



**SHOW INFORMATION**

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**EVENT INFORMATION**

**Maritime Gift Show**  
**April 5-7, 2020**  
**Halifax Exhibition Centre**  
**Halifax, NS**

**EXHIBITOR SERVICES DEPARTMENT**

**GLOBAL CONVENTION SERVICES**

*address below is not a shipping address*  
 1658 Market Street  
 Halifax, NS B3J 1K9  
 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 8' high draped sidewalls and booth carpet.**

**Each Exhibitor will have access to one (1) 110 volt, 7.5 amps electrical outlet.**

**If you require Additional Electrical it can be ordered by completing the enclosed rental forms.**

**If running high volume of lighting you will be required to order additional electrical.**

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order, and payment, by **March 20, 2020**  
 Orders received after this date will be subject to Retail Prices.

**EXHIBITOR MOVE-IN**

Friday	April 3, 2020	9:00AM	-	5:00PM
Saturday	April 4, 2020	8:00AM	-	4:00PM

**EXHIBITOR MOVE-OUT**

Tuesday	April 7, 2020	2:00PM	-	Midnight
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**MATERIAL HANDLING**

**ALL Freight being shipped to the advanced warehouse will require the exhibitors to fill in the Material Handling Forms and Method of Payment Form**

**ADVANCE SHIPMENTS ACCEPTED**

FROM **Monday March 9, 2020** TO **Monday March 30, 2020**

*Freight received at advance warehouse prior to, or after, these dates will be subject to additional handling fees*

**DIRECT TO SITE SHIPMENTS**

***All Direct to Show Site Shipments are to arrive during the scheduled Exhibitor Move In Date and Times ONLY***



**DISPLAYS**

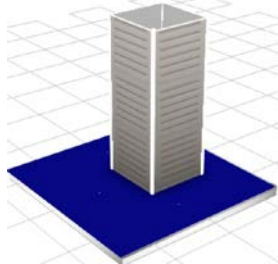
Event Name **Maritime Gift Show** Date(s) **April 5-7, 2020**

Pre-Show Price Deadline: **March 20, 2020**

Ordering Deadline: **March 27, 2020** Contact office for availability after this date

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Booth Size \_\_\_\_\_

1M Slatwall Tower (hooks not included)				
Description	Quantity	Pre-Show	Retail	Amount
1M x 1M x 1M Slatwall Tower		\$299	\$399	
Shelving (White Melamine, 1m long x 12" deep)		\$20	\$30	



**1M Slatwall Tower**  
 \* Includes two Arm Lights  
(no alterations/adjustments to tower allowed)

10' x 10' Slatwall Booth Package (hooks not included)				
Description	Quantity	Pre-Show	Retail	Amount
10' x 10' Slatwall Booth Package		\$599	\$699	
10' x 10' Slatwall Corner Booth Package		\$559	\$659	
Shelving (White Melamine, 1m long x 12" deep)		\$20	\$30	



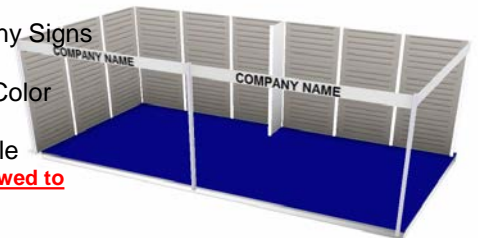
**Included in 10' x 10 Slatwall Booth Package:**  
 \* Vinyl Lettered Company Sign  
 \* Two Arm Lights  
 \* Organizer Supplied Show Color Carpet  
 \* Includes Set Up & Dismantle  
(no alterations/adjustments allowed to package)



10' x 20' Hardwall Booth Package (hooks not included)				
Description	Quantity	Pre-Show	Retail	Amount
10' x 20' Slatwall Booth Package		\$1,198	\$1,398	
10' x 20' Slatwall Booth Package		\$1,158	\$1,358	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$20	\$30	



**Included in 10' x 20'Slatwall Booth Package:**  
 \* Two Vinyl Lettered Company Signs  
 \* Four Arm Lights  
 \* Organizer Supplied Show Color Carpet  
 \* Includes Set Up & Dismantle  
(no alterations/adjustments allowed to package)



**REQUIRED INFORMATION FOR SLATWALL BOOTH PACKAGES**

Headers: Black vinyl lettering on white PVC (ALL CAPS)  
**Header # 1 (10' x 10' and 10' x 20' systems)**  
 \_\_\_\_\_  
**Header # 2 (10' x 20' systems only)**  
 \_\_\_\_\_

<p><b>Please ensure that adequate power has been ordered to ensure that there are no power overloads</b></p>	<p>SUMMARY OF SLATWALL DISPLAYS</p> <p>\$ _____</p> <p>Carry this total to Method of Payment form</p>
	<p><b>Fax completed form along with Method of Payment to 902-423-4129</b></p> <p>CS-Updated Jan /2020</p>



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

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

**March 9, 2020**

TO

**March 30, 2020**

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

Show: **Maritime Gift Show**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

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**METHOD OF PAYMENT**

<b>Event Name</b>	<b>Maritime Gift Show</b>	<b>Date(s)</b>	<b>April 5-7, 2020</b>
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Exhibiting Company Information	
Exhibiting Company: _____	Booth #
Exhibiting Company Mailing Address: _____	
City / Province / Postal Code: _____	
Contact Name: _____	
Telephone: _____ Fax: _____ Email: _____	

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

**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.

**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.

<b>PAYMENT INFORMATION</b>	<b>CALCULATION OF ORDER</b>
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**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 & material handling.

**Visa**    **Mastercard**    **Amex**

Purchase Order # (if applicable) \_\_\_\_\_

*(P.O. is for vendor's reference only. Payment must accompany order.)*

Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Cardholder Telephone \_\_\_\_\_

Equipment & Furnishings	\$	
Displays	\$	
Electrical & Lighting	\$	
Material Handling	\$	

<b>Total of Items</b>	\$	
15% HST	\$	
<b>TOTAL ORDER</b>	\$	

Canadian Funds

Payment must be submitted with order forms. Fax completed forms 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.

### ADVANCED TO WAREHOUSE PRE-SHOW SHIPMENT

- \* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- \* Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

### OUTBOUND SHIPMENTS

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

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

### POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

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