



INFORMATION SHEET

EVENT INFORMATION

Atlantic Canada's Family Expo
June 19 - 20, 2010
Exhibition Park
200 Prospect Road
Halifax, NS, B3T 1P2

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 black draped backwall and 3' high black draped sidewalls, one (1) 6' black skirted table and two (2). Please note that the trade show floor is not carpeted. Electrical is included as part of your booth package. If you require additional Electrical it 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 **June 4, 2010**. **Orders received after this date will be subject to Retail Prices.**

EXHIBITOR MOVE-IN

Friday June 18, 2010 11:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

Sunday June 20, 2010 5:00 PM

ADVANCE SHIPMENTS ACCEPTED

FROM Friday May 21, 2010 TO Tuesday June 15, 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:

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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:

| |
|---|
| Atlantic Canada's Family Expo June 19 - 20, 2010 Exhibition park 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: FAMILY
Password: 2010



HALIFAX OFFICE:
 1800 Argyle St., Suite 445, Halifax, NS B3J 3N8
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 E-mail: info@globalconvention.ca

**EQUIPMENT &
 FURNISHINGS RENTAL**

Event Name Atlantic Canada's Family Expo **Date(s)** June 19 - 20, 2010

Pre-Show Price Deadline: June 4, 2010

Ordering Deadline: June 11, 2010 **Contact office for availability after this date**

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

| Qty. | Description | Pre-Show | Retail | Amount |
|---------------------------------|------------------------------------|----------|----------|--------|
| | Broadloom - 10' x 10' | \$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

| Qty. | Description | Pre-Show | Retail | Amount |
|-----------------------------------|----------------------|----------|---------|--------|
| | 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 *

| Qty. | Description | Pre-Show | Retail | Amount |
|--------------------------------------|--|----------|--------|--------|
| | 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

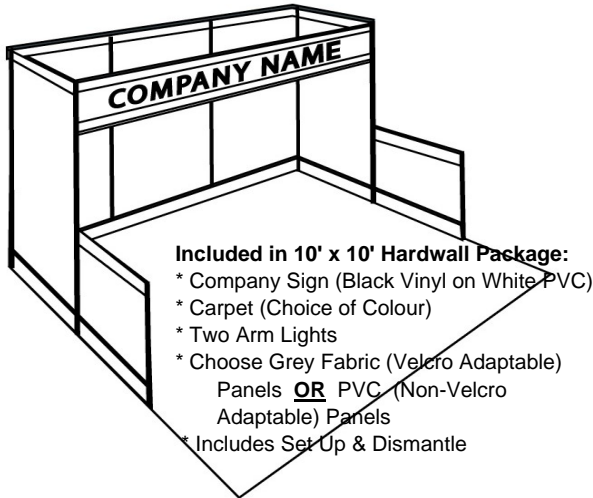
HARDWALL DISPLAYS

Event Name Atlantic Canada's Family Expo **Date(s)** June 19 - 20, 2010

Pre-Show Price Deadline: June 4, 2010

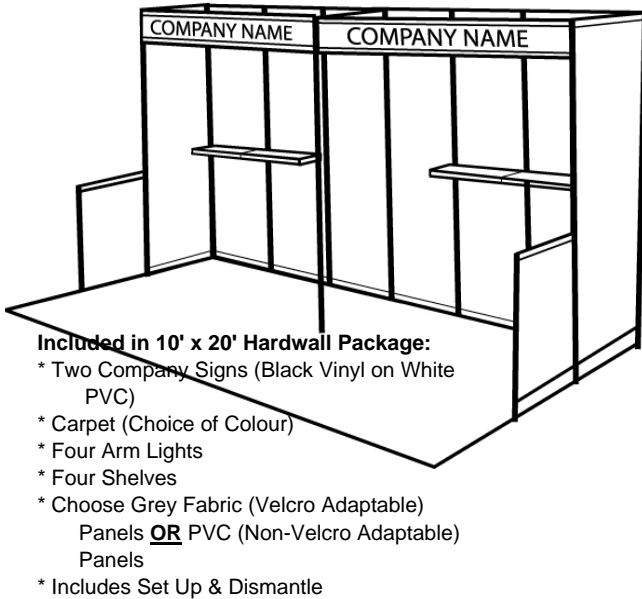
Ordering Deadline: June 11, 2010 **Contact office for availability after this date**

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



| 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 | | | | |



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 **Atlantic Canada's Family Expo** **Date(s)** **June 19 - 20, 2010**

Pre-Show Price Deadline: **June 4, 2010**

Ordering Deadline: **June 11, 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

BULK CARPET

Event Name Atlantic Canada's Family Expo **Date(s)** June 19 - 20, 2010

Pre-Show Price Deadline: June 4, 2010

Ordering Deadline: June 11, 2010 **Contact office for availability after this date**

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

This form is to be used by exhibitors who have contracted Bulk Booth Spaces **(insert sq. ft.) and over.**
 Carpet is supplied in 10' x 10' booth spaces only.
 All carpet is provided in 10' wide x 10' long increments.
 Plastic is mandatory with all bulk carpet orders to protect carpet during move in.
It is the responsibility of the exhibitor to remove plastic prior to show opening.

Colour Choices: Blue Black Green Burgundy Charcoal 1st Choice _____
 (Upon Availability) 2nd Choice _____

Indicate runs separately

| Description | Size Required | Total Sq.Ft. | X | Pre-Show Price | Retail Price | Total |
|--------------------------|---------------|--------------|---|----------------|--------------|-------|
| Bulk Carpet | x | | x | \$0.79 | \$0.97 | |
| Bulk Carpet | x | | x | \$0.79 | \$0.97 | |
| Bulk Carpet | x | | x | \$0.79 | \$0.97 | |
| Bulk Carpet | x | | x | \$0.79 | \$0.97 | |
| Mandatory Plastic | x | | x | \$0.25 | \$0.31 | |
| Carpet Padding | x | | x | \$0.79 | \$0.85 | |
| Special Cutting Charge * | x | | x | \$1.35 | \$1.68 | |

- * Applies to cut carpets only.
- * Special cutting charge is in addition to bulk carpet pricing.
- * Special cutting charge is applied to run of carpet that is cut.

| |
|---|
| SUMMARY OF BULK CARPET |
| \$ |
| Carry this total to Method of Payment form |

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

BOOTH CLEANING

Event Name Atlantic Canada's Family Expo Date(s) June 19 - 20, 2010

Ordering Deadline: June 11, 2010 **Orders after this date must be placed on-site**

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

- | <u>Service Option</u> | <u>Service Description</u> |
|-----------------------|--|
| 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 Atlantic Canada's Family Expo Date(s) June 19 - 20, 2010

Ordering Deadline: May 28, 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

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

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

Event Name Atlantic Canada's Family Expo **Date(s)** June 19 - 20, 2010

Ordering Deadline: May 28, 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:
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ELECTRICAL

Event Name **Atlantic Canada's Family Expo** Date(s) **June 19 - 20, 2010**

Pre-Show Price Deadline: **June 4, 2010**

Ordering Deadline: **June 11, 2010** Orders after this date must be placed on-site

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

Single 110 volt, 15 amp, duplex outlet

- * One 110 volt, 15 amp outlet has been provided by Show Management. Additional outlets can be ordered by completing Electrical Form and submitting to office along with Method of Payment Form.
- * 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 |
|--|----------|----------|---------|--------|
| Additional 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 **Atlantic Canada's Family Expo** Date(s) **June 19 - 20, 2010**

Material Handling Form to be submitted by: **June 4, 2010**

Freight accepted at advance warehouse: **May 21 - June 15, 2010**

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

Booth #

See next pages 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 you 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: May 21 - June 15, 2010

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

Show: Atlantic Canada's Family Expo

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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

Freight accepted at advance warehouse: May 21 - June 15, 2010

To: GLOBAL CONVENTION SERVICES
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Show: Atlantic Canada's Family Expo

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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 Atlantic Canada's Family Expo Date(s) June 19 - 20, 2010
 Ordering Deadline: June 11, 2010 **Orders after this date must be placed on-site**

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

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



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**SIGN & BANNER
HANGING**

Event Name Atlantic Canada's Family Expo Date(s) June 19 - 20, 2010

Ordering Deadline: June 11, 2010 **Orders after this date must be placed on-site**

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

ON-SITE CONTACT & 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 and under. Banners over 25 lbs will be custom quoted.
- * **All signs/banners must be made available for start of exhibitor set up.**
- * 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.

DIAGRAM & SPECIFICATIONS

Booth Size: _____ # of Signs/Banners to be Hung: _____

| | |
|---|---------------------------------|
| Banner Size (length x height): _____ | # of Hanging Points: _____ |
| Banner Material: _____ | Banner Weight: _____ |
| Banner Height From Ground: _____ | Is power required: _____ |
| Banner Placement (ie centred with table): _____ | |

| | |
|---|---------------------------------|
| Banner Size (length x height): _____ | # of Hanging Points: _____ |
| Banner Material: _____ | Banner Weight: _____ |
| Banner Height From Ground: _____ | Is power required: _____ |
| Banner Placement (ie centred with table): _____ | |

| Description of Labour | # of Banners | x | Prior to Order Deadline | After Order Deadline | Total |
|--|--------------|---|-------------------------|----------------------|-------|
| Banners (25 lbs & under) | | x | \$350.00 | \$450.00 | |
| Banners (over 25 lbs) - To Be Quoted | | x | | | |
| 110 Volt, 15 amp duplex outlet | | x | \$65.00 | \$80.00 | |
| Special Power (refer to Electrical Form) | | x | | | |
| Installation to be completed by: | | | | | |

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

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



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In-Booth Forklift & Driver Form

Event Name Atlantic Canada's Family Expo Date(s) June 19 - 20, 2010
 Ordering Deadline: June 11, 2010 **Contact office for availability after this date**

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

ON-SITE CONTACT & 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 Global 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 worker 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 | | | \$110.00 | |
| | | | X | | | \$110.00 | |
| SUB-TOTAL INSTALLATION | | | | | | | |

ESTIMATED DISMANTLE REQUIREMENTS

| Date(s) Required | Start Time | # of Forklifts | X | # of Hours Each | Total Hours | Hourly Rate | Total |
|----------------------------|------------|----------------|---|-----------------|-------------|-------------|-------|
| | | | X | | | \$110.00 | |
| | | | X | | | \$110.00 | |
| SUB-TOTAL DISMANTLE | | | | | | | |

SUMMARY OF IN-BOOTH FORKLIFT

\$

Carry this total to Method of Payment form

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



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 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 Atlantic Canada's Family Expo **Date(s)** June 19 - 20, 2010

Exhibiting Company: _____

Contact: _____

Mailing Address: _____

City / Province: _____ Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

| |
|----------------|
| Booth # |
| |

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 | \$ | _____ |
| Bulk Carpet | \$ | _____ |
| Booth Cleaning | \$ | _____ |
| Signage | \$ | _____ |
| Electrical | \$ | _____ |
| Material Handling | \$ | _____ |
| Labour | \$ | _____ |
| Sign Hanging | \$ | _____ |
| Forklift | \$ | _____ |

| | | |
|-----------------------|----|-------|
| Total of Items | \$ | _____ |
| 13% HST | \$ | _____ |
| TOTAL ORDER | \$ | _____ |

Canadian Funds

Fax completed forms to 902-423-4129

