

GES is pleased to have been selected the official service contractor by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

- ✓ **Online Ordering**
- ✓ **Furnishings**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **GEM Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **March 26, 2012** as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500**.

online ordering



Ordering products and services online is fast... simple and secure.

- Step 1** To access Online Ordering go to: www.gesexpo.ca
- Step 2** Select your show from our list of upcoming events, or choose “View Events” to see a complete list organized by city.
- Step 3** If you have chosen to “View Events” locate your city and event and select the event name to view more details.
- Step 4** The event details will provide you with options such as Online Ordering, Online Exhibitor Manual and a downloadable PDF of GES Service Order Forms.
- Step 5** 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 shows and events serviced by GES.

Remember to order early to avoid extra costs.

Thank you for your order.