

DISPLAYS

Event Name **Craft East Buyers Expo** Date(s) **February 10-12, 2018**

Pre-Show Price Deadline: **January 26, 2018**

Ordering Deadline: **February 5, 2018** Contact office for availability after this date

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

Description	Quantity	Pre-Show	Retail	Amount
Bistro Table with Spandex Cover		\$85	\$110	
2' x 4' dressed table (white skirt)		\$55	\$68	



Bistro Table with Spandex Cover
30" round x 39" high



2' x 4' Dressed Table
2W x 4L x 29"H

Description	Quantity	Pre-Show	Retail	Amount
1/2m Counter (White, 1/2m Wx 1/2m D x 42" T)		\$85	\$110	
1m Counter (White, 1m L x 1/2m D x 1m T)		\$105	\$125	

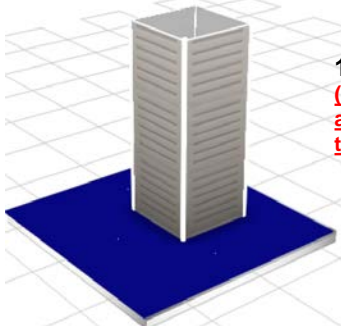


1/2M Counter
1/2Mx1/2M x 42" tall



1M Counter
1M Long x 1/2M Deep x 1M Tall

Description	Quantity	Pre-Show	Retail	Amount
1m ² Slatwall Tower (2M Tall)		\$299	\$350	
Slatwall Shelving (White Melamine, 1m L x 12" D)		\$20	\$30	
4' x 8 Horizontal Posterboard		\$105	\$125	



1M Slatwall Tower
(no alterations adjustments to tower allowed)



4' x 8' Horizontal Posterboard
1.5" Metal Frame
6' 9" Tall
7' 7" x 3' 9" Usable Surface
Double Sided
Push Pin and Velcro Friendly

SHOW SPECIAL SHOW SPECIAL SHOW SPECIAL

SHOW SPECIAL SHOW SPECIAL SHOW SPECIAL

SUMMARY OF DISPLAYS

\$ _____

Carry this total to Method of Payment form

MATERIAL HANDLING

Event Name **Craft East Buyers Expo** **Date(s)** **February 10-12, 2018**

Material Handling Form to be submitted by: **January 26, 2018**

Freight accepted at advance warehouse: **January 8, 2018** **TO** **February 5, 2018**

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #
Booth Size

See next pages for shipping labels.

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

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
		Total Weight	

CALCULATION OF ORDER

A material handling charge based on CWT (per 100 lbs with a minimum 200 lbs charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

EXAMPLES	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
EXAMPLE of shipments LESS than 200 lbs.	90	/ 100	0.9	2	X	\$55.00	\$110.00
EXAMPLE of shipments OVER 200 lbs.	859	/ 100	8.59	9	X	\$55.00	\$495.00

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	\$55.00	
RETURN TO WAREHOUSE		/ 100			X	\$55.00	

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.**

SUMMARY OF MATERIAL HANDLING

\$ _____
Carry this total to Method of Payment form

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-4pm)

January 8, 2018 TO **February 5, 2018**

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

Show: **Craft East Buyers Expo**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-4pm)

January 8, 2018 TO **February 5, 2018**

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

Show: **Craft East Buyers Expo**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



HALIFAX OFFICE:
 1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

METHOD OF PAYMENT

Event Name **Craft East Buyers Expo** **Date(s)** **February 10-12, 2018**

Exhibiting Company Information

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

Third Party Company Information * If Applicable *****

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

Services to be invoiced to Third Party Company

All Global Services
 Electrical
 Material Handling In & Out
 Booth Cleaning
 Equipment & Furniture
 I&D Labour/Supervision
 In-Booth Forklift
 Other _____

INFORMATION

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

CANCELLATION OF ORDERS

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

PAYMENT INFORMATION CALCULATION OF ORDER

BANK TRANSFER & e-TRANSFERS
 * Contact office for details
 * Customers are responsible for any bank processing fees

CREDIT CARD
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour & material handling.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
(P.O. is for vendor's reference only. Payment must accompany order.)
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Displays	\$	_____
Material Handling	\$	_____
Total of Items \$ _____		
15% HST \$ _____		
TOTAL ORDER \$ _____		
HST # 12259 9822 RT0001		Canadian Funds

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.

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.
- * 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 charges 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 must be made in advance or prior to show closing
- * Outbound freight must contain **return shipping labels (on all pieces) and return Bill of Ladings.**