



SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

CSRT Annual Education Conference

May 24-26, 2018

Westin Bayshore Hotel

Vancouver BC

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES

P.O. Box 221

Abbotsford, BC V2T 6Z6

Tel. 604-851-0224 Opt. 1 / Fax. 604-853-0300

E-mail: abbotsford@globalconvention.ca

BOOTH EQUIPMENT

Each 10' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls, one (1) 6' skirted table, two (2) chairs and (1) wastebasket. All other booth furnishings can be ordered by completing the enclosed rental forms.

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 9, 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 login and password supplied below.

Username: **CSRT** Password: **2018**

On-line ordering available until: **May 18, 2018**

EXHIBITOR MOVE-IN

Please refer to the Exhibitor Manual provided by Show Management for detailed dates & Times

EXHIBITOR MOVE-OUT

Please refer to the Exhibitor Manual provided by Show Management for detailed dates & Times

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday April 30, 2018** TO **Friday May 17, 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 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 CSRT Annual Education Conference **Date(s)** May 24-26, 2018

Pre-Show Price Deadline: May 9, 2018

Ordering Deadline: May 18, 2018 **Contact office for availability after this date**

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____

Phone #: _____ **Booth Size** _____

TABLES
Dressed tables are show colour unless otherwise

| Description | Qty. | Pre-Show | Retail | Amount |
|--|------|----------|--------|--------|
| Vinyl Top Table 29" - NO SKIRT 2'x4' () 2'x6' () 2'x8' () | | \$58 | \$70 | |
| 2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides) | | \$70 | \$88 | |
| 2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides) | | \$75 | \$94 | |
| 2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides) | | \$80 | \$99 | |
| 29" High Extra Skirt (To Skirt 4th Side) | | \$38 | \$47 | |
| Vinyl Top Table 41" - NO SKIRT 2'x4' () 2'x6' () 2'x8' () | | \$68 | \$85 | |
| 2'x4' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides) | | \$85 | \$107 | |
| 2'x6' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides) | | \$90 | \$113 | |
| 2'x8' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides) | | \$95 | \$119 | |
| 39" High Extra Skirt (To Skirt 4th Side) | | \$42 | \$51 | |
| Show Table (30" Round, 29" High) | | \$75 | \$94 | |
| Bistro Table (30" Round, 41" High) | | \$85 | \$107 | |
| Spandex Cover for Bistro Table | | \$20 | \$25 | |
| SUB-TOTAL TABLES | | | | |

SEATING
*** Subject to availability*

| | | | | |
|--|--|-------|-------|--|
| Folding Chair (Black) | | \$19 | \$24 | |
| Fabric Chair (Black) | | \$49 | \$62 | |
| Bistro Stool (Padded Seat with Back) | | \$59 | \$74 | |
| Exhibit Stool (Black Padded Seat/Back, Gas Lift, Casters) | | \$75 | \$94 | |
| Executive Chair (Black, Padded Seat & Back, Arms **) | | \$66 | \$79 | |
| Leather Tub Chair (Mocha) ** | | \$175 | \$219 | |
| SUB-TOTAL SEATING | | | | |

GROUPINGS *** Subject to availability*

| | | | | |
|--|--|-------|-------|--|
| Contemporary Grouping (Show Table/2 Folding Chairs) | | \$99 | \$124 | |
| Bistro Grouping (1 Bistro Table/2 Bistro Stools) | | \$197 | \$247 | |
| Tub Chair Grouping (Show Table/2 Tub Chairs) ** | | \$395 | \$494 | |
| SUB-TOTAL GROUPINGS | | | | |

SPECIALTY ITEMS & ACCESSORIES
All items subject to availability

| Description | Qty. | Pre-Show | Retail | Amount |
|---|------|----------|--------|--------|
| Wastebasket With Liner | | \$14 | \$18 | |
| Easel (Aluminum, Tri-Pod, Floor Model) | | \$34 | \$43 | |
| Black Wood Ballot Box (12"x 12"x 40") | | \$44 | \$55 | |
| Literature Rack (Floor Model, 10 pkts) | | \$99 | \$124 | |
| Coffee Table | | \$95 | \$119 | |
| Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions) | | \$39 | \$49 | |
| Bag Holder (1m tall, adjustable arms) | | \$41 | \$52 | |
| 1.7 cu.ft. Bar Fridge | | \$183 | \$219 | |
| SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES | | | | |

PLANTS & FLOWERS *(Subject to availability)*

| | | | | |
|---------------------------------------|--|-------|-------|--|
| Potted Flowers | | \$48 | \$65 | |
| Boston Fern | | \$61 | \$78 | |
| Tropical Plant 3'-4' High Floor Plant | | \$84 | \$110 | |
| Tropical Plant 4'-5' High Floor Plant | | \$113 | \$148 | |

ELECTRICAL ACCESSORIES
Rental does not include power

| | | | | |
|---------------------------|--|------|------|--|
| Regular Extension Cord ## | | \$18 | \$22 | |
| Flat Extension Cord ## | | \$33 | \$38 | |
| SUB-TOTAL | | | | |

SUMMARY OF EQUIPMENT & FURNISHINGS

| | | |
|-------------------------------|-----------|--|
| Tables | \$ | |
| Seating | \$ | |
| Groupings | \$ | |
| Specialty Items & Accessories | \$ | |
| Plants & Flowers | \$ | |
| Electrical Accessories | \$ | |
| TOTAL | \$ | |

Carry this total to Method of Payment form

DISPLAYS

Event Name **CSRT Annual Education Conference** Date(s) **May 24-26, 2018**

Pre-Show Price Deadline: **May 9, 2018**

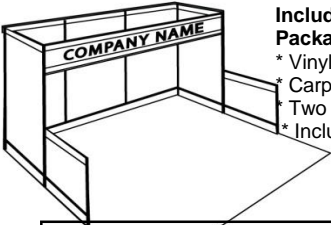
Ordering Deadline: **May 18, 2018** Contact office for availability after this date

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

PORTABLE DISPLAYS

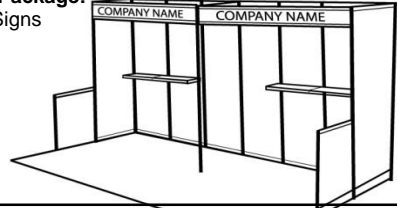
| Description | Quantity | Pre-Show | Retail | Amount |
|---|----------|----------|--------|--------|
| 8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable) | | \$440 | \$528 | |
| 1m Counter (White, 1m long x 1/2m deep x 1m tall) | | \$125 | \$132 | |
| SUB-TOTAL PORTABLE DISPLAYS | | | | |

HARDWALL BOOTH PACKAGES



- Included in 10' x 10' Hardwall Package:**
- * Vinyl Lettered Company Sign
 - * Carpet (Choice of Colour)
 - * Two Arm Lights
 - * Includes Set Up & Dismantle

- Included in 10' x 20' Hardwall Package:**
- * Two Vinyl Lettered Company Signs
 - * Carpet (Choice of Colour)
 - * Four Arm Lights
 - * Four Shelves
 - * Includes Set Up & Dismantle



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

10' x 10' Hardwall Booth Packages

| Description | Quantity | Pre-Show | Retail | Amount |
|---|----------|----------|---------|--------|
| White PVC Panels (Non-Velcro Adaptable) | | \$899 | \$1,099 | |
| Shelving (White Melamine, 1m long x 12" deep) | | \$30 | \$39 | |

10' x 20' Hardwall Booth Packages

| Description | Quantity | Pre-Show | Retail | Amount |
|---|----------|----------|---------|--------|
| White PVC Panels (Non-Velcro Adaptable) | | \$1,299 | \$1,599 | |
| Shelving (White Melamine, 1m long x 12" deep) | | \$30 | \$39 | |
| SUB-TOTAL HARDWALL BOOTH PACKAGES | | | | |

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Select Carpet Colour

Note: If colour is not indicated, charcoal will be provided

Grey Black Green
 Red Blue

Headers: Black vinyl 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

Email completed form along with Method of Payment to: abbotsford@globalconvention.ca BC_VNR-Revised Nov/2016

**CARPET & BOOTH
CLEANING**

Event Name **CSRT Annual Education Conference** Date(s) **May 24-26, 2018**

Pre-Show Price Deadline: **May 9, 2018**

Ordering Deadline: **May 18, 2018** Contact office for availability after this date

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

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 - 10' x 10' | | \$139 | \$181 | |
| Broadloom - 10' x 20' | | \$278 | \$362 | |
| Broadloom - 10' x 30' | | \$417 | \$543 | |
| Bulk Carpet - Size _____ x _____ = _____ | | \$1.43 | \$1.80 | |
| Protective Plastic - Size ¹ _____ x _____ = _____ | | \$0.60 | \$0.65 | |
| Special Cutting Charge ² _____ x _____ = _____ | | \$1.95 | \$2.45 | |
| Carpet Padding - Size _____ x _____ = _____ | | \$1.02 | \$1.15 | |
| 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.Ft. (min 100) | Rate | # of days | Total |
|--|-------------------------------------|------------------------|------|-----------|-------|
| 1 Initial vacuum before first day only | SERVICE PROVIDED BY FACILITY | | | | |
| 2 Daily vacuum & empty waste baskets | SERVICE PROVIDED BY FACILITY | | | | |
| SUB-TOTAL BOOTH CLEANING | | | | | |

SPECIAL INSTRUCTIONS:

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

| | | | |
|---------------------------|---|--|------------------------|
| Event Name | CSRT Annual Education Conference | Date(s) | May 24-26, 2018 |
| Ordering Deadline: | May 13, 2018 | 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) | | \$36.25 | \$47.00 | |
| 36" x 8" | | \$40.00 | \$52.00 | |
| 44" x 7" | | \$46.25 | \$60.00 | |
| 22" x 17" | | \$46.25 | \$60.00 | |
| 28" x 14" | | \$46.25 | \$60.00 | |
| VINYL LETTERED SHOW SIGNAGE (ONE COLOUR) | | | | |
| Description (Width x Height) | Quantity | Pre-Show | Rush | Amount |
| 28" X 22" | | \$72.50 | \$94.25 | |
| 44" X 28" | | \$102.50 | \$133.25 | |
| 40" X 30" | | \$102.50 | \$133.25 | |
| Brass Grommets (Rings) for hanging- Per Sign | | included | included | |
| Holes Drilled for hanging- Per Sign | | included | included | |
| 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 | \$157.50 | \$204.75 | |
| | | | | | |
| TOTAL CUSTOM SIGNAGE | | | | | |

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



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 **CSRT Annual Education Conference** Date(s) **May 24-26, 2018**

Material Handling Form to be submitted by: **May 9, 2018**

Freight accepted at advance warehouse: **April 30, 2018** TO **May 17, 2018**

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 | \$70.00 | \$170.00 |
| EXAMPLE of shipments <u>OVER</u> 200 lbs. | 559 | / 100 | 5.59 | 6 | X | \$70.00 | \$510.00 |

| 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 | \$70.00 | |

Description: Sending of your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking. Our advance warehouse cannot accept any collect shipments.

CALCULATION OF ORDER for SHIPMENTS DIRECT TO SHOW SITE

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. | 559 | / 100 | 5.59 | 6 | X | \$60.00 | \$360.00 |

| 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.) |
|---------------------------------------|--------------|-------|---------------|------------------------|---|-------------------------|-------------------------------------|
| DIRECT TO SHOW SITE | | / 100 | | | X | \$60.00 | |

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

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

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-3pm)

April 30, 2018

TO

May 17, 2018

To: GLOBAL CONVENTION SERVICES
Unit # 4 - 2080 Carpenter Street
Abbotsford, BC V2T 6B3

Show: **CSRT Annual Education Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-3pm)

April 30, 2018

TO

May 17, 2018

To: GLOBAL CONVENTION SERVICES
Unit # 4 - 2080 Carpenter Street
Abbotsford, BC V2T 6B3

Show: **CSRT Annual Education Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO DIRECT TO SHOW SITE

May 23, 2018

To: Westin Bayshore Hotel
C/O Global Convention Services
1601 Bayshore Drive
Vancouver, BC V6G 2V4

Show: **CSRT Annual Education Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO DIRECT TO SHOW SITE

May 23, 2018

To: Westin Bayshore Hotel
C/O Global Convention Services
1601 Bayshore Drive
Vancouver, BC V6G 2V4

Show: **CSRT Annual Education Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3
 Tel. (604) 851-0224 Option 1 Fax. (604) 853-0300
 Email. abbotsford@globalconvention.ca

**DISPLAY INSTALLATION
& DISMANTLE**

Event Name CSRT Annual Education Conference **Date(s)** May 24-26, 2018

Ordering Deadline: **May 18, 2018** 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 | \$65.00 | |
| | | | | x | | | x | \$65.00 | |
| 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 | \$65.00 | |
| | | | | x | | | x | \$65.00 | |
| 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

METHOD OF PAYMENT

Event Name CSRT Annual Education Conference **Date(s)** May 24-26, 2018

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

All Global Services
 Electrical
 Material Handling In & Out
 Booth Cleaning
 Equipment & Furniture
 I&D Labour/Supervision
 In-Booth Forklift
 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 **CALCULATION OF ORDER**

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 labour & 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 _____

| | | |
|---------------------------------|----|----------|
| Equipment & Furnishings | \$ | _____ |
| Displays | \$ | _____ |
| Carpet & Booth Cleaning | \$ | _____ |
| Electrical, Lighting & Plumbing | \$ | _____ |
| Signage | \$ | _____ |
| Material Handling | \$ | _____ |
| Installation & Dismantle | \$ | _____ |
| Sign & Banner Hanging | \$ | _____ |
| In-Booth Forklift | \$ | _____ |
| Sub-Total | | \$ _____ |
| 5% GST (on sub-total) | | \$ _____ |
| 7% PST (on sub-total) | | \$ _____ |
| TOTAL ORDER | | \$ _____ |

GST# 12259 9822 RT0001 Canadian Funds