour, please let us know when you are planning to arrive so that we can schedule accordingly.

GES Supervised Labour (exhibitor will not be present). 30% surcharge added. Total Above \$ x .30 = \$
Exhibitor must provide a diagram & instructions detailing final set-up. GES will supervise labour to: unpack & install display before exhibitor arrives at show site, dismantle & pack the display after show closing.
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. You are required to be in the booth at all times to provide instruction. Scheduling a date and time is necessary for this option. Exhibitor assumes the responsibility and any liability arising for the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

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 with columns: Dates, Start Time, End Time, # of Workers

Table for Dismantle with 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. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- 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"

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.
HST # 104060264RT0001