

SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

Westjet Travel Trade Expo
April 29, 2019
VCC East, Hall A
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 & 3' high draped sidewalls, one (1) 6' skirted table, two (2) chairs and one (1) booth ID sign. The show hall is carpeted. Electrical is NOT included as part of your booth package and can only be ordered through the Vancouver Convention Centre.

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 12, 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 login and password supplied below.

Username: Password:

On-line ordering available until: **April 24, 2019**

EXHIBITOR MOVE-IN

Monday April 29, 2019 1:00pm - 5:00pm

EXHIBITOR MOVE-OUT

Monday April 29, 2019 8:00pm - 10:00pm

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday April 8, 2019** TO **Wednesday April 24, 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 site shipments to the VCC East, Hall must arrive during Exhibitor Move-In Date/Time only. Shipments arriving prior to this day may be refused by the facility.

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.



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 **Westjet Travel Trade Expo** Date(s) **April 29, 2019**

Material Handling Form to be submitted by: **April 12, 2019**

Freight accepted at advance warehouse: **April 8, 2019** TO **April 24, 2019**

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	\$85.00	\$170.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	559	/ 100	5.59	6	X	\$85.00	\$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	\$85.00	
RETURN TO WAREHOUSE		/ 100			X	\$85.00	

ADVANCED SHIPMENT

Description: Receipt and storage of pre-paid freight at Global advance warehouse prior to event; delivered to your booth; collection, storage & return of empty containers, crates & etc; and event site reloading of shipment from booth onto designated outbound carrier.

- * Collect shipments **will not** be accepted.
- * 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.
- * 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.**
- * 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.

RETURN TO WAREHOUSE

Description: Return of freight back to Global advanced warehouse after the event.

- * 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.**

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

SUMMARY OF MATERIAL HANDLING

\$ _____
Carry this total to Method of Payment form

Email completed form along with Method of Payment to abbotsford@globalconvention.ca

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

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

April 8, 2019

TO

April 24, 2019

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

Show: **Westjet Travel Trade Expo**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

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

April 8, 2019

TO

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

Show: **Westjet Travel Trade Expo**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

EQUIPMENT & FURNISHINGS RENTAL

Event Name Westjet Travel Trade Expo **Date(s)** April 29, 2019

Pre-Show Price Deadline: April 12, 2019

Ordering Deadline: April 24, 2019 **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*

Description	Qty.	Pre-Show	Retail	Amount
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*

Description	Qty.	Pre-Show	Retail	Amount
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	
1m Counter (.5m x 1m x 1m high)		\$125	\$132	

SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES

PLANTS & FLOWERS *(Subject to availability)*

Description	Qty.	Pre-Show	Retail	Amount
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

Description	Qty.	Pre-Show	Retail	Amount
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

**CARPET & BOOTH
CLEANING**

Event Name **Westjet Travel Trade Expo** Date(s) **April 29, 2019**

Pre-Show Price Deadline: **April 12, 2019**

Ordering Deadline: **April 24, 2019** Contact office for availability after this date

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

CARPET / CARPET PADDING

Subject to availability

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

NOTE: Additional Booth carpet is optional as VCC Hall A floor is carpeted.

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					
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

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



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 **Westjet Travel Trade Expo** Date(s) **April 29, 2019**
 Ordering Deadline: **April 24, 2019** 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



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

METHOD OF PAYMENT

Event Name Westjet Travel Trade Expo **Date(s)** April 29, 2019

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	CALCULATION OF ORDER
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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	\$													
Signage	\$													
Material Handling	\$													
Installation & Dismantle	\$													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Sub-Total</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td style="text-align: right;">5% GST (on sub-total)</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td style="text-align: right;">7% PST (on sub-total)</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL ORDER</td> <td style="text-align: right;">\$</td> <td></td> </tr> </table>			Sub-Total	\$		5% GST (on sub-total)	\$		7% PST (on sub-total)	\$		TOTAL ORDER	\$	
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