



INFORMATION SHEET

EVENT INFORMATION

Transportation Association of Canada
September 26-28, 2010
World Trade and Convention Centre
Halifax, NS

GLOBAL CONTACT

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

BOOTH EQUIPMENT

Each 10' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls. ***Please note that the trade show floor is carpeted.*** Electrical is not included as part of your booth package but can be ordered by completing the enclosed Electrical form.

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.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on the price sheets, we must receive your order, and payment, by **September 14, 2010.** Orders received after this date will be subject to Retail Prices.

EXHIBITOR MOVE-IN

Sunday September 26, 2010 9:00 AM - 2:00 PM

EXHIBITOR MOVE-OUT

Tuesday September 28, 2010 12:00 PM - 6:00 PM

ADVANCE SHIPMENTS ACCEPTED

FROM Monday August 23, 2010 TO Thursday September 23, 2010

MATERIAL HANDLING CONSISTS OF THE FOLLOWING:

Advance Shipments: Global Convention Services will accept crated, boxed, or skidded material at the advance shipping address indicated on the Material Handling Form. Please see the above dates. Additional material handling and delivery charges will be applied to freight received prior to or after selected dates.

Return to Warehouse: Global Convention Services will remove your freight from the event floor and return it to the Advanced Warehouse where you can arrange to have your carrier pick up your freight. *All crated, boxed or skidded material should be labeled and waybills attached by the Exhibitor before it is returned to the Advanced Warehouse.*

Please refer to the ENCLOSED Material Handling pages for additional information and rates. To reserve our services, complete the Material Handling Form and Method of Payment, and fax to 902-423-4129.



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

ON-LINE ORDERING INSTRUCTIONS

Global Convention Services Ltd. is pleased to provide on-line ordering for the upcoming:

Transportation Association of Canada
September 26-28, 2010
World Trade and Convention Centre
Halifax, NS

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 "Place an Order", and then enter the login and password supplied below.

Here is your security login and password:

Login: **TRANSPORT**
Password: **2010**

EQUIPMENT & FURNISHINGS RENTAL

Event Name Transportation Association of Canada Date(s) September 26-28, 2010

Pre-Show Price Deadline: September 14, 2010

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

Qty.	Description	Pre-Show	Retail	Amount
TABLES - Show colour unless otherwise specified				
	2'x4' Undressed Table (29" High)	\$24	\$29	
	2'x6' Undressed Table (29" High)	\$29	\$35	
	2'x8' Undressed Table (29" High)	\$36	\$44	
	2'x4' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)	\$48	\$59	
	2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)	\$53	\$65	
	2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)	\$61	\$75	
	2'x4' Raised Dressed Table (41" High)	\$66	\$81	
	2'x6' Raised Dressed Table (41" High)	\$71	\$87	
	2'x8' Raised Dressed Table (41" High)	\$80	\$99	
	29" High Extra Skirt (To Skirt 4th Side of Dressed Table)	\$29	\$35	
	39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)	\$32	\$39	
	Table Dressing (Vinyl & 29" High Skirt Only)	\$32	\$39	
SUB-TOTAL TABLES				

CARPET / CARPET PADDING

Specify Colour Choice: **Blue Green Burgundy Charcoal Black**

	Broadloom - 10' x 10'	Ballroom floor is carpeted	\$91	\$112
	Broadloom - 10' x 20'		\$162	\$201
	Broadloom - 10' x 30'		\$219	\$270
	Carpet Padding- Size _____ x _____		.79/sqft	.85/sqft
SUB-TOTAL CARPET/PADDING				

* Bulk carpet pricing applied to booth spaces larger than 10'x30'. Refer to Bulk Carpet Form .
* Booth Vacuuming (if applicable): Refer to Booth Cleaning Form.

Qty.	Description	Pre-Show	Retail	Amount
FURNISHINGS				
	Fabric Chair (Grey, Padded Seat & Back)	\$21	\$25	
	Bistro Stool (Padded Seat with Back)	\$48	\$59	
	Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)	\$48	\$59	
	Show Table (30" Round Pedestal, 29" High)	\$48	\$59	
	Contemporary Grouping (Show Table/2 Chairs)	\$80	\$98	
	Bistro Table (30" Round, 39" High)	\$63	\$78	
	Bistro Grouping (Bistro Table/2 Bistro Stools)	\$142	\$176	
	Easel (Aluminum, Tri-Pod, Floor Model)	\$21	\$27	
	Wastebasket	\$9	\$12	
	Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.	\$45		
SUB-TOTAL FURNISHINGS				

PIPE & DRAPE - Rented by Lineal Foot

Specify Colour Choice: **Show Colour Blue Green Red Grey Burgundy White Black Teal**

	3' High Pipe & Drape	3.50/ft	4.35/ft
	8' High Pipe & Drape	4.00/ft	5.00/ft

SUB-TOTAL PIPE & DRAPE

LIGHTING * / ELECTRICAL *

	Clip on Spot Light (65 Watt) *	\$25	\$31
	Quartz Flood Light (on 8' Upright, 150 Watt) *	\$39	\$49
	Quartz Arm Light (150 Watt) *	\$39	\$49
	5M Extension Cord (3 Prong) *	\$25	\$31
	Power Bar *	\$20	\$25
	* Does not include power.		
SUB-TOTAL LIGHTING/ELECTRICAL			

SUMMARY OF EQUIPMENT & FURNISHINGS

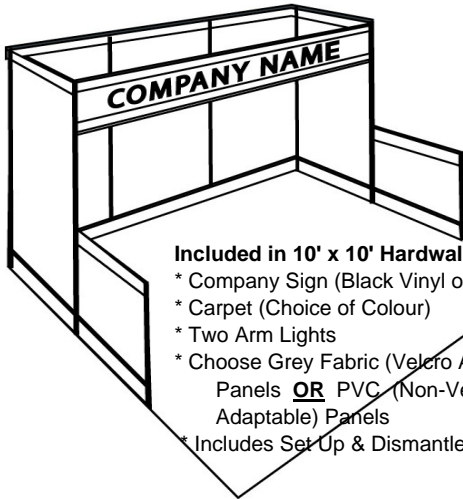
\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

HARDWALL DISPLAYS

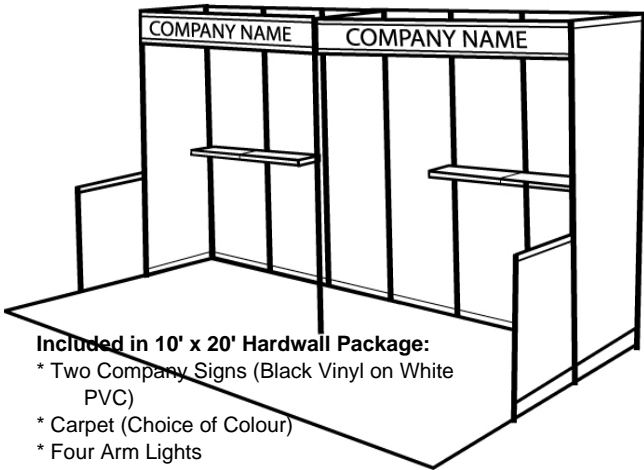
Event Name Transportation Association of Canada Date(s) September 26-28, 2010
 Pre-Show Price Deadline: September 14, 2010
 Ordering Deadline: September 17, 2010 **Contact office for availability after this date**
 Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____



- Included in 10' x 10' Hardwall Package:**
- * Company Sign (Black Vinyl on White PVC)
 - * Carpet (Choice of Colour)
 - * Two Arm Lights
 - * Choose Grey Fabric (Velcro Adaptable) Panels **OR** PVC (Non-Velcro Adaptable) Panels
 - * Includes Set Up & Dismantle

10' X 10' Hardwall Booth Packages				
Qty	Description	Pre-Show	Retail	Total
	White PVC Panels	\$739	\$887	
	Grey Fabric Panels	\$839	\$1,007	
	Colour PVC Panels	\$929	\$1,115	
	<input type="checkbox"/> Blue <input type="checkbox"/> Black			
SUB-TOTAL DISPLAY				

10' x 20' Hardwall Booth Packages				
Qty	Description	Price	Retail	Total
	White PVC Panels	\$1,049	\$1,259	
	Grey Fabric Panels	\$1,249	\$1,499	
	Colour PVC Panels	\$1,384	\$1,661	
	<input type="checkbox"/> Blue <input type="checkbox"/> Black			
SUB-TOTAL DISPLAY				



- Included in 10' x 20' Hardwall Package:**
- * Two Company Signs (Black Vinyl on White PVC)
 - * Carpet (Choice of Colour)
 - * Four Arm Lights
 - * Four Shelves
 - * Choose Grey Fabric (Velcro Adaptable) Panels **OR** PVC (Non-Velcro Adaptable) Panels
 - * Includes Set Up & Dismantle

REQUIRED INFORMATION

Carpet Colour (Specify)
Note: if colour is not indicated, charcoal will be provided

Charcoal Burgundy Green
 Blue Black

Headers: Black vinyl on white PVC (Text in all caps)
 Header # 1 (10' x 10' and 10' x 20' systems): _____
 Header # 2 (10' x 20' system only): _____

ACCESSORY OPTIONS				
Qty	Description	Pre-Show	Retail	Total
	Shelf	\$24	\$29	
	Custom Header *	\$140	\$182	
	1 Metre Counter	\$93	\$112	
SUB-TOTAL ACCESSORIES				

* Header size 116-1/2" x 12", mounted to PVC with lustre laminate. See Custom Signage Form for file information.

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

Fax completed form along with Method of Payment to 902-423-4129

SPECIALTY ITEMS

Event Name Transportation Association of Canada Date(s) September 26-28, 2010

Pre-Show Price Deadline: September 14, 2010

Ordering Deadline: September 17, 2010 **Contact office for availability after this date**

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

Qty	Description	Pre-Show	Retail	Amount
	Economy System (3 Panel, Grey Fabric, Velcro Adaptable) - Each Panel: 1m wide x 2.5m tall	\$269	\$323	
	8' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$399	\$479	
	10' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$499	\$599	
	Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary	\$169	\$203	
	Posterboard (4' x 8', Velcro Adaptable)	\$99	\$119	
	1 Metre Counter (Sliding Doors at Back, White Melamine)	\$93	\$112	
	19" Flat Screen Computer Monitor	\$315	\$378	
	26" TV/DVD Combo (Flat Screen)	\$368	\$442	
	Executive Chair (Grey, Padded Seat/Back, Arms)	\$55	\$66	
	Leather Loveseat (Black)	\$275	\$330	
	Leather Tub Chair (Black)	\$115	\$138	
	Tub Chair Grouping (Show Table/2 Tub Chairs)	\$245	\$294	
	1.7 cu.ft. Bar Fridge	\$158	\$190	
	Coffee Table (Wood, Espresso in Colour)	\$74	\$89	
	Literature Rack (Floor Model)	\$90	\$108	
	Rope & Stanchions (Section = 1 Velour Rope & 2 Chrome Stanchions) - Price Per Section	\$30	\$40	

* Visit our website to view rental equipment (items may not be exactly as shown)

SUMMARY OF SPECIALTY ITEMS
 \$
 Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

BOOTH CLEANING

Event Name Transportation Association of Canada Date(s) September 26-28, 2010

Ordering Deadline: September 17, 2010 **Orders after this date must be placed on-site**

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____

Service Option

Service Description

1

INITIAL VACUUM BEFORE FIRST SHOW / EVENT DAY ONLY.

2

DAILY VACUUM, & EMPTYING OF WASTEBASKETS FOR ALL SHOW / EVENT DAYS. (THIS SERVICE INCLUDES # 1 ABOVE)

Service Option	Booth Size		Total Sq. Ft. (100 min.)	X	Rate Per Sq. Ft.	Total	Multiply by No. of Days	Total
1		x		X	\$0.35		1	
2		x		X	\$0.35			

SPECIAL INSTRUCTIONS

SUMMARY OF BOOTH CLEANING

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

VINYL SIGNAGE

Event Name Transportation Association of Canada Date(s) September 26-28, 2010

Ordering Deadline: September 3, 2010 **Contact office for availability after this date**

Exhibiting Company: _____ Booth #
Contact Name: _____

Phone #: _____ Email: _____

- * Prices listed reflect 10 words or less - ONE colour only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is Arial Black, all caps, unless otherwise specified by exhibitor.
- * Vinyl lettering on white corex (corrugated plastic).
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quote can be issued for size(s) not shown.

Booth Identification Signs

Quantity	Size (width x height)	Unit Price	Rush (after deadline)	Total
	11" x 9" with easel back	\$25.00	\$32.50	
	** 36" x 8"	\$21.00	\$27.30	
	** 40" x 6"	\$23.00	\$29.90	
	** 44" x 7"	\$26.00	\$33.80	
	** 22" x 17"	\$30.00	\$39.00	
	** 28" x 14"	\$35.00	\$45.50	

** Includes holes drilled for hanging

Show Signage

Quantity	Size (width x height)	Unit Price	Rush (after deadline)	Total
	28" x 22"	\$48.00	\$62.40	
	44" x 28"	\$93.00	\$120.90	
	40" x 30"	\$93.00	\$120.90	
	60" x 40"	\$180.00	\$234.00	
	Brass Grommets (Rings)- per sign	\$25.00	\$32.50	
	Holes Drilled- per sign	\$3.00	\$4.00	

Width _____ x Height _____
Vinyl colour (1 colour) _____
W

Width _____ x Height _____
Vinyl colour (1 colour) _____
W

H

Insert
Text
In
Box(es)

H

<p>SUMMARY OF VINYL SIGNAGE</p> <p>\$ </p> <p>Carry this total to Method of Payment form</p>

Fax completed form along with Method of Payment to 902-423-4129

Event Name Transportation Association of Canada **Date(s)** September 26-28, 2010

Ordering Deadline: September 3, 2010 **Contact office for availability after this date**

Exhibiting Company: _____ **Booth #**

Contact Name: _____

Phone #: _____ **Email:** _____

FILE SPECIFICATIONS

PRINT READY FILES

- * **File Formats:** Flatten .EPS (preferred) or .TIF files. All fonts must be converted to paths/curves/outlines.
- * Files should be CMYK.
- * Must be 150 dpi at actual output size.
- * Crop marks are required **at the print size**. Bleeds are not needed.
- * Editing & Design time, if required, is charged at a rate of \$75.00 per hour (minimum 1 hour).
- * A low resolution .PDF, or coloured hardcopy proof, required for each layout.
- * Files can be sent to us on CD, DVD, or uploaded to our FTP site. **Contact our office for details.**
- * Files must arrive at least three (3) weeks prior to show set up.

GLOBAL DESIGNED ARTWORK

- * We would be pleased to design your artwork for you. Simply email us your logos, files, and concept.
- * Accepted **logo** file formats: .AI, .EPS, high resolution .PDF (at least 100 dpi), high resolution .JPG (at least 100 dpi)
- * Graphic **images** to be provided at the highest resolution .JPG possible.
- * Graphic design time \$75.00 per hour (minimum 1 hour).

We would be pleased to provide a quote for any printing not indicated below.

Custom Headers & Panels (For Hardwall Display Systems)

Description	Print Size (Width x Height)	Qty	X	Unit Price	Rush (after deadline)	Total
Full Colour 10' Header	116-1/2" x 12"		X	\$140.00	\$182.00	
Full Colour Panels	38-1/2" x 87"		X	\$335.00	\$435.50	

Custom Show Signage & Banners

Description	Size (in Inches) Width x Height	Total Sq.Ft. (WxH/144) (Round Up)	X	Rate per Sq.Ft.	Rush (after deadline)	X	Qty	Total
Full Colour Show Signage: Mounted to Corex w/Laminate	X		X	\$12.40	\$16.15	X		
Full Colour Show Signage: Mounted to Corex w/Laminate	X		X	\$12.40	\$16.15	X		
Full Colour Banner: 14 oz. Block Out Banner Vinyl (does not include grommets for hanging)	X		X	\$10.00	\$13.00	X		

Additional Charges	Unit Price	Rush (after deadline)	X	Qty	Total
Brass Grommets (Rings) For Hanging - Per Sign	\$25.00	\$32.50	X		

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

Fax completed form along with Method of Payment to 902-423-4129



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

ELECTRICAL

Event Name Transportation Association of Canada Date(s) September 26-28, 2010

Pre-Show Price Deadline: September 14, 2010

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

Single 110 volt, 15 amp, duplex outlet

- * 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

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

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

Do you require your equipment hardwired? _____

If no, please specify type of connector required. _____

Draw plug configuration below:

Service	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet		\$65.00	\$80.00	
5m, 3 prong, extension cord **		\$25.00	\$31.00	
Power Bar **		\$20.00	\$25.00	
Special electrical power (see above)				

** Does not include power.

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

Fax completed form along with Method of Payment to 902-423-4129



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.

PRE-SHOW SHIPMENTS

- * 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 SHIPMENTS

- * 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 Advance Warehouse with fee charge 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.
- * 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.**



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

MATERIAL HANDLING

Event Name Transportation Association of Canada Date(s) September 26-28, 2010

Material Handling Form to be submitted by: September 14, 2010

Freight accepted at advance warehouse: August 23-September 23, 2010

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

Booth #

See next page for shipping labels.

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

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

RETURN TO WAREHOUSE SERVICE

Will you require return to warehouse material handling service? Yes No
 If yes, please include in calculation of order

CALCULATION OF ORDER

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

Service	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	\$35.00	\$70.00
Example	859	/ 100	8.59	9	X	\$35.00	\$315.00
Advanced Shipment		/ 100			X	\$35.00	

Advanced Shipment Option: used if you are sending your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking.

Return to Warehouse		/ 100				X \$35.00
---------------------	--	-------	--	--	--	-----------

Return to Warehouse Option: used when you want your freight to be returned to our Advanced Warehouse after the event. You would then schedule your carrier to pick up your freight from our warehouse location.

SUMMARY OF MATERIAL HANDLING
\$
Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance warehouse: August 23-September 23, 2010

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

Show: Transportation Association of Canada

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

.....
USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance warehouse: August 23-September 23, 2010

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

Show: Transportation Association of Canada

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



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

**DISPLAY INSTALLATION
& DISMANTLE**

Event Name Transportation Association of Canada Date(s) September 26-28, 2010
 Ordering Deadline: September 17, 2010

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Labour and stand-by rate is \$50.00 per hour with a 2 hour minimum call out.
- * 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.*
- * Supervisor **must check in** at service desk to pick up labour.
- * 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 _____ Booth Size _____
 Special tools required for installation? _____ Please specify in detail: _____

POWER: Provided by Show Management Ordered by Exhibitor/Display House Not Applicable
 CARPET: Hall Carpeted Provided by Show Management Provided/Ordered by Exhibitor/Display House
 FREIGHT- Installation: From advance warehouse Direct Show Site Carrier: _____
 Expected number of pieces & weight: _____
 FREIGHT- Dismantle Return to advance warehouse From Direct Show Site

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	\$50.00	
				x			x	\$50.00	
				x			x	\$50.00	
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	\$50.00	
				x			x	\$50.00	
				x			x	\$50.00	
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

Fax completed form along with Method of Payment to 902-423-4129



HALIFAX OFFICE:
 1800 Argyle St., Suite 445, Halifax, NS B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca
 HST # 12259 9822 RT0001

METHOD OF PAYMENT

Third Party Orders must complete the
 Third Party Authorization / Payment Form

Event Name Transportation Association of Canada **Date(s)** September 26-28, 2010

Exhibiting Company: _____
 Contact: _____
 Mailing Address: _____

Booth #

City / Province: _____ Postal Code: _____
 Telephone: _____ Fax: _____ Email: _____

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
 * Contact our office for banking information
 * 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 and material handling.

Please complete the information requested below.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Equipment & Furnishings	\$	_____
Hardwall Displays	\$	_____
Specialty Items	\$	_____
Booth Cleaning	\$	_____
Signage	\$	_____
Electrical	\$	_____
Material Handling	\$	_____
Labour	\$	_____

Total of Items	\$	_____
as of July 1st 15% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds

Fax completed forms to 902-423-4129

