GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

Visit our website to view our on-line catalogue

Fish Canada / Workboat Canada
January 24 - 25, 2020
Moncton Coliseum Complex
Moncton, NB

SHOW INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
P.O. Box 2329
Saint John, NB, E2L 3V6

Phone: 1-888-799-3976 (EXPO)
Fax: 506-658-0509
Email: info@globalconvention.ca

BOOTH EQUIPMENT

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

- ** **8' high draped backwall and 3' high draped sidewalls.**
- ** **Standard show colour booth carpet.**
- ** **Daily booth vacuuming.**
- ** **Forklift service (up to 5000 lbs) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.**
- ** **Empty container storage.**

BOAT DISPLAY BULK BOOTH: **Carpet is NOT supplied in boat display bulk booth spaces over 600 sq.ft.**

ELECTRICAL: **Electrical is NOT included as part of your booth package but can be ordered by completing the attached Electrical Form.**

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 ***January 8, 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, click here: **www.globalconvention.ca/2018-online-ordering.asp** and enter the username and password supplied below. If you encounter an error, go to **www.globalconvention.ca**, and click the "Exhibitor Ordering" icon.

Username: ***FCWC0124*** Password: ***2020***

On-line ordering available until: ***January 16, 2020***

EXHIBITOR MOVE-IN

Wednesday	**January 22, 2020**	**By appointment only -- move in time provided by Master Promotions.**
Thursday	**January 23, 2020**	**Refer to Exhibitor Manual supplied by Master Promotions for detailed dates and times.**

EXHIBITOR MOVE-OUT

Saturday	**January 25, 2020**	**Refer to Exhibitor Manual supplied by Master Promotions for detailed dates and times.**

IMPORTANT: **If freight is still on the show floor at midnight, Show Management reserves the right to ship your freight with the Official Show Carrier with all costs being billed to the exhibitor. If you are using another carrier and expect a problem with evening pick up, contact Show Management.**

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Thursday** **January 2, 2020** TO **Friday** **January 17, 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 times only !!!

** ***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.***

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HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: **January 8, 2020**
ORDERING DEADLINE: **January 16, 2020**

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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

FURNISHINGS

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' ( )**		$32	$42	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		$61	$73	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		$66	$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		$75	$92	
29" High Extra Skirt (To Skirt 4th Side)		$39	$49	
Vinyl Top Table 41" - No Skirt **2'x4' ( ) 2'x6' ( ) 2'x8' ( )**		$42	$56	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		$84	$103	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		$88	$109	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		$99	$121	
39" High Extra Skirt (To Skirt 4th Side)		$46	$56	
Show Table (30" Round, 29" High)		$63	$77	
Bistro Table (30" Round, 39" High)		$85	$101	
Spandex Cover for Bistro Table (Black)		$17	$25	
SUB-TOTAL TABLES				

SEATING
***** Subject to availability***

Folding Chair (Black)		$15	$20	
Fabric Chair (Grey, Padded Seat & Back)		$31	$38	
Bistro Stool (Padded Seat with Back)		$68	$83	
Executive Chair (Grey, Padded Seat & Back, Arms) **		$71	$86	
"Z" Stool		$52	$65	
Leather Tub Chair (Black) **		$175	$205	
Leather Loveseat (Black) **		$336	$412	
SUB-TOTAL SEATING				

GROUPINGS ** *Subject to availability*

Contemporary Grouping (Show Table/2 Chairs)		$112	$146	
Bistro Grouping (Bistro Table/2 Bistro Stools)		$199	$238	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		$392	$460	
SUB-TOTAL GROUPINGS				

ACCESSORIES
All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
40" TV *(Please contact Global office for connection information)*		$499	$559	
40" TV & Stand *(Please contact Global office for connection information)*		$550	$634	
Cardboard Ballot Box (10"x10"x10") ** Label Available- See Signage Form*		$18	$24	
Literature Rack (Floor Model)		$129	$153	
Coffee Table		$94	$109	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		$43	$51	
Bag Holder (1m tall, adjustable arms)		$49	$59	
Easel (Aluminum, Tri-Pod, Floor Model)		$36	$45	
Wastebasket		$17	$21	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		$69	-	
SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES				

ELECTRICAL ACCESSORIES
Rental does not include power

5m, 3 Prong, Extension Cord ##		$29	$39	
Power Bar ##		$27	$33	
SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES				

SUMMARY OF FURNISHINGS

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

Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: **January 8, 2020**
ORDERING DEADLINE: **January 12, 2020**

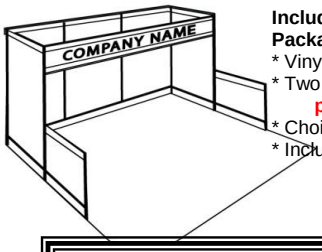
EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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

PORTABLE DISPLAYS

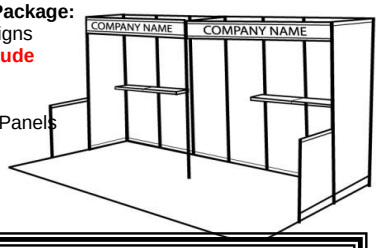
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		$455	$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		$570	$680	
Bannerstand Frame Rental (Does not include graphic panel)		$100	$125	
Posterboard (4' x 8', Velcro Adaptable)		$129	$149	
1m Counter (White, 1m long x 1/2m deep x 1m tall) * *Custom graphic panels available- see Signage Form*		$125	$139	
Ballot Box Display (1/2m x 1/2m x 1m tall)		$160	$199	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hardwall Package:
* Vinyl Lettered Company Sign
* Two Arm Lights **(does not include power)**
* Choice of Grey Fabric or PVC Panels
* Includes Set Up & Dismantle

Included in 10' x 20' Hardwall Package:
* Two Vinyl Lettered Company Signs
* Four Arm Lights **(does not include power)**
* Four Shelves
* Choose of Grey Fabric or PVC Panels
* Includes Set Up & Dismantle



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

10' x 10' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		$986	$1,145	
Grey Fabric Panels (Velcro Adaptable)		$1,076	$1,271	
Colour PVC Panels ☐ Blue ☐ Black		$1,148	$1,338	
Shelving (White Melamine, 1m long x 12" deep)		$36	$39	
Additional Arm Lights		$56	$69	

10' x 20' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		$1,360	$1,598	
Grey Fabric Panels (Velcro Adaptable)		$1,570	$1,850	
Colour PVC Panels ☐ Blue ☐ Black		$1,699	$2,019	
Additional Shelving (White Melamine, 1m long x 12" deep)		$36	$39	
Additional Arm Lights		$56	$69	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black lettering on white PVC. All CAPS lettering.

Header # 1 to read (10' x 10' and 10' x 20' systems)

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

SUMMARY OF PORTABLE & HARDWALL DISPLAYS
$
Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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Tel. 506-658-0506 Fax. 506-658-0509
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PRE-SHOW DEADLINE: January 8, 2020
ORDERING DEADLINE: January 16, 2020

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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

CARPET & BOOTH CLEANING

BOOTH CARPET and CARPET PADDING

Subject to availability

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

NOTE: ***Carpet is NOT supplied in Bulk Booth Spaces*** **600** ***sq.ft. and over. Complete below to place your bulk carpet order.***

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloam - 10' x 10'		$130	$161	
Broadloam - 10' x 20'		$244	$301	
Broadloam - 10' x 30'		$365	$454	
Bulk Carpet - Size ____ x ____ =		$1.25	$1.55	
Protective Plastic - Size [1] ____ x ____ =		$0.60	$0.65	
Special Cutting Charge [2] ____ x ____ =		$1.97	$2.45	
Carpet Padding - Size ____ x ____ =		$0.99	$1.10	
			SUB-TOTAL CARPET & PADDING	

Standard show colour booth carpet supplied in 10' x 10' - 10' x 60', 20' x 20' & 20' x 30' booth spaces. Not applicable to boat display booth spaces over 600 sq.ft..

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	INCLUDED AS PART OF BOOTH PACKAGE				
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

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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PRE-SHOW DEADLINE: **January 8, 2020**
ORDERING DEADLINE: **January 16, 2020**

ELECTRICAL

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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 506-658-0509 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 --- Option A		$78.00	$93.00	
Special electrical power --- Option B				
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

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: **January 8, 2020**
ORDERING DEADLINE: **January 10, 2020**

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 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 Coraplast substrate (non-laminated)

Width _____ **x Height** _____
W
H

I would like my sign(s) to read / logo:

Width _____ **x Height** _____
W
H

CUSTOM BOOTH SIGNAGE

* **We feature in-house graphic designers at a rate of $75 per hour (minimum 1 hour) to design your artwork per your specifications.**
* **A signage specification sheet will be supplied at time of order which will detail preferred file formats.**
* ***Panel size(s) and deadline date for artwork will be supplied at time of order.***

Description	Qty.	Unit Price	RUSH	Amount
HARDWALL BOOTH GRAPHICS * **				
10' Custom Header (price per header)		$120.00	$156.00	
Graphic Panel for 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 panel		$112.00	$146.00	
Graphic panel for 1m counter - side panel (price per panel)		$56.00	$73.00	
BANNER STAND GRAPHICS				
Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of 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

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

SIGNAGE (Show Signs & Custom Booth Graphics)

HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

ORDERING DEADLINE: **January 16, 2020**

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 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 LESS than 200 lbs.	*200*	*/ 100*	*2*	*2*	*X*	*$62.00*	*$124.00*
EXAMPLE of shipments OVER 200 lbs.	*859*	*/ 100*	*8.59*	*9*	*X*	*$62.00*	*$558.00*

Service Type	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE material handling		/ 100			X	$62.00	
Freight accepted at Advance Warehouse:		*January 2, 2020*			**TO**	*January 17, 2020*	
DIRECT TO SHOW SITE material handling	Supplied by Show Management. Includes forklift service (up to 5000 lbs) to and from facility loading dock (does not include special lifting equipment or in-booth forklift service or moving of equipment).						
!!! IMPORTANT !!! Shipments to arrive during exhibitor move in only.		*January 22, 2020*					
POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	$62.00	

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 (506) 658-0509

MATERIAL HANDLING - Order Services

HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

MATERIAL HANDLING - Conditions

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)	January 2, 2020 TO January 17, 2020

To: GLOBAL CONVENTION SERVICES
106 Beaverbrook Street
Moncton, NB E1C 9S7

Show: **Fish Canada/Workboat Canada**

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)	January 2, 2020 TO January 17, 2020

To: GLOBAL CONVENTION SERVICES
106 Beaverbrook Street
Moncton, NB E1C 9S7

Show: **Fish Canada/Workboat Canada**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse

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 !!!

Wednesday, January 22, 2020

To: GLOBAL CONVENTION SERVICES
C/O Moncton Colisem Complex
377 Killam Drive
Moncton, NB E1C 3T1

Show: **Fish Canada/Workboat Canada**

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 !!!

Wednesday, January 22, 2020

To: GLOBAL CONVENTION SERVICES
C/O Moncton Colisem Complex
377 Killam Drive
Moncton, NB E1C 3T1

Show: **Fish Canada/Workboat Canada**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

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

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HEAD OFFICE:
P.O. Box 2329, Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax. 506-658-0509
E-mail: info@globalconvention.ca

ORDERING DEADLINE: **January 16, 2020**

DISPLAY INSTALLATION & DISMANTLE

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 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 qualifed 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	$59.00	
				x			x	$59.00	

Global Supervised ☐ SUB-TOTAL
Exhibitor/Display House Supervised ☐ **Add 25% Global Site Supervisor**
Supervisor Name & Cell # _____ **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	$59.00	
				x			x	$59.00	

Global Supervised ☐ SUB-TOTAL
Exhibitor/Display House Supervised ☐ **Add 25% Global Site Supervisor**
Supervisor Name & Cell # _____ **ESTIMATED DISMANTLE**

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE
$ _____
Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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PRE-SHOW DEADLINE: **January 8, 2020**
ORDERING DEADLINE: **January 16, 2020**

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

INSTRUCTIONS

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

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

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

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

Description of Labour	# of Banners	x	Prior to Order Deadline	After Order Deadline	Total
Sign/Banner (25 lbs & under and 10' long or less)		x	$459	$560	
Sign/Banner (over 25 lbs and/or longer than 10')		x	to be quoted	to be quoted	
110 Volt, 15 amp duplex outlet for sign/banner		x	to be quoted	to be quoted	

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

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

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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PRE-SHOW DEADLINE: **January 8, 2020**
ORDERING DEADLINE: **January 16, 2020**

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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

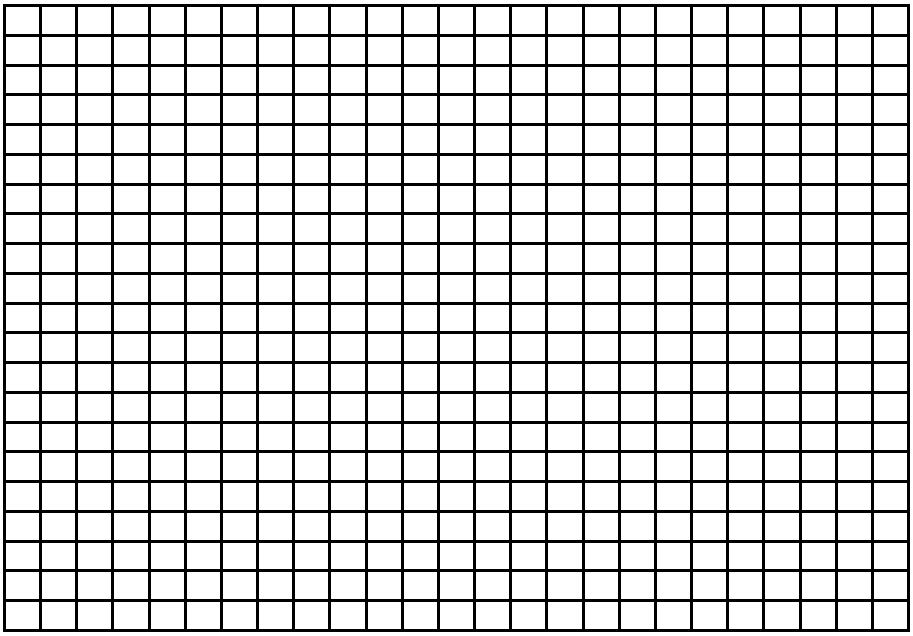
EMERGENCY CONTACT NAME & CELL NUMBER: _____

DIAGRAM SPECIFICATIONS

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

Back of Booth - Adjacent Booth # _____

Adjacent Booth # _____



Adjacent Booth # _____

Front of Booth

Special Requirements / Notes:

_____

_____

_____

_____

_____

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ORDERING DEADLINE: **January 16, 2020**

IN-BOOTH FORKLIFT & DRIVER

EVENT NAME Fish Canada/Workboat Canada **DATES** January 24-25, 2020

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

ON-SITE CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Globa Convention Services Ltd.
* If you require a forklift, a driver will be assigned to operate the forklift.
* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
* **Exhibitor must check forklift/driver in and out at Global service desk.**
* Equipment and labour cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worke and forklift will apply.
* Minimum charge for labour and equipment is one (1) hour per worker and equipment. Equipment and labour thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			$119	
			X			$119	

Contact office for weekly forklift rental quote & scissor lift rental quote. **SUB-TOTAL INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			$119	
			X			$119	

Contact office for weekly forklift rental quote & scissor lift rental quote. **SUB-TOTAL DISMANTLE**

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

$

Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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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

☐ **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	$
Electrical	$
Signage	$
Material Handling	$
Installation & Dismantle	$
Sign & Banner Hanging	$
In-Booth Forklift	$
Total of Items	$
15% HST	$
TOTAL ORDER	$

HST # 12259 9822 RT0001 Canadian Funds

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (506) 658-0509

METHOD OF PAYMENT