



CONVENTION SERVICES LTD.
www.globalconvention.ca

MPWWA Annual Seminar Equipment Show

April 23, 2018

Delta Prince Edward

Charlottetown, PE

Visit our website to view our on-line catalogue

SHOW INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES

P.O. Box 2329
Saint John, NB, E2L 3V6

Phone: 1-888-799-3976 (EXPO)
Fax: 506-658-0509
Email: info@globalconvention.ca

BOOTH EQUIPMENT

Each 8' x 10' booth space consists of the following:

- ** 8' high draped backwall and 3' high draped sidewalls.
- ** One (1) 6' skirted table.
- ** Two (2) chairs.
- ** One (1) 110v, 15 amp, duplex outlet per booth space
- ** NOTE: The Trade Show 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 **April 3, 2018**. 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: **MPWWA** Password: **2018**

On-line ordering available until: **date**

Local carriers may not deliver on weekends. Please see material handling forms for advance warehouse. Freight over 6ft may require special handling. Please contact us for a quote.

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Tuesday April 3, 2018** TO **Thursday April 19, 2018**

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 to arrive during scheduled exhibitor move in times only !!!

**** Freight received at venue in advance of exhibitor move-in risk having their freight either refused by venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.**



HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: April 3, 2018
ORDERING DEADLINE: April 18, 2018

EVENT NAME MPWWA 2018 **DATES** April 23, 2018

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

FURNISHINGS

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 | |
| Spandex Cover for Bistro Table (Black) | | \$17 | \$25 | |
| 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) | | \$68 | \$83 | |
| Executive Chair (Grey, Padded Seat & Back, Arms) ** | | \$71 | \$86 | |
| "Z" Stool | | \$52 | \$65 | |
| Leather Tub Chair (Black) ** | | \$175 | \$205 | |
| 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) ** | | \$392 | \$460 | |
| SUB-TOTAL GROUPINGS | | | | |

ACCESSORIES
All items subject to availability

| Description | Qty. | Pre-Show | Retail | Amount |
|---|------|----------|--------|--------|
| 40" TV <i>(Please contact Global office for connection information)</i> | | \$499 | \$559 | |
| TV Floor Stand | | \$55 | \$75 | |
| Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form | | \$18 | \$24 | |
| Literature Rack (Floor Model) | | \$129 | \$153 | |
| Coffee Table | | \$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

ELECTRICAL ACCESSORIES
Rental does not include power

| | | | | |
|--------------------------------|--|------|------|--|
| 5m, 3 Prong, Extension Cord ## | | \$29 | \$39 | |
| Power Bar ## | | \$27 | \$33 | |

SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES

SUMMARY OF FURNISHINGS

| | | |
|------------------------|-----------|--|
| Tables | \$ | |
| Seating | \$ | |
| Groupings | \$ | |
| Accessories | \$ | |
| Electrical Accessories | \$ | |
| TOTAL | \$ | |

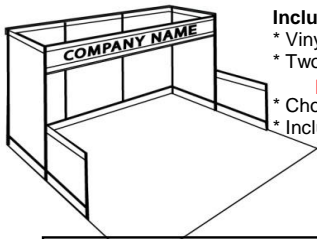
Carry this total to Method of Payment form

EVENT NAME MPWWA 2018 **DATES** April 23, 2018
Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

PORTABLE DISPLAYS

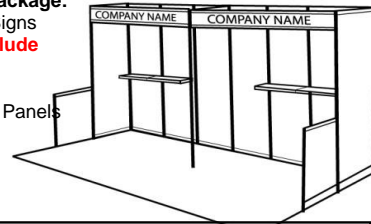
| Description | Quantity | Pre-Show | Retail | Amount |
|--|----------|----------|--------|--------|
| 8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable) | | \$455 | \$550 | |
| 10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable) | | \$570 | \$680 | |
| Bannerstand Frame Rental (Does not include graphic panel) | | \$100 | \$125 | |
| Posterboard (4' x 8', Velcro Adaptable) | | \$129 | \$149 | |
| 1m Counter (White, 1m long x 1/2m deep x 1m tall) * Custom graphic panels available- see Signage Form | | \$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 (does not include power)
 - * 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 (does not include power)
 - * 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 | |
| Additional 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 | |
| Additional Shelving (White Melamine, 1m long x 12" deep) | | \$36 | \$39 | |
| Additional Arm Lights | | \$56 | \$69 | |
| SUB-TOTAL HARDWALL BOOTH PACKAGES | | | | |

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black 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



HEAD OFFICE:
 P.O. Box 2329, Saint John, NB E2L 3V6
 Tel. 506-658-0506 Fax. 506-658-0509
 E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: April 3, 2018
ORDERING DEADLINE: April 18, 2018

ELECTRICAL

EVENT NAME MPWWA 2018 **DATES** April 23, 2018

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

| Single 110 volt, 15 amp, duplex outlet --- OPTION A | |
|---|--|
| * <u>One 110 volt, 15 amp outlet has been provided by Show Management. Additional outlets can be ordered by completing Electrical Form and submitting to office along with Method of Payment Form.</u> | |
| * Electrical outlets are supplied to the back of the booth. | |
| * Permanent building receptacles are <u>not</u> part of booth space. Electrical must be ordered prior to utilizing this source. | |
| * Borrowing power from an adjoining booth is <u>not</u> 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 506-658-0509 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): | <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 100px;"></div> <div style="border: 1px solid black; width: 150px; height: 100px;"></div> </div> |

| COMPLETE YOUR ELECTRICAL ORDER HERE | | | | |
|---|----------|----------|---------|--------|
| Description | Quantity | Pre-Show | Retail | Amount |
| Single 110v, 15 amp, duplex electrical outlet --- Option A | | \$78.00 | \$93.00 | |
| Special electrical power --- Option B | | | | |
| 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 |



HEAD OFFICE:
 P.O. Box 2329, Saint John, NB E2L 3V6
 Tel. 506-658-0506 Fax. 506-658-0509
 E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: April 3, 2018
ORDERING DEADLINE: April 12, 2018

EVENT NAME MPWWA 2018 **DATES** April 23, 2018

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

**** All signage pricing is based on Global Convention Services in-house printing. Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.**
**** Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).**

BOOTH ID and SHOW SIGNAGE

| Description (Width x Height) | Qty. | Pre-Show | Rush | Amount |
|---|------|----------------------|----------|--------|
| BOOTH ID SIGNS | | | | |
| 11" x 9" with easel back (for table) | | \$26.00 | \$34.00 | |
| 44" x 7" Booth ID Sign. Printed to Blackhawk (heavy cardstock). Includes holes drilled for hanging. | | \$20.00 | \$26.00 | |
| 44" x 7" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging. | | \$31.00 | \$41.00 | |
| 36" x 8" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging. | | \$28.00 | \$37.00 | |
| SHOW SIGNAGE | | | | |
| 8" x 8" Label for Cardboard Ballot Box | | \$28.00 | \$36.00 | |
| 22" x 28" or 28" x 22" (specify size below) | | \$58.00 | \$76.00 | |
| 24" x 36" or 36" x 24" (specify size below) | | \$82.00 | \$107.00 | |
| 44" X 28" or 28" x 44" (specify size below) | | \$116.00 | \$151.00 | |
| 40" X 30" or 30" x 40" (specify size below) | | \$113.00 | \$147.00 | |
| Brass Grommets (Rings) for hanging- Per Sign | | \$18.00 | \$23.00 | |
| Holes Drilled for hanging- Per Sign | | \$3.00 | \$5.00 | |
| | | TOTAL SIGNAGE | | |

Width _____ x Height _____
 W

Width _____ x Height _____
 W

H

I would like my sign(s) to read / logo:

H

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- * A signage specification sheet will be supplied at time of order which will detail preferred file formats.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

| Description | Qty. | Unit Price | RUSH | Amount |
|---|------|-----------------------------|----------|--------|
| HARDWALL BOOTH GRAPHICS | | | | |
| 10' Custom Header (price per header) | | \$120.00 | \$156.00 | |
| Graphic Panel for backwall & sidewalls (price per panel) | | \$298.00 | \$388.00 | |
| Graphic Panel for lower sidewalls (price per panel) | | \$112.00 | \$146.00 | |
| 1M COUNTER GRAPHICS | | | | |
| Graphic panel for 1m counter - front panel | | \$112.00 | \$146.00 | |
| Graphic panel for 1m counter - side panel (price per panel) | | \$56.00 | \$73.00 | |
| BANNER STAND GRAPHICS | | | | |
| Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of bannerstand) | | \$220.00 | \$286.00 | |
| | | TOTAL CUSTOM SIGNAGE | | |

SUMMARY OF SIGNAGE
 \$ _____
 Carry this total to Method of Payment form

SIGNAGE (Show Signs & Custom Booth Graphics)



HEAD OFFICE:
 P.O. Box 2329, Saint John, NB E2L 3V6
 Tel. 506-658-0506 Fax. 506-658-0509
 E-mail: info@globalconvention.ca

ORDERING DEADLINE: April 18, 2018

EVENT NAME MPWWA 2018 DATES April 23, 2018
 Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

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 lb charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

| 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. | 200 | / 100 | 2 | 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 | Total Weight | | CWT (100 lbs) | Round up CWT (100 lbs) | X | Price per CWT (100 lbs) | Estimated Total Cost (200 lb. Min.) |
|--------------------------------------|--------------|-------|---------------|------------------------|---|-------------------------|-------------------------------------|
| ADVANCED WAREHOUSE material handling | | / 100 | | | X | \$60.00 | |

Freight accepted at Advance Warehouse: April 3, 2018 TO April 19, 2018

| | | | | | | | |
|---------------------------------------|--|-------|--|--|---|---------|--|
| DIRECT TO SHOW SITE material handling | | / 100 | | | X | \$65.00 | |
|---------------------------------------|--|-------|--|--|---|---------|--|

!!! IMPORTANT !!! Shipments to arrive during exhibitor move in only. 22-Apr-18

SPECIAL NOTES REGARDING VENUE: Freight over 6ft may require special handling. Please contact us for a quote.

| | | | | | | | |
|---|--|-------|--|--|---|---------|--|
| POST-SHOW RETURN TO WAREHOUSE material handling | | / 100 | | | X | \$60.00 | |
|---|--|-------|--|--|---|---------|--|

SUMMARY OF MATERIAL HANDLING
 \$ _____
 Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

TS-Revised Oct/2017

MATERIAL HANDLING - Order Services

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 received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 2:00 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 MATERIAL HANDLING

- * **Shipments 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 Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * 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 either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * 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.**

USE THESE LABELS FOR SHIPPING TO ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advance warehouse (Mon-Fri, 9am-2pm)

April 3, 2018 TO April 19, 2018

To: GLOBAL CONVENTION SERVICES
46 Kensington Road
Charlottetown, PE C1A 5H7

Show: **MPWWA 2018**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

.....

USE THESE LABELS FOR SHIPPING TO ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advance warehouse (Mon-Fri, 9am-2pm)

April 3, 2018 TO April 19, 2018

To: GLOBAL CONVENTION SERVICES
46 Kensington Road
Charlottetown, PE C1A 5H7

Show: **MPWWA 2018**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

April 22, 2018 ONLY!!!!

To: GLOBAL CONVENTION SERVICES
C/O Delta Prince Edward
18 Queen Street
Charlottetown, PE C1A 1T4

Show: **MPWWA 2018**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

April 22, 2018 ONLY!!!!

To: GLOBAL CONVENTION SERVICES
C/O Delta Prince Edward
18 Queen Street
Charlottetown, PE C1A 1T4

Show: **MPWWA 2018**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Direct to Show Site



HEAD OFFICE:
 P.O. Box 2329, Saint John, NB E2L 3V6
 Tel. 506-658-0506 Fax. 506-658-0509
 E-mail: info@globalconvention.ca

ORDERING DEADLINE: April 18, 2018

EVENT NAME MPWWA 2018 DATES April 23, 2018

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * **Minimum 4 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: Global advance warehouse ***Direct to Show Site* Carrier: _____

Expected number of pieces & weight: _____

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

DISPLAY INSTALLATION & DISMANTLE



HEAD OFFICE:
 P.O. Box 2329, Saint John, NB E2L 3V6
 Tel. 506-658-0506 Fax. 506-658-0509
 E-mail: info@globalconvention.ca

EVENT NAME MPWWA 2018 **DATES** April 23, 2018

METHOD OF PAYMENT

| 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. <input type="checkbox"/> Mail <input type="checkbox"/> 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 | | | | | | | |
|--|----------------|-----------------------|----------|----------------|----------|--------------------|----------|
| Furnishings | \$ _____ | | | | | | |
| Portable & Hardwall Displays | \$ _____ | | | | | | |
| Electrical | \$ _____ | | | | | | |
| Signage | \$ _____ | | | | | | |
| Material Handling | \$ _____ | | | | | | |
| Installation & Dismantle | \$ _____ | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Total of Items</td> <td style="padding: 5px; text-align: right;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">15% HST</td> <td style="padding: 5px; text-align: right;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">TOTAL ORDER</td> <td style="padding: 5px; text-align: right;">\$ _____</td> </tr> </table> | | Total of Items | \$ _____ | 15% HST | \$ _____ | TOTAL ORDER | \$ _____ |
| Total of Items | \$ _____ | | | | | | |
| 15% HST | \$ _____ | | | | | | |
| TOTAL ORDER | \$ _____ | | | | | | |
| HST # 12259 9822 RT0001 | Canadian Funds | | | | | | |

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (506) 658-0509