

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES	Phone: (604) 851-0224 Option 1
P.O. Box 221	Fax: (604) 853-0300
Abbotsford, BC V2T 6Z6	Email: abbotsford@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) wastebasket.
- ** **NOTE: The Trade Show floor currently has Brown Pattern Carpet.**

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 15, 2020**.
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: **CSRT** Password: **2020**

On-line ordering available until: **April 29, 2020**

EXHIBITOR MOVE-IN

	Thursday	May 7, 2020	7:00am	-	1:00pm
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Notes: ** Given the exhibitor move-in is the same day as the start of the trade show, exhibitors are strongly encouraged to ship their exhibit materials to the Advance Warehouse rather than to the hotel to avoid any potential delays.

EXHIBITOR MOVE-OUT

	Saturday	May 9, 2020	1:00pm	-	5:00pm
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Notes: ** All freight must be removed off the show floor by 6:00pm on move-out date. Left over shipments will be removed of the show floor by Global and re-routed accordingly at the exhibitors expense.

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday** **April 6, 2020** TO **Friday** **May 1, 2020**

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 date/times only !!!

**** Any attempted deliveries to the venue in advance of exhibitor move-in risk having their freight either refused by the venue and re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.**

IMPORTANT INFORMATION REGARDING VENUE:	Maximum height of the freight elevator is 8' high. Thus any crates or skids exceeding 70" high may have to be broken down at the loading dock area at the exhibitors expense.
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Mailing: P.O. Box 221, Abbotsford, BC V2T 6Z6
 Street: # 4-2080 Carpenter Street,
 Abbotsford, BC V2T 6B3
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 Email. abbotsford@globalconvention.ca

PRE-SHOW DEADLINE:

April 15, 2020

ORDERING DEADLINE:

April 29, 2020

EVENT NAME CSRT Annual Education Conference

DATES May 7 - 9, 2020

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Booth Size _____

Phone #: _____

Email: _____

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' ()		\$65	\$85	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$80	\$105	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$85	\$111	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$90	\$117	
29" High Extra Skirt (To Skirt 4th Side)		\$40	\$52	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$70	\$91	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$95	\$124	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$100	\$130	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$105	\$137	
39" High Extra Skirt (To Skirt 4th Side)		\$45	\$59	
Show Table (30" Round, 29" High)		\$85	\$111	
Bistro Table (30" Round, 39" High)		\$95	\$117	
Spandex Cover for Bistro Table (Black)		\$20	\$27	
SUB-TOTAL TABLES				

SEATING

**** Subject to availability**

Fabric Chair Grey (Padded Seat & Back)		\$49	\$64	
Bistro Stool (Padded Seat with Back)		\$68	\$83	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$91	\$113	
"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)		\$180	\$234	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$225	\$293	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$425	\$553	
SUB-TOTAL GROUPINGS				

ACCESSORIES

All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
40" TV (Contact Global office for availability)				
TV Floor Stand (Contact Global office for availability)				
Plants (Contact Global office for availability)				
Literature Rack (Floor Model)		\$129	\$168	
Coffee Table		\$94	\$123	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$45	\$59	
Bag Holder (1m tall, adjustable arms)		\$54	\$71	
Easel (Aluminum, Tri-Pod, Floor Model)		\$41	\$54	
Wastebasket		\$17	\$22	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$24	\$32	

SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES

ELECTRICAL ACCESSORIES

Rental does not include power

5m, 3 Prong, Extension Cord ##		\$35	\$46	
Power Bar ##		\$30	\$39	

SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES

SUMMARY OF FURNISHINGS

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

Carry this total to Method of Payment form

FURNISHINGS

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca or fax (604) 853-0300

EVENT NAME CSRT Annual Education Conference **DATES** May 7 - 9, 2020

Exhibiting Company: _____ **Booth #** _____

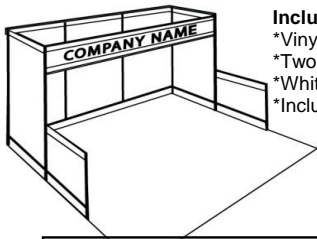
Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

PORTABLE DISPLAYS

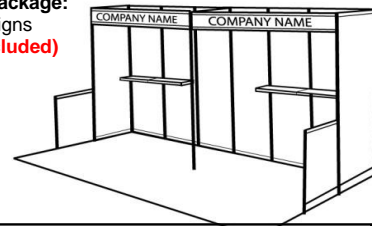
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$455	\$592	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$570	\$741	
Bannerstand Frame Rental (Does not include graphic panel)		\$125	\$163	
Posterboard (4' x 8', Velcro Adaptable)		\$150	\$195	
1m Counter (White, 1m long x 1/2m deep x 1m tall) * Custom graphic panels available- see Signage Form		\$139	\$175	
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 (power not included)
*White PVC Panels
*Includes Set Up & Dismantle

Included in 8' x 20' Hardwall Package:
*Two Vinyl Lettered Company Signs
*Four Arm Lights (power not included)
* Four Shelves
* White 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)		\$995	\$1,294	
Grey Fabric Panels (Velcro Adaptable)		\$1,095	\$1,424	
Color PVC Panels Blue Black		\$1,195	\$1,554	
Shelving (White Melamine, 1m long x 12" deep)		\$35	\$46	
Additional Arm Lights		\$55	\$74	

8' x 20' Hard wall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,495	\$1,944	
Grey Fabric Panels (Velcro Adaptable)		\$1,645	\$2,139	
Color PVC Panels Blue Black		\$1,795	\$2,334	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$35	\$46	
Additional Arm Lights		\$55	\$74	

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



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 Email. abbotsford@globalconvention.ca

PRE-SHOW DEADLINE: April 15, 2020
ORDERING DEADLINE: April 29, 2020

EVENT NAME CSRT Annual Education Conference **DATES** May 7 - 9, 2020

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability

1st Colour Choice: Blue Red Green Grey Black

2nd Colour Choice: Blue Red Green Grey Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 8' x 10'		\$145	\$189	
Broadloom - 8' x 20'		\$290	\$377	
Broadloom - 8' x 30'		\$435	\$566	
Bulk Carpet - Size x =		\$1.50	\$1.95	
Protective Plastic - Size ¹ x =		\$0.60	\$0.78	
Special Cutting Charge ² x =		\$2.00	\$2.60	
Carpet Padding - Size x =		\$1.00	\$1.30	
SUB-TOTAL CARPET & PADDING				

IMPORTANT NOTE: Trade Show floor currently has Brown Pattern Carpet

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

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

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

² Applied to cut carpets only.

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

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

BOOTH CLEANING

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		x \$0.45	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.45	x	

SPECIAL INSTRUCTIONS:

SUB-TOTAL BOOTH CLEANING

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

CARPET & BOOTH CLEANING

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca or fax (604) 853-0300



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PRE-SHOW DEADLINE: April 15, 2020
ORDERING DEADLINE: April 23, 2020

EVENT NAME CSRT Annual Education Conference **DATES** May 7 - 9, 2020

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 Graphic 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		\$112.00	\$146.00	
Graphic panel for 1m counter sides (price per panel- 2 required)		\$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		

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

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

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca or fax (604) 853-0300

SIGNAGE (Show Signs & Custom Booth Graphics)



Mailing: P.O. Box 221, Abbotsford, BC V2T 6Z6
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 Email. abbotsford@globalconvention.ca

ORDERING DEADLINE: April 29, 2020

EVENT NAME CSRT Annual Education Conference **DATES** May 7 - 9, 2020
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	\$85.00	\$170.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$85.00	\$765.00

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	\$85.00	
Freight accepted at Advance Warehouse:			April 6, 2020	TO		May 1, 2020	
DIRECT TO SHOW SITE material handling		/ 100			X	\$65.00	
!!! IMPORTANT !!! Shipments to arrive during exhibitor move in only.						May 7, 2020	
IMPORTANT INFORMATION REGARDING VENUE:	Maximum height of the freight elevator is 8' high. Thus any crates or skids exceeding 70" high may have to be broken down at the loading dock area at the exhibitors expense.						
POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	\$85.00	

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

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca or fax (604) 853-0300

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

- * **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 6, 2020	TO	May 1, 2020
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To: GLOBAL CONVENTION SERVICES
C/O YRC FREIGHT
1725 CHEMIN ST. FRANCOIS
DORVAL, QC H9P 2S1

Show: **CSRT Annual Education Conference**

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 6, 2020	TO	May 1, 2020
--	----------------------	----	--------------------

To: GLOBAL CONVENTION SERVICES
C/O YRC FREIGHT
1725 CHEMIN ST. FRANCOIS
DORVAL, QC H9P 2S1

Show: **CSRT Annual Education Conference**

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 !!!

ON EXHIBITOR MOVE IN DAY: MAY 7, 2020 BEFORE 12 NOON

To: GLOBAL CONVENTION SERVICES
C/O LE CENTRE SHERATON
1201 RENE-LEVESQUE BLVD W.
MONTREAL, QC H3B 2L7

Show: **CSRT Annual Education Conference**

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 !!!

ON EXHIBITOR MOVE IN DAY: MAY 7, 2020 BEFORE 12 NOON

To: GLOBAL CONVENTION SERVICES
C/O LE CENTRE SHERATON
1201 RENE-LEVESQUE BLVD W.
MONTREAL, QC H3B 2L7

Show: **CSRT Annual Education Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



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ORDERING DEADLINE: April 29, 2020

EVENT NAME CSRT Annual Education Conference **DATES** May 7 - 9, 2020

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	\$89.00	
				x			x	\$89.00	
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	\$125.00	
				x			x	\$125.00	
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

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca or fax (604) 853-0300



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

METHOD OF PAYMENT

EVENT NAME CSRT Annual Education Conference DATES May 7 - 9, 2020

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

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

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

INFORMATION

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

CANCELLATION OF ORDERS

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

PAYMENT INFORMATION

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 _____

CALCULATION OF ORDER

Furnishings	\$	_____
Portable & Hardwall Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Total of Items		\$ _____
9.975% PST		\$ _____
5% GST		\$ _____
TOTAL ORDER		\$ _____

Canadian Funds
HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca or fax (604) 853-0300