



HALIFAX OFFICE:
 1658 Market Street
 Halifax, NS, B3J 0B7
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 25, 2020
ORDERING DEADLINE: June 1, 2020

EVENT NAME CARI 2020 **DATES** JUNE 11-12, 2020

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

FURNISHINGS

ADDITIONAL ITEMS
Subject to availability

Description	Qty.	Pre-Show	Retail	Amount
Bag Holder (1m tall, adjustable arms)		\$49	\$59	
Easel (Aluminum, Tri-Pod, Floor Model)		\$36	\$45	
Wastebasket		\$17	\$21	

Description	Qty.	Pre-Show	Retail	Amount
40" TV		\$499	\$559	
40" Tv with stand		\$554	\$634	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$18	\$24	
Literature Rack (Floor Model)		\$129	\$153	

SUMMARY OF FURNISHINGS	
Additional Items	\$ _____
TOTAL	\$ _____
<i>Carry this total to Method of Payment form</i>	

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

TS-Revised Feb/2018

CONDITIONS

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

LIABILITY

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

IMPORTANT INFORMATION

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

ADVANCED WAREHOUSE MATERIAL HANDLING

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

DIRECT TO SITE MATERIAL HANDLING

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

OUTBOUND SHIPMENTS

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

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

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

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

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

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	May 8, 2020	TO	June 5, 2020
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To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **CARI 2020**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

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To: GLOBAL CONVENTION SERVICES
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Halifax, NS, B3S 1B4

Show: **CARI 2020**

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 !!!

Thursday June 11, 2020 1:00PM - 4:00PM

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

Show: **CARI 2020**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



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EVENT NAME CARI 2020 **DATES** JUNE 11-12, 2020

METHOD OF PAYMENT

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: _____

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 Labor/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

BANK TRANSFER & e-TRANSFERS

- * Contact office for details
- * 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 labor & 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

Additional Items	\$	
Material Handling	\$	
Total of Items	\$	
15% HST	\$	
TOTAL ORDER	\$	

Canadian Funds
HST # 12259 9822 RT0001

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