



at the Calgary TELUS Convention Centre
 120 Ninth Avenue SE
 Calgary, AB T2G 0P3
 Phone: 403 261-8575 Fax 403 261-8576
NANCYF@calgary-convention.com

CREDIT CARD AUTHORIZATION FORM

Show Name:	CANADIAN SOCIETY of ASSOCIATION EXECUTIVES		
EARLY ORDER DISCOUNT DEADLINE	October 13, 2015	EVENT ID:	25286

Credit card authorization must accompany all orders.

PAGE 1	MATERIAL HANDLING ORDER FORM	\$	
	SHIPPING LABEL		
PAGE 2	LIMITS OF LIABILITY & RESPONSIBILITY		
PAGE 3	IN-BOOTH FORKLIFT SERVICE ORDER FORM	\$	
	OTHER: _____	\$	
	OTHER: _____	\$	
SUB TOTAL		\$	-
5% G.S.T.		\$	-
TOTAL AMOUNT DUE		\$	-



Save a tree! Print & return only those forms from which you wish to order.

THIS AUTHORIZATION ALLOWS ST. GEORGE SHOW SERVICE INC. TO CHARGE ANY FEES OUTSTANDING AFTER THE SHOW CLOSING TO THIS CREDIT CARD AUTHORIZATION (INCLUDING FEES OWED DUE TO A CHEQUE RETURNED NSF - A \$ 45.00 SERVICE CHARGE APPLIES.) Any and all claims must be settled at the ST.GEORGE Show Service office prior to the show closing.

ST. GEORGE SHOW SERVICE INC. RESERVES THE RIGHT TO CORRECT ALL MATHEMATICAL MISCALCULATIONS.

COMPANY NAME: _____	BOOTH # _____
----------------------------	----------------------

Exhibit House (if applicable) _____ Onsite Contact: _____

MAIL ADDRESS: _____

CITY, PROV/STATE: _____ Post/ZipCode: _____

Phone #: _____ Fax #: _____

Email: (to send receipt) _____

PLEASE COMPLETE ALL INFORMATION AND PRINT LEGIBLY. Thank you.

A receipt showing the amount charged to your credit card will be e-mailed upon being processed, if a LEGIBLE e-mail address is provided.

	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	AMEX <input type="checkbox"/>	COMPANY CHEQUE <input type="checkbox"/>
Card Number	CVD (SECURITY DIGITS)			EXP: ____ / ____

NOTE: CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS SIGNED & COMPLETED CREDIT CARD AUTHORIZATION FORM.

Cardholder Name _____	Cardholder Signature _____
-----------------------	----------------------------

ST. GEORGE SHOW SERVICE INC.



ST. GEORGE SHOW SERVICE INC.

MATERIAL HANDLING ORDER FORM

Phone: 403 261-8575 Fax 403 261-8576
www.stgeorgeshowservice.com

Show Name: **CANADIAN SOCIETY of ASSOCIATION EXECUTIVES**

COMPANY NAME: _____ BOOTH # _____

SHIPPING ADDRESS: ALL shipments MUST be addressed to:
NAME OF SHOW, Your Company Name & Booth #
c/o 705 - 1st Street SE, Calgary, Alberta T2G 2G9
This address is the Calgary TELUS Convention Centre's North Loading Dock

Rates are based on each 100 lbs. of weight for your shipment. To calculate charges please round up to the next 100 lbs.
Example: 527 lbs = 600 lbs. **FOR SHIPMENTS over 2,000 lbs., special arrangements must be made - please contact our office prior to completing form.**

ADVANCE SHIPMENTS TO SHOW SITE Services Include:
Receiving materials within 3 business days prior to the official move-in date, stored at the show site and delivered directly to your booth upon move-in. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.
OVER 200 LBS, add \$65 per 100 LBS (or portion thereof)

Flat rate charge (up to 200 lbs.) \$130.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 65.00		

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

SHIPMENTS TO SHOW SITE DURING OFFICIAL MOVE-IN Services Includes:
Shipments will be unloaded and delivered directly to your booth. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.
OVER 200 LBS, add \$55 per 100 LBS (or portion thereof)

Flat rate charge (up to 200 lbs.) \$110.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 55.00		

NUMBER OF PIECES _____ TOTAL WEIGHT _____

POST SHOW STORAGE Services Include:
Post show storage arrangements MUST BE made prior to the show closing. Your repacked freight will be held until the next business day and then returned to the loading dock and outbound vehicles. For any shipments left after this time, St. George Show Service Inc. will force out "collect" using our choice of transport company.
OVER 200 LBS, add \$45 per 100 LBS (or portion thereof)

Flat rate charge (up to 200 lbs.) \$90.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 45.00		

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ not ST. GEORGE Show Service Inc. nor the Calgary TELUS Convention Centre.

LOST PACKAGES AND MISSING SHIPMENTS ARE GREATLY REDUCED BY USING THE OFFICIAL CARRIER. THE OFFICIAL CARRIER USUALLY HAS AN ONSITE REPRESENTATIVE DURING MOVE-IN/MOVE-OUT TIMES (INCLUDING EVENINGS & WEEKENDS).

ATTENTION SHIPPERS: All shipments must be accompanied with a bill of lading indicating the number of pieces, weight and description of contents. If shipment is from outside of Canada, please ensure all Customs Documentation is included with shipment. Once shipped, copies of the bill of lading must be immediately faxed to ST. GEORGE Show Service Inc. along with the name of your on-site representative in order to plan for your shipment.

AMOUNT DUE:	\$
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE	

OFFICE USE ONLY:
TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:
All shipments must be sent pre-paid. Any collect shipments will not be accepted. ST.GEORGE Show Service Inc. is not responsible for any concealed damage, damage to loose or inadequately packed shipments, and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. It is the exhibitor's sole responsibility to secure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. Any and all claims must be settled at the ST.GEORGE Show Service's Desk prior to the show closing. Orders will only be processed once payment in full has been received. Materials must be loaded in and out through the designated loading dock. Please refer to the "Limits of Liability and Responsibility" on page 2. ST. GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculations.
Completed credit card authorization MUST accompany all orders.

Please find below a pre-addressed mailing label for the Calgary TELUS Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. Our shipping and contact information is included for your convenience - however we ask you please fill in the remaining sections, especially your EXHIBITOR COMPANY NAME and your BOOTH NUMBER (if available)

**CANADIAN SOCIETY of
ASSOCIATION EXECUTIVES**

**c/o 705 – 1st Street SE
Calgary, Alberta T2G 2G9
Canada**

North Loading Dock (403) 261-8583

COMPANY NAME:

BOOTH #:

ONSITE CONTACT:



Calgary TELUS Convention Centre
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Phone: 403 261-8575 Fax 403 261-8576
www.stgeorgeshowservice.com

LIMITS OF LIABILITY & RESPONSIBILITY

1. It is understood that the following Limits of Liability and Responsibility are applicable to all subcontractors of ST.GEORGE Show Service Inc.. and apply to all of ST.GEORGE Show Service Inc.'s locations and employees.
2. ST.GEORGE Show Service Inc. shall not be liable for damages, losses or delays due to strikes, lockouts or work stoppages of any kind.
3. ST.GEORGE Show Service Inc. shall not be responsible for loss or damage due to water, windstorm, theft, fire, vandalism, acts of God, mysterious dissipation, common wear and tear in handling of equipment or other factors beyond their control.
4. ST.GEORGE Show Service Inc. shall not be held liable for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
5. There may be a lapse of time between the placement of in-coming shipment(s) in the booth by ST.GEORGE Show Service Inc. and the arrival of the Exhibitor's representative at the booth. There is a possibility that some time may pass between the pick-up of materials from the booth for loading on a carrier and the completion of packing. It is understood that if these circumstances occur, the shipment(s) will be left in the booth unattended. If, after the placement of exhibitor's materials in their booth, there is a loss or disappearance of any goods, it is agreed that ST.GEORGE Show Service Inc. is not liable. The same is applicable if there is a loss or disappearance of any material from the booth prior to ST.GEORGE Show Service Inc. picking up the shipment after the show. As a result, where discrepancies exist on outgoing shipping documents, St. George Show Service Inc. will make the necessary corrections upon pickup of material from the booth.
6. ST.GEORGE Show Service Inc. does not provide for full liability should loss or damage occur. ST.GEORGE Show Service Inc. is not an insurer; therefore, the exhibitor should obtain insurance. **All materials should be insured from the time they leave the Exhibitor's firm until they are returned after the show. All risk coverage can usually be arranged with riders to existing policies. Contact your insurance company to make arrangements for coverage during transit and return of materials, during storage and at show site.** Any amounts payable by ST.GEORGE Show Service Inc. are based on the scope of responsibility set forth herein and are unrelated to the value of the Exhibitor's property. If ST.GEORGE Show Service Inc. is found liable for disappearance or damages to Exhibitor's material, it is agreed that liability will be limited to that specific article only. Liability will be restricted to a settlement equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Compensations outlined in this paragraph shall apply if loss or damage occurs, regardless of cause or origin, results directly or indirectly to property through execution or non-execution of obligations imposed by the offering of services to Exhibitors or from negligence
7. A minimum of 10 days notification must be given to ST.GEORGE Show Service Inc. in order to obtain any special equipment necessary to properly handle shipment for loading, placing or reloading. St. George Show Service Inc. shall not be held responsible for any damages incurred unless written notification is issued within the time period stated above.
8. ST.GEORGE Show Service Inc. shall not be held responsible to any degree for any current, possible or anticipated loss of profit or revenues or for any related costs that may result from any loss or damage to Exhibitor's materials which may make it inconceivable or unfeasible to exhibit materials.
9. Claims for loss or damage must be submitted to ST.GEORGE Show Service Inc. by the close of the applicable show or event. No suit or action shall be brought against ST.GEORGE Show Service Inc. more than one year after the cause of action.
10. All parties agree relevant to receiving, handling, temporary storage and reloading of materials, that ST.GEORGE Show Service Inc. will provide these services as the Exhibitor's agent. ST.GEORGE Show Service Inc. is not a bailee or shipper. ST.GEORGE Show Service Inc.'s signing of a delivery receipt, bill of lading or other document is done so as an agent of the Exhibitor only and the Exhibitor accepts all responsibility thereof.
11. ST.GEORGE Show Service Inc. shall not be responsible for shipments received without receipts, freight bills or specified piece counts on receipts or freight bills such as a courier or van line. Such shipments will be delivered to the booth without guarantee of piece count or condition.
12. Empty storage labels are available from ST.GEORGE Show Service Inc.'s service desk. Affixing the labels is the sole responsibility of the Exhibitor. It is understood that these labels are for "Empty Storage Only". ST.GEORGE Show Service Inc. will not assume responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.
13. If designated carriers fail to pick-up shipments on time, ST.GEORGE Show Service Inc. shall have the authority to change carriers in order to accelerate removal of goods from the show site. Where the Exhibitor makes no arrangement, materials will be taken to a warehouse to await Exhibitor's shipping instructions. The Exhibitor agrees to be responsible for payment of charges incurred with such handling and transporting to the warehouse. ST.GEORGE Show Service Inc. assumes no liability pertaining to such re-routing or handling.
14. The Exhibitor agrees that they will not withhold payment in any amount due to ST.GEORGE Show Service Inc. for material handling or any other service provided by ST.GEORGE Show Service Inc. as an offset against the amount of an alleged loss or damage to any material or equipment. The Exhibitor agrees to pursue any claim against ST.GEORGE Show Service Inc. independently as a completely separate transaction to be resolved on its own merit.

Acceptance of the above terms and conditions will be construed upon consignment or delivery of a shipment to ST.GEORGE Show Service Inc. by an exhibitor or by any shipper on behalf of the Exhibitor.

ST. GEORGE SHOW SERVICE INC.

at the Calgary TELUS Convention Centre
 120 Ninth Avenue SE
 Calgary, AB T2G 0P3
 Phone: 403 261-8575 Fax 403 261-8576
www.stgeorgeshowservice.com

**IN-BOOTH FORKLIFT
 SERVICE ORDER FORM**

Show Name: **CANADIAN SOCIETY of ASSOCIATION EXECUTIVES**

EARLY ORDER DISCOUNT DEADLINE: October 13, 2015

COMPANY NAME:	BOOTH #
----------------------	----------------

**FORKLIFT CAPACITY IS 4,000 LBS.
 CONTACT OUR OFFICE FOR LIFTS OVER 4,000 LBS.**

Exhibitors requiring assistance with the installation of exhibit booth components, movement or placement of products within their exhibit booth space must order this service.

This service is NOT PROVIDED by show management. Exhibitors requiring assistance with the installation of exhibit booth components, movement or placement of products within their exhibit booth space must order this service.
 Minimum charge is ONE (1) HOUR per call, with increments of 30 minutes after the first hour.
 To have forklift(s) assigned, please check in at ST.GEORGE Show Service's order desk prior to your requested time.

**STRAIGHT TIME (Monday to Friday - 8:00 AM - 4:00 PM)
 with a minimum charge of ONE (1) hour per call**

	DATE REQUIRED:			TIME REQUIRED:		
	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
MOVE-IN	A _____	x _____ = _____		\$ 125.00	\$ 155.00	_____
MOVE-OUT	B _____	x _____ = _____		\$ 125.00	\$ 155.00	_____

**OVERTIME (Monday to Friday - 4:00 PM - Midnight, Saturday & Sunday 8:00 AM - Midnight)
 with a minimum charge of ONE (1) hour per call**

	DATE REQUIRED:			TIME REQUIRED:		
	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
MOVE-IN	C _____	x _____ = _____		\$ 155.00	\$ 185.00	_____
MOVE-OUT	D _____	x _____ = _____		\$ 155.00	\$ 185.00	_____

**DOUBLE-TIME (Monday to Sunday - Midnight-8:00 AM, all day on Statutory Holidays)
 with a minimum charge of FOUR (4) hours per call.**

	DATE REQUIRED:			TIME REQUIRED:		
	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
MOVE-IN	E _____	x _____ = _____		\$ 175.00	\$ 205.00	_____
MOVE-OUT	F _____	x _____ = _____		\$ 175.00	\$ 205.00	_____

AMOUNT DUE: \$ _____
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE

TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS: Orders will only be processed once payment in full has been received. A 25% cancellation fee may be applied to all orders cancelled after the early order discount date. Cancellations within 2 business days of the official move-in date are non-refundable. ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation. **Completed credit card authorization MUST accompany all orders.**