



CAEP 2019 National Convention
May 26-28, 2019
Halifax Convention Centre
Halifax, NS

SHOW INFORMATION

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
1658 Market Street
Halifax, NS B3J OB7
Phone: 1-902-425-1400
Fax: 1-902-423-4129
Email: info@globalconvention.ca

BOOTH EQUIPMENT

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

- ** 8' high draped back wall and 3' high draped sidewalls.
- ** One (1) 6' skirted table.
- ** Two (2) chairs.
- ** One (1) 110v, 20 amp, duplex outlet.
- ** Additional Electrical can be ordered by completing the attached Electrical Form.
- ** NOTE: The exhibit floor is carpeted.

Rolls of shrink-wrap will be available for purchase, along with skid/pallet wrapping services, during show dismantle. See onsite Global service desk to place your order.

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 **May 10, 2019**
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: **CAEP** Password: **2019**

On-line ordering available until: **May 17, 2019**

EXHIBITOR MOVE-IN

Saturday May 25, 2019 11:00am - 5:00PM

EXHIBITOR MOVE-OUT

Tuesday May 28, 2019 3:00M - 6:00PM

Please note that local carriers, FedEx, Purolator & UPS do not pick up after 4:00PM and MUST be called before 2:00PM for a same day pick up. Please ensure you have made appropriate arrangements.

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Friday April 19, 2019** TO **Friday May 17, 2019**
Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS

Direct to show site Material Handling service MUST be pre-arranged with Global Convention Services.

**** Note** Global Convention Services does not offer shipping services**

**** 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.**



HALIFAX OFFICE:
1658 Market Street
Halifax, NS, B3J 0B7
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 10, 2019
ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

FURNISHINGS

TABLES
Dressed tables are show color 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

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

Exhibiting Company: _____ **Booth #** _____

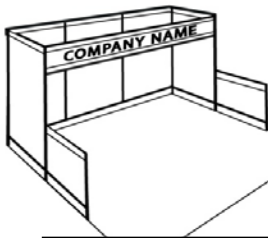
Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

PORTABLE DISPLAYS

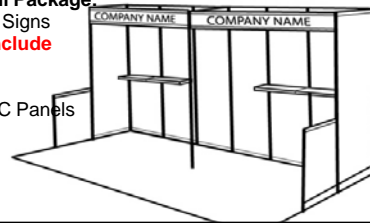
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$455	\$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$570	\$680	
Banner stand Frame Rental (Does not include graphic panel)		\$100	\$125	
Poster board (4' x 8', Velcro Adaptable)		\$129	\$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 10' x 10' Hard wall 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 10' x 20' Hard wall 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.

10' x 10' Hard wall 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	
Color 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	

10' x 20' Hard wall 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	
Color 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 (10' x 10' and 10' x 20' systems)

Header # 2 to read (10' x 20' systems only)

SUMMARY OF PORTABLE & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form



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 Halifax, NS, B3J 0B7
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PRE-SHOW DEADLINE: May 10, 2019
ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability

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

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'	Ballroom floor is carpeted	\$141	\$175	
Broadloom - 10' x 20'		\$263	\$329	
Broadloom - 10' x 30'		\$399	\$499	
Bulk Carpet - Size x =		\$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 10' 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.. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		\$0.37	1	
2 Daily vacuum & empty waste baskets	x		\$0.37		

SPECIAL INSTRUCTIONS: _____ **SUB-TOTAL BOOTH CLEANING**

SUMMARY OF CARPET & BOOTH CLEANING
 \$ _____
 Carry this total to Method of Payment Form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

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CARPET & BOOTH CLEANING



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PRE-SHOW DEADLINE: May 10, 2019
ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

ELECTRICAL

Single 110 volt, 20 amp, duplex outlet --- OPTION A

* **One 110 volt, 20 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.**

- * 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):**



COMPLETE YOUR ELECTRICAL ORDER HERE

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 20 amp, duplex electrical outlet --- <u>Option A</u>		\$125.00	\$138.00	
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



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1658 Market Street
Halifax, NS, B3J 0B7
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 10, 2019
ORDERING DEADLINE: May 11, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

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		

^^^ Artwork is direct print to Coroplast substrate (non-laminated)

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 back wall & 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 banner stand)		\$220.00	\$286.00	
		TOTAL CUSTOM SIGNAGE		

*** Artwork is direct print to PVC substrate (non-laminated)

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

SIGNAGE (Show Signs & Custom Booth Graphics)



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 Halifax, NS, B3J 0B7
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 E-mail: info@globalconvention.ca

ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019
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	\$62.00	\$124.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$62.00	\$558.00

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	\$62.00	

Freight accepted at Advance Warehouse: April 19, 2019 **TO** May 17, 2019

Please note that local carriers, FedEx, Purolator & UPS do not pick up after 4:00PM and MUST be called before 2:00PM for a same day pick up. Please ensure you have made appropriate arrangements.

POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	\$62.00	
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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 (902) 423-4129

HCC-Revised Feb/2018

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 labor 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, labor 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 - 4:00 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

- * **ALL DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL PRIOR TO SHIPPING**
- * **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-4pm)	April 19, 2019	TO	May 17, 2019
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To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **CAEP 2019 National Convention**

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-4pm)	April 19, 2019	TO	May 17, 2019
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To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **CAEP 2019 National Convention**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____



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 1658 Market Street
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ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

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 labor and stand-by.**
- * **Global supervised rate is 25% of total labor. Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.**
- * **Supervised labor 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



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 Halifax, NS, B3J 0B7
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 10, 2019
ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * **Complete sign/banner specifications.**
- * **Indicate the nature and number of hanging points for sign/banner.**
- * **Price listed is for 25 lbs. & under and less than 10' in length. Banners over 25 lbs. and/or longer than 10' will be custom quoted.**
- * **All signs/banners must be made available for start of exhibitor set up or earlier.**
- * **Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.**
- * **Orders received after order deadline will be subject to surcharge.**
- * **Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.**

SPECIFICATIONS --- ** Also complete Diagram Specifications on next page**

Quantity: _____ Banner/Sign Size (length x height): _____ # of Hanging Points: _____
 Banner/Sign Weight: _____ Banner/Sign Material: _____
 Single or Double-sided: _____ **Is power required:** _____
 Banner/Sign Placement (i.e. centered with table): _____ Banner/Sign Height From Ground: _____

Quantity: _____ Banner/Sign Size (length x height): _____ # of Hanging Points: _____
 Banner/Sign Weight: _____ Banner/Sign Material: _____
 Single or Double-sided: _____ **Is power required:** _____
 Banner/Sign Placement (i.e. centered with table): _____ Banner/Sign Height From Ground: _____

Description of Labor	# of Banners	x	Prior to Order Deadline	After Order Deadline	Total
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$525	\$635	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	
110 Volt, 15 amp duplex outlet for sign/banner		x	to be quoted	to be quoted	

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

SUMMARY OF SIGN & BANNER HANGING
 \$ _____
 Carry this total to Method of Payment form

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018



HALIFAX OFFICE:
 1658 Market Street
 Halifax, NS, B3J 0B7
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 10, 2019
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Phone #: _____ **Email:** _____

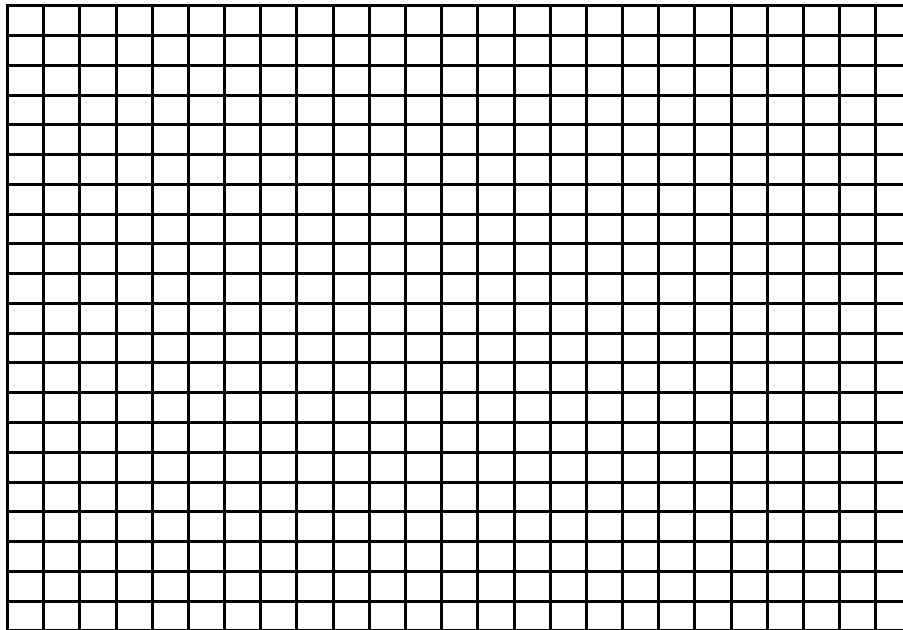
EMERGENCY CONTACT NAME & CELL NUMBER: _____

DIAGRAM SPECIFICATIONS

- * **Diagram Specifications must accompany your Sign & Banner Hanging order.**
- * **Diagram required exhibitor booth size with banner placement within booth along with any special requirements.**

Back of Booth - Adjacent Booth # _____

Adjacent Booth #



Adjacent Booth #

Front of Booth

Special Requirements / Notes:

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018



HALIFAX OFFICE:
 1658 Market Street Halifax, NS, B3J 1K9
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 E-mail: info@globalconvention.ca
 HST # 12259 9822 RT0001

**HALIFAX
 CONVENTION
 CENTRE**

ORDERING DEADLINE: May 17, 2019

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

Exhibitor: _____ **Booth #** _____

PREPAYMENT REQUIRED

Credit Card Type: VISA MASTERCARD AMEX
 Card #: _____ Expiry Date: _____
 Card Holder Name: _____
 Billing Address of Card Holder: _____
 City: _____ Province: _____ Postal Code: _____
 Company Contact: _____
 Email: _____ Telephone: _____
 Card Holder Signature: _____

I HEREBY AUTHORIZE GLOBAL CONVENTION SERVICES AND/OR ITS AGENTS TO PROVIDE SERVICES AS OUTLINED IN THIS ORDER AND AGREE TO

INTERNET SERVICES

Item	Quantity	Unit Price	Total
Wired Internet Access - 10 Mbps		\$225.00	
Wired Internet Access - 20 Mbps		\$450.00	
Custom Internet Requirements - Greater Than 20 Mbps		to be quoted	
Rush charge on orders received after ordering deadline		\$50.00	
		Sub-Total	
		15% HST	
		TOTAL	

PLEASE RETURN THIS FORM TO GLOBAL CONVENTION SERVICES BY ORDERING DEADLINE DATE ABOVE.
 Questions? Contact Global Convention Services at info@globalconvention.ca

HCC-Revised Mar/2018

WIRED INTERNET



HALIFAX OFFICE:
 1658 Market Street
 Halifax, NS, B3J 0B7
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

EVENT NAME CAEP 2019 National Convention **DATES** May 26-28, 2019

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 Labor/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

BANK TRANSFER & e-TRANSFERS

- * Contact office for details
- * Customers are responsible for any bank processing fees

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 labor & material handling.

Visa MasterCard 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 & Hard wall Display:	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
Hardwired Internet	\$	_____
Total of Items		\$ _____
15% HST		\$ _____
TOTAL ORDER		\$ _____

Canadian Funds
HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129