



WestJet Expo
 May 3, 2018
 Halifax Convention Centre
 Halifax, NS

Visit our website to view our on-line catalogue

SHOW INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
 1658 Market Street
 Halifax, NS B3J 1K9

Phone: 1-902-425-1400
 Fax: 1-902-423-4129
 Email: info@globalconvention.ca

BOOTH EQUIPMENT

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

- ** One (1) 6' skirted table.
- ** Two (2) chairs.
- ** 100lbs of Advanced Material Handling supplied by Show Management. Please see enclosed forms for details
- ** NOTE: The Trade Show 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 **April 19, 2018**.
 Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information. To access our online catalogue, go to www.globalconvention.ca, select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username: **WEST** Password: **2018**

On-line ordering available until: **April 26, 2018**

EXHIBITOR MOVE-IN

Thursday May 3, 2018 1:00pm - 5:00pm

NOTES:

EXHIBITOR MOVE-OUT

Thursday May 3, 2018 8:30pm - 9:30pm

NOTES:

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday March 26, 2018** TO **Thursday April 26, 2018**
Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS

!!! All Direct Shipments MUST be pre-arranged with Global Convention 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 1K9
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: April 19, 2018
ORDERING DEADLINE: April 26, 2018

EVENT NAME WestJet Expo **DATES** May 3, 2018
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*

Description	Qty.	Pre-Show	Retail	Amount
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*

Description	Qty.	Pre-Show	Retail	Amount
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

Description	Qty.	Pre-Show	Retail	Amount
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



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PRE-SHOW DEADLINE: April 19, 2018
ORDERING DEADLINE: April 26, 2018

ELECTRICAL

EVENT NAME WestJet Expo **DATES** May 3, 2018

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

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

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

- * Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
- * Borrowing power from an adjoining booth is not permitted.
- * We recommend the use of power bars with surge protectors.
- * Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: _____

Special Electrical Power --- OPTION B

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

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

Do you require your equipment hardwired? _____

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

Draw plug configuration (as shown on your equipment):

COMPLETE YOUR ELECTRICAL ORDER HERE

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 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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 E-mail: info@globalconvention.ca
 HST # 12259 9822 RT0001

**HALIFAX
 CONVENTION
 CENTRE**

ORDERING DEADLINE: April 26, 2018

EVENT NAME WestJet Expo **DATES** May 3, 2018

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

WIRED INTERNET



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ORDERING DEADLINE: April 26, 2018

EVENT NAME WestJet Expo **DATES** May 3, 2018

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

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

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date	_____	_____	_____
Estimated Total Weight	_____	_____	_____
		Total Weight	<input type="text"/>

CALCULATION OF ORDER

**** 100LBS of Advanced Material Handling is being provided by Show Management. Material Handling charge based on CWT (per 100 lbs.) will be applied for anything above the first 100lbs. This applies for Advanced Shipments ONLY**
**** 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 100 lbs.	100	/ 100	1	1	X	\$0.00	\$0.00
EXAMPLE of shipments <u>OVER</u> 100 lbs.	859 less 100lbs	/ 100	759	8	X	\$62.00	\$496.00

Service Type	Total Weight less 100lbs		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: March 26, 2018 TO April 26, 2018

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

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 Service!

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 &

warehouse (Mon-Fri, 9am-4pm)

March 26, 2018

TO

April 26, 2018

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

Show: **WestJet Expo**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING TO ADVANCE WAREHOUSE. Complete &

warehouse (Mon-Fri, 9am-4pm)

March 26, 2018

TO

April 26, 2018

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

Show: **WestJet Expo**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse



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EVENT NAME WestJet Expo **DATES** May 3, 2018

METHOD OF PAYMENT

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

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

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

INFORMATION
<ul style="list-style-type: none"> * 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 <u>with payment</u>. * Global reserves the right to invoice at retail prices on orders received after pre-show deadline. * Prices are based on duration of event and include site delivery, installation, and removal. * Prices are in Canadian dollars. * Exhibitors are responsible for damage or loss of rental material. * Copy of invoice sent on request only. <input type="checkbox"/> Mail <input type="checkbox"/> Email

CANCELLATION OF ORDERS
<ul style="list-style-type: none"> * 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. <p>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.</p>

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

CALCULATION OF ORDER
Furnishings _____
Electrical _____
Hardwired Internet _____
Material Handling _____
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