

SHOW INFORMATION

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EVENT INFORMATION

CBIE's 51st Annual Conference
November 19th-22nd, 2017
World Trade & Convention Centre
Halifax, NS

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES
1800 Argyle Street, Suite 445
Halifax, NS B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

BOOTH EQUIPMENT

Each 8' x 10' booth space consists of an 8' high black & white draped backwall and 3' high black draped sidewalls, one (1) 6' black skirted table, two (2) chairs, and one (1) wastebasket.

Note: the exhibit hall floor is carpeted.

PRE-SHOW PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order, and payment, by **November 3, 2017**.
Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information.

To access our online catalogue, go to **www.globalconvention.ca**, select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username:

CBIE

Password:

2017

On-line ordering available until:

November 10, 2017

EXHIBITOR MOVE-IN

Sunday November 19, 2017 1:30PM - 4:30PM

EXHIBITOR MOVE-OUT

Wednesday November 22, 2017 1:30PM - 4:00PM

Please note that all freight must be off of the trade show floor by the end of the scheduled exhibitor move out time.

Local carriers, FedEx, Purolator & UPS do not pick up after 4:00PM.

Please ensure that you have made return to warehouse arrangements.

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Friday October 20, 2017** TO **Friday November 10, 2017**

Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS

Direct to site shipments must be pre-arranged with Global Convention Services.

SERVICES AVAILABLE

GLOBAL CONVENTION SERVICES provides the following services (*where applicable*):

On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.

**EQUIPMENT &
FURNISHINGS RENTAL**

Event Name CBIE's 51st Annual Conference **Date(s)** November 19th-22nd, 2017

Pre-Show Price Deadline: November 3, 2017

Ordering Deadline: November 10, 2017 **Contact office for availability after this date**

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Phone #: _____

Booth Size _____

TABLES

Dressed tables are show colour unless otherwise specified

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$32	\$42	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$61	\$73	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$66	\$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$92	
29" High Extra Skirt (To Skirt 4th Side)		\$39	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$42	\$56	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$84	\$103	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$88	\$109	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$99	\$121	
39" High Extra Skirt (To Skirt 4th Side)		\$46	\$56	
Show Table (30" Round, 29" High)		\$63	\$77	
Bistro Table (30" Round, 39" High)		\$85	\$101	

SUB-TOTAL TABLES

SEATING

*** Subject to availability*

Folding Chair (Black)		\$15	\$20	
Fabric Chair (Grey, Padded Seat & Back)		\$31	\$38	
Bistro Stool (Padded Seat with Back)		\$63	\$77	
"Z" Stool		\$52	\$65	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$63	\$76	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$71	\$86	
Leather Tub Chair (Black) **		\$159	\$190	
Leather Loveseat (Black) **		\$336	\$412	

SUB-TOTAL SEATING

GROUPINGS ** Subject to availability

Contemporary Grouping (Show Table/2 Chairs)		\$112	\$146	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$199	\$238	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$363	\$430	

SUB-TOTAL GROUPINGS

SPECIALTY ITEMS & ACCESSORIES

All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$199	\$239	
40" TV <i>(Please contact Global office for connection information)</i>		\$436	\$523	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$16	\$19	
Literature Rack (Floor Model)		\$129	\$153	
Coffee Table (Wood, Espresso in Colour)		\$94	\$109	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$43	\$51	
Bag Holder (1m tall, adjustable arms)		\$49	\$59	
Easel (Aluminum, Tri-Pod, Floor Model)		\$36	\$45	
Wastebasket		\$17	\$21	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$69	-	

SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES

LIGHTING & ELECTRICAL ACCESSORIES

Rental does not include power

Clip on Spot Light (LED) ##		\$32	\$39	
5m, 3 Prong, Extension Cord ##		\$29	\$39	
Power Bar ##		\$27	\$33	

SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items & Accessories	\$	
Lighting & Electrical Accessories	\$	
TOTAL	\$	

Carry this total to Method of Payment form

Event Name CBIE's 51st Annual Conference **Date(s)** November 19th-22nd, 2017

Pre-Show Price Deadline: November 3, 2017

Ordering Deadline: November 10, 2017 **Contact office for availability after this date**

Exhibiting Company: _____ **Booth #** _____

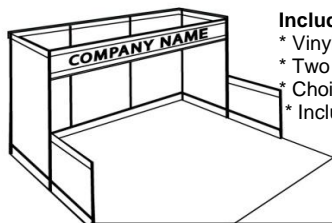
Contact Name: _____

Phone #: _____ **Booth Size** _____

PORTABLE DISPLAYS

Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$455	\$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$570	\$680	
Bannerstand Frame Rental (Does not include graphic panel)		\$100	\$125	
Posterboard (4' x 8', Velcro Adaptable)		\$129	\$149	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$125	\$139	
Ballot Box Display (1/2m x 1/2m x 1m tall)		\$160	\$199	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES

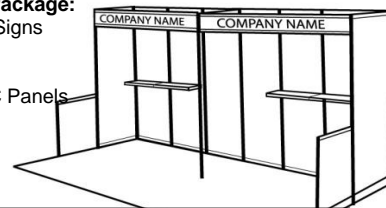


Included in 8' x 10' Hardwall Package:

- * Vinyl Lettered Company Sign
- * Two Arm Lights
- * Choice of Grey Fabric or PVC Panels
- * Includes Set Up & Dismantle

Included in 8' x 20' Hardwall Package:

- * Two Vinyl Lettered Company Signs
- * Four Arm Lights
- * Four Shelves
- * Choice of Grey Fabric or PVC Panels
- * Includes Set Up & Dismantle



Custom headers & panels available. See Signage Form for pricing and file information.

8' x 10' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$999	\$1,195	
Grey Fabric Panels (Velcro Adaptable)		\$1,099	\$1,327	
Colour PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,199	\$1,399	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Arm Lights		\$56	\$69	

8' x 20' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,408	\$1,670	
Grey Fabric Panels (Velcro Adaptable)		\$1,628	\$1,934	
Colour PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,775	\$2,111	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Arm Lights		\$56	\$69	

SUB-TOTAL HARDWALL BOOTH PACKAGES

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black vinyl lettering on white PVC. All CAPS lettering.

Header # 1 to read (8' x 10' and 8' x 20' systems)

Header # 2 to read (8' x 20' systems only)

SUMMARY OF PORTABLE & HARDWALL DISPLAYS

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

TS-Revised July/2016

CARPET & BOOTH CLEANING

Event Name	CBIE's 51st Annual Conference	Date(s)	November 19th-22nd, 2017
Pre-Show Price Deadline:	November 3, 2017		
Ordering Deadline:	November 10, 2017	Contact office for availability after this date	

Exhibiting Company:	_____	Booth #	_____
Contact Name:	_____	Booth Size	_____
Phone #:	_____		

CARPET / CARPET PADDING

Subject to availability

1st Colour Choice:	Blue	Red	Green	Grey	Black
2nd Colour Choice:	Blue	Red	Green	Grey	Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 8' x 10'		\$141	\$175	
Broadloom - 8' x 20'		\$263	\$329	
Broadloom - 8' x 30'		\$399	\$499	
Bulk Carpet - Size _____	=	\$1.25	\$1.55	
Protective Plastic - Size ¹ _____	x _____ =	\$0.60	\$0.65	
Special Cutting Charge ² _____	x _____ =	\$1.97	\$2.45	
Carpet Padding - Size _____	x _____ =	\$0.99	\$1.10	
SUB-TOTAL CARPET & PADDING				

Booth spaces larger than 8' x 30' must use bulk carpet pricing.

Booth carpet & bulk carpet supplied in 10' x 10' increments.

¹ It is the responsibility of the exhibitor to remove plastic prior to show opening.

² Applied to cut carpets only.

² Special cutting charge is in addition to bulk carpet pricing.

² Special cutting charge is applied to run of carpet that is cut.

BOOTH CLEANING

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	SERVICE PROVIDED BY FACILITY				
2 Daily vacuum & empty waste baskets					
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$

Carry this total to Method of Payment Form

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TS-Revised July/2016

ELECTRICAL

Event Name **CBIE's 51st Annual Conference** Date(s) **November 19th-22nd, 2017**

Pre-Show Price Deadline: **November 3, 2017**

Ordering Deadline: **November 10, 2017** Contact office for availability after this date

Exhibiting Company: _____ Booth # _____

Contact Name: _____

Phone #: _____ Booth Size _____

Single 110 volt, 15 amp, duplex outlet --- OPTION A

* **Electrical outlets are supplied to the back of the booth.**

* Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.

* Borrowing power from an adjoining booth is not permitted.

* We recommend the use of power bars with surge protectors.

* Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: _____

Special Electrical Power --- OPTION B

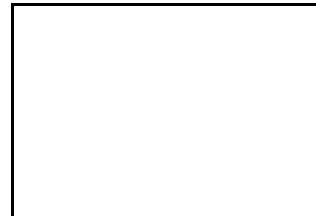
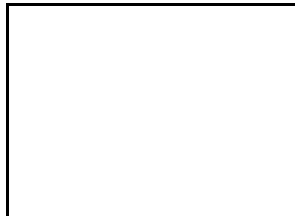
Equipment Operating: ***** Complete and fax to 902-423-4129 for quote *****

of Volts? _____ Single Phase or 3 Phase? _____ # of Amps? _____

Do you require your equipment hardwired? _____

If no, please specify type of receptacle required or receptacle number:

Draw plug configuration
(as shown on your equipment):



ELECTRICAL

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- <u>Option A</u>		\$78.00	\$93.00	
Special electrical power --- <u>Option B</u>				
5m, 3 prong, extension cord **		\$29.00	\$39.00	
Power Bar **		\$27.00	\$33.00	

** Rental does not include power.

SUMMARY OF ELECTRICAL

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

TS-Revised July/2016

Event Name CBIE's 51st Annual Conference **Date(s)** November 19th-22nd, 2017

Ordering Deadline: **October 30, 2017** **Contact office for availability after this date**

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Phone #: _____

Email: _____

VINYL LETTERED SIGNS

- * Signage prices listed are for 10 words or less - ONE colour cut vinyl only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is "Arial Black", all CAPS, unless otherwise specified by exhibitor.
- * One colour vinyl lettering on white Corex (corrugated plastic).
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Contact office for quote on specialty sizes.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
11" x 9" with easel back (for table)		\$28.00	\$37.00	
36" x 8"		\$23.00	\$33.00	
44" x 7"		\$29.00	\$38.00	
22" x 17"		\$33.00	\$46.00	
28" x 14"		\$39.00	\$52.00	

VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)

Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$53.00	\$72.00	
44" X 28"		\$102.00	\$134.00	
40" X 30"		\$102.00	\$134.00	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$33.00	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	

TOTAL VINYL SIGNAGE

Width _____ x Height _____

Vinyl Colour (1 colour) _____

W

Width _____ x Height _____

Vinyl Colour (1 colour) _____

W

H

I would like my
sign(s) to
read:

H

CUSTOM SIGNAGE

- * Increase the visual impact of your hardwall booth rental with custom artwork.
- * Contact our office for other display options such as vinyl banners and show signage.
- * We feature in-house graphic designers at a rate of \$75 per hour to design your artwork per your specifications.
- * A signage specification sheet will be supplied at time of order which details our preferred file formats.
- * Panel sizes and date for artwork deadline will be supplied at time of order.

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header (For hardwall booths)		x	\$165.00	\$217.00	
Full Graphic Panel (For hardwall booths)		x	\$395.00	\$514.00	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	
TOTAL CUSTOM SIGNAGE					

SUMMARY OF SIGNAGE

\$

Carry this total to Method of Payment form

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TS-Revised July/2016

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * **All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.**
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * Billing is based on a per shipment basis. To save money, ship all freight together.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED TO WAREHOUSE PRE-SHOW SHIPMENT

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

*** DIRECT TO SITE SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES ***

- * Shipments that have been pre-arranged with Global Convention Services are to arrive during scheduled move-in times only.
- * Freight received prior to this date risk having their freight refused by the facility, or redirected to Advance Warehouse with fees charged to exhibitor.
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading, of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * **The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will be "forced freight" back to the Global Advance Warehouse where material handling fees will be applied.**
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

MATERIAL HANDLING

Event Name CBIE's 51st Annual Conference **Date(s)** November 19th-22nd, 2017

Material Handling Form to be submitted by: November 3, 2017

Freight accepted at advance warehouse: October 20, 2017 TO November 10, 2017

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #

Booth Size

See next pages for shipping labels.

SPECIFICATIONS ON SHIPMENTS - IN BOUND * Please provide copy of waybill *****

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
		Total Weight	

CALCULATION OF ORDER

A material handling charge based on CWT (per 100 lbs with a minimum 200 lbs charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

EXAMPLES	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	90	/ 100	0.9	2	X	\$60.00	\$120.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$60.00	\$540.00

Service Type (see descriptions below)	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
ADVANCED SHIPMENT		/ 100			X	\$60.00	
RETURN TO WAREHOUSE		/ 100			X	\$60.00	

ADVANCED SHIPMENT

Description: Receipt and storage of pre-paid freight at Global advance warehouse prior to event; delivered to your booth; collection, storage & return of empty containers, crates & etc; and event site reloading of shipment from booth onto designated outbound carrier.

- * Collect shipments will not be accepted.
- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Billing is based on a per shipment basis. To save money, ship all freight together.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

RETURN TO WAREHOUSE

Description: Return of freight back to Global advanced warehouse after the event.

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.
- * All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.

All Direct Shipments must be pre-arranged with Global Convention Services.

SUMMARY OF MATERIAL HANDLING

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-4pm)

October 20, 2017 TO November 10, 2017

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS B3S 1B4

Show: **CBIE's 51st Annual Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-4pm)

October 20, 2017 TO November 10, 2017

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS B3S 1B4

Show: **CBIE's 51st Annual Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

**DISPLAY INSTALLATION &
DISMANTLE**

Event Name CBIE's 51st Annual Conference **Date(s)** November 19th-22nd, 2017
Ordering Deadline: **November 10, 2017** **Orders after this date must be placed on-site**

Exhibiting Company: _____ **Booth #** _____
Contact Name: _____
Phone #: _____ **Booth Size** _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * **Minimum 2 hour call out, per man, on labour and stand-by.**
- * **Global supervised rate is 25% of total labour. Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.**
- * **Supervised labour must check in at service desk.**
- * **Start time guaranteed only at start of working day.**
- * **Global supervised jobs will be completed at our discretion prior to show opening.**

DISPLAY BOOTH INFORMATION

Type of System _____ **System Size** _____
Special tools required for installation? _____ **Please specify in detail:** _____

POWER: ☐ Included in Booth Pkg ☐ Ordered by Exhibitor ☐ Ordered by Display House ☐ Not Applicable
CARPET: ☐ Hall Carpeted ☐ Included in Booth Pkg ☐ Ordered by _____ ☐ With Display
FREIGHT- Installation: ☐ From advance warehouse ☐ ***Direct to Show Site* **Carrier:** _____
Expected number of pieces & weight: _____

*****INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES*****

FREIGHT- Dismantle ☐ Return to advance warehouse ☐ Direct From Show Site **Carrier:** _____

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$59.00	
				x			x	\$59.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED INSTALLATION	

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$59.00	
				x			x	\$59.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED DISMANTLE	

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

HALIFAX OFFICE:

1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

METHOD OF PAYMENT

Event Name CBIE's 51st Annual Conference **Date(s)** November 19th-22nd, 2017

Exhibiting Company Information

Exhibiting Company: _____	Booth #
Exhibiting Company Mailing Address: _____	
City / Province / Postal Code: _____	
Contact Name: _____	
Telephone: _____ Fax: _____ Email: _____	

Third Party Company Information * If Applicable *****

Third Party Company Name: _____
Third Party Billing Address: _____
City / Province / Postal Code: _____
Contact Name: _____
Telephone: _____ Fax: _____ Email: _____

Services to be invoiced to Third Party Company

<input type="checkbox"/> All Global Services	<input type="checkbox"/> Electrical	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Equipment & Furniture	<input type="checkbox"/> I&D Labour/Supervision	<input type="checkbox"/> In-Booth Forklift	<input type="checkbox"/> Other _____

INFORMATION

- * **Payment must accompany order. Order will not be processed without payment.**
- * **Pre-Show pricing available until the date specified on order forms and when accompanied with payment.**
- * **Global reserves the right to invoice at retail prices on orders received after pre-show deadline.**
- * **Prices are based on duration of event and include site delivery, installation, and removal.**
- * **Prices are in Canadian dollars.**
- * **Exhibitors are responsible for damage or loss of rental material.**
- * **Copy of invoice sent on request only.** ☐ Mail ☐ Email

CANCELLATION OF ORDERS

- * Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.
- * If full service has been provided - subject to a 100% cancellation fee (no refund).
- * **Upon arrival to your booth for set up**, confirm that all items pre-ordered have been delivered to your booth. Notify the Global Service Desk immediately for any missing items. **NOTE:** Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.

PAYMENT INFORMATION

<input type="checkbox"/> BANK TRANSFER & e-TRANSFERS
* Contact office for details
* Customers are responsible for any bank processing fees
<input type="checkbox"/> CREDIT CARD
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour & material handling.
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex
Purchase Order # (if applicable) _____
(P.O. is for vendor's reference only. Payment must accompany order.)
Card # _____
Expiry Date _____
Cardholder Name _____
Cardholder Signature _____
Cardholder Telephone _____

CALCULATION OF ORDER

Equipment & Furnishings	\$	_____
Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____

Total of Items	\$	_____
15% HST	\$	_____
TOTAL ORDER	\$	_____
HST # 12259 9822 RT0001 Canadian Funds		

Payment must be submitted with order forms. Fax completed forms to 902-423-4129

TS-Revised Jan/17