



Maritime Spring Gift Show  
 March 18-20, 2018  
 Halifax Exhibition Centre  
 Halifax, NS

Visit our website to view our on-line catalogue

SHOW INFORMATION

**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](mailto:info@globalconvention.ca)

**BOOTH EQUIPMENT**

Each booth space consists of the following:

**Each 10' x 10' booth space consists of an 8' high draped backwall and 8' high draped sidewalls**

**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.**

**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

**February 26, 2018**

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

**EXHIBITOR MOVE-IN**

Friday	March 16, 2018	8:00AM	-	5:00PM
Saturday	March 17, 2018	9:00AM	-	3:00PM

**EXHIBITOR MOVE-OUT**

Tuesday	March 20, 2018	3:00PM	-	Midnight
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Notes:

**ALL FREIGHT MUST BE OFF THE TRADE SHOW FLOOR BY MIDNIGHT. IF YOUR CARRIERS CANNOT PICK UP YOUR FREIGHT YOU MUST MAKE RETURN TO WAREHOUSE ARRANGEMENTS**

**MATERIAL HANDLING**

**ADVANCE SHIPMENTS ACCEPTED**

FROM day February 19, 2018 TO day March 12, 2018

*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 Advance Warehouse, with expenses and fees billed back to exhibitor.**





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:** February 26, 2018  
**ORDERING DEADLINE:** March 5, 2018

**EVENT NAME** Maritime Spring Gift Show **DATES** March 18-20, 2018

**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ELECTRICAL**

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

\* **One 110 volt, 7.5 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 --- OPTION B**

**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 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>		\$70.00	\$86.00	
Special electrical power --- <u>Option B</u>				
5m, 3 prong, extension cord **		\$28.00	\$34.00	
Power Bar **		\$23.00	\$29.00	

\*\* Rental does not include power.

**SUMMARY OF ELECTRICAL**

\$ \_\_\_\_\_

*Carry this total to Method of Payment form*

**SHOW SPECIAL**

**SHOW SPECIAL**

**SHOW SPECIAL**

**SHOW SPECIAL**

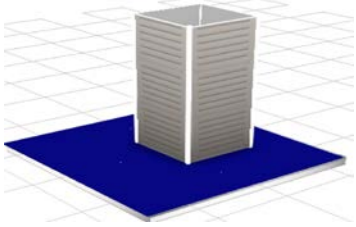
<b>Event Name</b>	<b>Maritime Spring Gift Show</b>	<b>Date(s)</b>	<b>March 18-20, 2018</b>
<b>Pre-Show Price Deadline:</b>	<b>February 26, 2018</b>		
<b>Ordering Deadline:</b>	<b>March 5, 2018</b>	<b>Contact office for availability after this date</b>	

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	



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



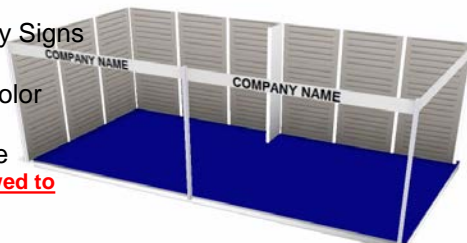
10' x 20' Hardwall Booth Package (hooks not included)				
Description	Quantity	Pre-Show	Retail	Amount
10' x 20' Hardwall Booth Package		\$1,198	\$1,398	
10' x 20' Hardwall Corner Booth Package		\$1,158	\$1,358	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$20	\$30	



**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)

**Please ensure that adequate power has been ordered to ensure that there are no power overloads**

**SUMMARY OF SLATWALL DISPLAYS**

\$

Carry this total to Method of Payment form

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



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

**ORDERING DEADLINE:** March 5, 2018

**EVENT NAME** Maritime Spring Gift Show **DATES** March 18-20, 2018  
**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			
		<b>Total Weight</b>	

**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. Min.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$55.00	\$110.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$55.00	\$495.00

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 material handling		/ 100			X	\$55.00	
<b>Freight accepted at Advance Warehouse: February 19, 2018 TO March 12, 2018</b>							
DIRECT TO SHOW SITE material handling		/ 100			X	\$60.00	
<b>!!! IMPORTANT !!! Shipments to arrive during exhibitor move in only. March 16, 2018</b>							
<b>SPECIAL NOTES REGARDING VENUE:</b>	<b><u>ALL FREIGHT MUST BE OFF THE TRADE SHOW FLOOR BY MIDNIGHT. IF YOUR CARRIERS CANNOT PICK UP YOUR FREIGHT YOU MUST MAKE RETURN TO WAREHOUSE ARRANGEMENTS</u></b>						
POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	\$55.00	

**SUMMARY OF MATERIAL HANDLING**  
 \$ \_\_\_\_\_  
 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

CS-Revised Oct/2017

**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 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 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 ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.**

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

**February 19, 2018 TO March 12, 2018**

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

Show: **Maritime Spring Gift Show**

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

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

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

.....

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

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

Show: **Maritime Spring Gift Show**

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 !!!**

**Friday                      March 16, 2018                      8:00AM                      -                      5:00PM**

To:            GLOBAL CONVENTION SERVICES  
              C/O Halifax Exhibition Centre  
              200 Prospect Road  
              Halifax, NS B3T 1P2

Show:        **Maritime Spring Gift Show**

Exhibitor:    \_\_\_\_\_

Booth #:      \_\_\_\_\_

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

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**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 !!!**

**Friday                      March 16, 2018                      8:00AM                      -                      5:00PM**

To:            GLOBAL CONVENTION SERVICES  
              C/O Halifax Exhibition Centre  
              200 Prospect Road  
              Halifax, NS B3T 1P2

Show:        **Maritime Spring Gift Show**

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

**EVENT NAME** Maritime Spring Gift Show **DATES** March 18-20, 2018

**METHOD OF PAYMENT**

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

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

Services to be invoiced to Third Party Company			
<input type="checkbox"/> All Global Services	<input type="checkbox"/> Electrical	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Equipment & Furniture	<input type="checkbox"/> I&D Labour/Supervision	<input type="checkbox"/> In-Booth Forklift	<input type="checkbox"/> Other _____

**INFORMATION**

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

**CANCELLATION OF ORDERS**

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

**PAYMENT INFORMATION**

**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 \_\_\_\_\_

**CALCULATION OF ORDER**

Furnishings	\$	_____
Displays	\$	_____
Electrical	\$	_____
Material Handling	\$	_____

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

HST # 12259 9822 RT0001 Canadian Funds

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129**