



Atlantic Provinces Veterinary Conference
April 19-20, 2024
Halifax Marriott Harbourfront Hotel
Halifax, NS

Visit our website to view our on-line catalogue

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 10' wide x 8' deep exhibitor booth space consists of the following:

- ** 8' high draped backwall and 3' high draped sidewalls.
- ** One (1) 6' skirted table.
- ** Two (2) chairs.

** Note: The Trade Show floor is carpeted.

ELECTRICAL:

- ** One (1) 110v, 15 amp, duplex outlet is supplied as part of your booth package.

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 3, 2024 Orders received after this date will be subject to Retail Prices.

Ordering available until: April 10, 2024

EXHIBITOR MOVE-IN

Thursday April 18, 2024 10:00 AM - 6:00 PM

SHOW HOURS

Friday April 19, 2024 -
Saturday April 20, 2024 -

EXHIBITOR MOVE-OUT

Saturday April 20, 2024 6:00 PM - 10:00 PM

Notes: *Note that local couriers, Purolator, FedEx and etc. do not pick up Monday-Friday after 4:00pm or on weekends. Please make appropriate Return to Warehouse arrangements using the enclosed Material Handling form.*

MATERIAL HANDLING

PLEASE NOTE, GLOBAL CONVENTION SERVICES DOES NOT OFFER SHIPPING, CUSTOMS OR BROKERAGE SERVICES.

ADVANCED SHIPMENTS ACCEPTED

START Wednesday March 20, 2024 **END** Wednesday April 10, 2024
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 Advanced Warehouse, with expenses and fees billed back to exhibitor.

IMPORTANT INFORMATION REGARDING VENUE: Elevator Door: 47 3/4" W x 84" H
Inside Elevator: 60" W x 102" H x 98" L
Door Frame Second Floor: 45" W x 83" H

EVENT INFORMATION



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 3, 2024

ORDERING DEADLINE: April 10, 2024

EVENT NAME Atlantic Provinces Veterinary Conference **DATES** April 19-20, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

TABLES
Dressed tables are show color unless otherwise requested

| Description | Qty | Preshow | Retail | Amount |
|--|-----|---------|--------|--------|
| Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' () | | \$40 | \$55 | |
| 2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides) | | \$65 | \$80 | |
| 2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides) | | \$81 | \$111 | |
| 2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides) | | \$94 | \$120 | |
| 29" High Extra Skirt (To Skirt 4th Side) | | \$37 | \$48 | |
| Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' () | | \$45 | \$64 | |
| 2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides) | | \$90 | \$115 | |
| 2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides) | | \$100 | \$130 | |
| 2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides) | | \$129 | \$140 | |
| 39" High Extra Skirt (To Skirt 4th Side) | | \$41 | \$53 | |
| Low Pedestal Table (30" Round, 30" High) | | \$85 | \$101 | |
| Tall Pedestal Table (30" Round, 40" High) | | \$95 | \$130 | |
| Spandex Cover for Tall Pedestal Table (Black) | | \$35 | \$50 | |

SUB-TOTAL TABLES

SEATING
**** Subject to availability**

| Description | Qty | Preshow | Retail | Amount |
|---|-----|---------|--------|--------|
| Fabric Side Chair (Grey, Padded Seat & Back) | | \$35 | \$55 | |
| Bar Height Stool (Padded Seat with Wire Back) | | \$70 | \$85 | |
| Executive Chair (Grey, Padded Seat & Back, Arms) ** | | \$80 | \$101 | |
| "Z" Stool | | \$60 | \$75 | |

SUB-TOTAL SEATING

PREMIUM SEATING
**** All items subject to availability**

| Description | Qty | Preshow | Retail | Amount |
|---|-----|---------|--------|--------|
| Squared Back Leather Club Chair White () Black () | | \$265 | \$298 | |
| Squared Back Leather Loveseat White () Black () | | \$380 | \$450 | |
| Padded, Tufted, Gas Lift Stool White () Red () Black () | | \$112 | \$130 | |

SUB-TOTAL PREMIUM SEATING

ACCESSORIES
*** All items subject to availability**

| Description | Qty | Preshow | Retail | Amount |
|---|-----|---------|--------|--------|
| 40" TV Only <i>(Please contact Global office for connection information)</i> | | \$580 | \$630 | |
| 40" TV & Stand <i>(Please contact Global office for connection information)</i> | | \$630 | \$695 | |
| Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form | | \$18 | \$23 | |
| Literature Rack (Floor Model) | | \$120 | \$150 | |
| Coffee Table | | \$98 | \$130 | |
| Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions) | | \$45 | \$68 | |
| Bag Holder (1m tall, adjustable arms) | | \$55 | \$73 | |
| Easel (Aluminum, Tri-Pod, Floor Model) | | \$46 | \$60 | |
| Wastebasket | | \$21 | \$30 | |
| Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request. | | \$85 | - | |

SUB-TOTAL ACCESSORIES

MISCELLANEOUS

| Description | Qty | Preshow | Retail | Amount |
|-------------|-----|---------|--------|--------|
| | | | | |
| | | | | |
| | | | | |

SUB-TOTAL MISCELLANEOUS

SUMMARY OF FURNISHINGS

| | | |
|-----------------|-----------|--|
| Tables | \$ | |
| Seating | \$ | |
| Premium Seating | \$ | |
| Accessories | \$ | |
| Miscellaneous | \$ | |
| TOTAL | \$ | |

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES


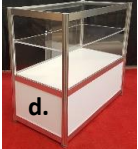
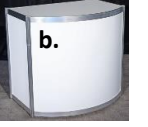
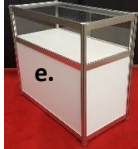


EVENT NAME Atlantic Provinces Veterinary Conference **DATES** April 19-20, 2024

Exhibiting Company: _____ **Booth #** _____



Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

COUNTER DISPLAYS

| Item | Description | Qty | Preshow | Retail | Amount |
|--|--|-----|---------|--------|--------|
|  a. | 1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall) | | \$158 | \$205 | |
|  b. | 1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall) | | \$267 | \$347 | |
|  c. | 1/4 Round, White - Open in Back | | \$329 | \$428 | |
|  d. | White/Acrylic (1m long x 1/2m deep x 1m tall) | | \$390 | \$507 | |
|  e. | White/Acrylic (1m long x 1/2m deep x 1m tall) | | \$354 | \$460 | |
|  f. | Ballot Box Display (1/2m x 1/2m x 4' tall)- White PVC Panels with Generic Header | | \$168 | \$218 | |
| SUB-TOTAL COUNTER DISPLAYS | | | | | |

PORTABLE DISPLAYS

| Item | Description | Qty | Preshow | Retail | Amount |
|---|---|-----|---------|--------|--------|
|  h. | Bannerstand Frame Rental (Includes graphic panel) | | \$325 | \$423 | |
|  i. | Posterboard (8'x4', Velcro Adaptable) | | \$135 | \$176 | |
| SUB-TOTAL PORTABLE DISPLAYS | | | | | |

HARDWALL BOOTH PACKAGES



Included in 6' x 10' Hard wall Package:
* White PVC Panels
* One Black Lettered Company Header
* Two Arm Lights **(does not include power)**
* Includes Set Up & Dismantle

Included in 6' x 20' Hard wall Package:
* White PVC Panels
* Two Black Lettered Company Headers
* Four Arm Lights **(does not include power)**
* Includes Set Up & Dismantle



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

| Description | Quantity | Preshow | Retail | Amount |
|---|----------|----------|---------|--------|
| 6' x 10' Hardwall Booth Package, White PVC Panels * Contact office for other colour options. | | \$10,035 | \$1,346 | |
| 6' x 20' Hardwall Booth Package, White PVC Panels * Contact office for other colour options. | | \$1,428 | \$1,856 | |
| Shelving (White Melamine, 1m long x 12" deep) | | \$40 | \$59 | |
| 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 COUNTERS, PORTABLE & HARDWALL DISPLAYS

\$ _____
Carry this total to Method of Payment form



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 3, 2024

ORDERING DEADLINE:

April 10, 2024

ELECTRICAL

EVENT NAME Atlantic Provinces Veterinary Conference **DATES** April 19-20, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

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

** Standard electrical outlet is supplied by Show Management. Additional outlets can be ordered below.*

- * 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

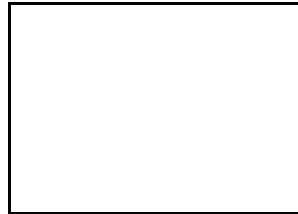
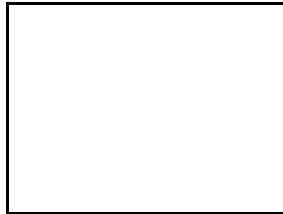
Equipment Operating: _____ ***** Complete and fax or email to office for quote *****

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> | | \$74.00 | \$96.00 | |
| Special electrical power --- <u>Option B</u> | | | | |
| 5m, 3 prong, extension cord ** | | \$29.00 | \$38.00 | |
| 5m, flat extension cord ** | | \$38.00 | \$49.00 | |
| Power Bar ** | | \$24.00 | \$31.00 | |

**** 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 (902) 423-4129

#REF!



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 3, 2024
ORDERING DEADLINE: April 4, 2024

EVENT NAME Atlantic Provinces Veterinary Conference **DATES** April 19-20, 2024

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

BOOTH ID and SHOW SIGNAGE

- ** 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).
- ** Date for artwork deadline will be supplied at time of order.

| Description (Width x Height) | Qty. | Unit Price | RUSH | Amount |
|---|------|------------|-----------|--------|
| BOOTH ID SIGNS ^^^ Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign) | | | | |
| 11" x 9" with easel back (for table) | | \$26.00 | \$34.00 | |
| 44" x 7" Blackhawk booth ID Sign (heavy cardstock) | | \$20.00 | \$26.00 | |
| 44" x 7" Coroplast Booth ID Sign | | \$31.00 | \$41.00 | |
| 36" x 8" Coroplast Booth ID Sign | | \$28.00 | \$37.00 | |
| SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label) | | | | |
| 8" x 8" Vinyl Label for Cardboard Ballot Box | | \$28.00 | \$36.00 | |
| 22" x 28" | | \$58.00 | \$76.00 | |
| 24" x 36" | | \$82.00 | \$107.00 | |
| 44" X 28" | | \$116.00 | \$151.00 | |
| 40" X 30" | | \$113.00 | \$147.00 | |
| Brass Grommets (Rings) for hanging- Per Sign | | \$8.00 | \$10.00 | |
| Holes Drilled for hanging- Per Sign | | no charge | no charge | |
| TOTAL SIGNAGE | | | | |

Width _____ x Height _____
W

Width _____ x Height _____
W

H

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

H

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- * Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

| Description | Qty. | Unit Price | RUSH | Amount |
|--|------|------------|----------|--------|
| HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated | | | | |
| 10' Custom header (price per header) | | \$120.00 | \$156.00 | |
| Graphic panel for backwall and/or sidewalls (price per panel) | | \$298.00 | \$388.00 | |
| Graphic panel for lower rail sidewalls (price per panel) | | \$112.00 | \$146.00 | |
| COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated | | | | |
| Graphic front panel for 1m standard counter | | \$112.00 | \$146.00 | |
| Graphic front panel for 1m curved front counter | | \$132.00 | \$172.00 | |
| Graphic front panel for 1/4 round counter | | \$184.00 | \$239.00 | |
| Graphic side panel for counters (price per panel) | | \$56.00 | \$73.00 | |
| TOTAL CUSTOM SIGNAGE | | | | |

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

SIGNAGE (Show Signs & Custom Booth Graphics)



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 3, 2024

ORDERING DEADLINE:

April 10, 2024

EVENT NAME Atlantic Provinces Veterinary Conference **DATES** April 19-20, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability

1st Color Choice: Blue Red Green Grey Black

2nd Color Choice: Blue Red Green Grey Black

| Description | Quantity | Preshow | Retail | Amount |
|---|------------------------------|---------|--------|--------|
| Broadloom - 10' x 10' | | \$137 | \$178 | |
| Broadloom - 10' x 20' | Trade show floor is carpeted | \$256 | \$333 | |
| Broadloom - 10' x 30' | | \$384 | \$499 | |
| Broadloom - 20' x 20' | | \$512 | \$666 | |
| Bulk Carpet, 10'x10' Increments *: Size x = | | \$1.42 | \$1.85 | |
| Custom Sized Bulk Carpet **: Size x = | \$2.26 | \$2.94 | | |
| Protective Plastic*** : Size x = | \$0.63 | \$0.82 | | |
| Carpet Padding - Size x = | \$1.04 | \$1.35 | | |
| SUB-TOTAL CARPET & PADDING | | | | |

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- * Booth carpet & bulk carpet supplied in 10' x 10' increments.
- ** Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- *** It is the responsibility of the exhibitor to remove plastic prior to show opening.

BOOTH CLEANING

| Service Option (CHOOSE 1 OR 2) | Booth Size | Total Sq.. (min 100) | Rate | # of days | Total |
|--|------------|----------------------|----------|------------|-------|
| 1 Initial vacuum before first day only | x | | x \$0.39 | x 1 | |
| 2 Daily vacuum & empty waste baskets | x | | x \$0.39 | x | |
| 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 (902) 423-4129

#REF!

CARPET, PADDING & BOOTH CLEANING



HALIFAX OFFICE:
 1658 Market Street
 Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

ORDERING DEADLINE: April 10, 2024

EVENT NAME Atlantic Provinces Veterinary Conference **DATES** April 19-20, 2024

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.) |
|-------------------------------------|--------------|-------|----------------|-------------------------|---|--------------------------|--------------------------------|
| Shipments <u>LESS</u> than 200 lbs. | 200 | / 100 | 2 | 2 | X | \$85.00 | \$170.00 |
| Shipments <u>OVER</u> 200 lbs. | 859 | / 100 | 8.59 | 9 | X | \$85.00 | \$765.00 |

| Service Type | Total Weight | | CWT (100 lbs.) | Round up CWT (100 lbs.) | X | Price per CWT (100 lbs.) | Estimated Total Cost (200 lb. Min.) |
|-------------------------------|--------------|-------|----------------|-------------------------|---|--------------------------|-------------------------------------|
| ADVANCED WAREHOUSE | | / 100 | | | X | \$85.00 | |
| DIRECT TO SHOW SITE | | / 100 | | | X | \$85.00 | |
| POST-SHOW RETURN TO WAREHOUSE | | / 100 | | | X | \$85.00 | |

*** PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.

*** Global Convention Services does not offer shipping services.

*** Global Convention Services does not offer customs or brokerage services.

* Global Convention Services is not liable for any freight left in our warehouse for more than 30 days.

Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: March 20, 2024 - April 10, 2024

Freight Accepted at Show Site: April 18, 2024

IMPORTANT INFORMATION REGARDING VENUE:
 Elevator Door: 47 3/4" W x 84" H
 Inside Elevator: 60" W x 102" H x 98" L
 Door Frame Second Floor: 45" W x 83" H

SUMMARY OF MATERIAL HANDLING

\$ _____

Carry this total to Method of Payment form

MATERIAL HANDLING - Order Services

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

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

March 20, 2024 TO **April 10, 2024**

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

Show: **Atlantic Provinces Veterinary Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

.....

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

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

March 20, 2024 TO **April 10, 2024**

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

Show: **Atlantic Provinces Veterinary Conference**

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 !!!

April 18, 2024

To: GLOBAL CONVENTION SERVICES
C/O Halifax Marriott Harbourfront Hotel
1919 Water Street
Halifax, NS, B3J 3J5

Show: **Atlantic Provinces Veterinary Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

.....

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

April 18, 2024

To: GLOBAL CONVENTION SERVICES
C/O Halifax Marriott Harbourfront Hotel
1919 Water Street
Halifax, NS, B3J 3J5

Show: **Atlantic Provinces Veterinary Conference**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



HALIFAX OFFICE:
1658 Market Street
Halifax, NS B3J 1K9
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

ORDERING DEADLINE: April 10, 2024

EVENT NAME Atlantic Provinces Veterinary Conference DATES April 19-20, 2024

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 labor and stand-by.
- * Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- * **Supervised labor 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 Pig 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 | \$80.00 | |
| | | | | x | | | x | \$80.00 | |

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 | \$80.00 | |
| | | | | x | | | x | \$80.00 | |

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

DISPLAY INSTALLATION & DISMANTLE

