

**SHOW INFORMATION**

*Visit our website to view our on-line catalogue*

**EVENT INFORMATION**

Canadian Society of Otolaryngology  
 June 10-14, 2016  
 Delta Prince Edward  
 Charlottetown, PE

**EXHIBITOR SERVICES DEPARTMENT**

GLOBAL CONVENTION SERVICES  
 P.O. Box 2329  
 Saint John, NB E2L 3V6  
 Tel. 888-799-3976 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**BOOTH EQUIPMENT**

Each 8' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls, one (1) 6' skirted table, and two (2) chairs. Note: the Ballroom floor is carpeted.

**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 **May 23, 2016**.  
 Orders received after this date will be subject to Retail Prices.

**ON-LINE ORDERING INSTRUCTIONS**

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](http://www.globalconvention.ca), select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username: **CSOO** Password: **2016**

**On-line ordering available until:** **June 6, 2016**

**MATERIAL HANDLING**

**ADVANCE SHIPMENTS ACCEPTED**

FROM **Monday May 23, 2016** TO **Monday June 6, 2016**

*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 must be pre-arranged with Global Convention Services.***

**SERVICES AVAILABLE**

**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.



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**EQUIPMENT &  
 FURNISHINGS RENTAL**

**Event Name** Cdn. Society of Otolaryngology **Date(s)** June 10-14, 2016

**Pre-Show Price Deadline:** May 23, 2016

**Ordering Deadline:** June 6, 2016 Contact office for availability after this date

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

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Booth Size**

**TABLES - Dressed tables are show colour unless otherwise specified**

Description	Qty.	Pre-Show	Retail	Amount
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$59	\$71	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$64	\$79	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$72	\$89	
2'x4' Raised Dressed Table (41" High)		\$80	\$99	
2'x6' Raised Dressed Table (41" High)		\$84	\$104	
2'x8' Raised Dressed Table (41" High)		\$94	\$116	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$38	\$47	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$42	\$51	
Show Table (30" Round Pedestal, 29" High)		\$59	\$73	
Bistro Table (30" Round, 39" High)		\$79	\$97	

**SUB-TOTAL TABLES**

**SEATING - \*\* Subject to availability**

Fabric Chair (Grey, Padded Seat & Back)		\$29	\$36	
Bistro Stool (Padded Seat with Back)		\$60	\$74	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$60	\$74	
"Z" Stool		\$52	\$65	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$68	\$80	
Leather Tub Chair (Black) **		\$152	\$183	
Leather Loveseat (Black) **		\$325	\$399	

**SUB-TOTAL SEATING**

**GROUPINGS - \*\* Subject to availability**

Contemporary Grouping (Show Table/2 Chairs)		\$104	\$132	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$184	\$227	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$345	\$410	

**SUB-TOTAL GROUPINGS**

**SPECIALTY ITEMS - All items subject to availability**

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$183	\$219	
19" Flat Screen Computer Monitor		\$378	\$454	
32" TV/DVD Combo		\$436	\$523	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$13	\$16	
Literature Rack (Floor Model)		\$119	\$143	
Coffee Table (Wood, Espresso in Colour)		\$85	\$103	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$37	\$44	
Bag Holder (1m tall, adjustable arms)		\$41	\$52	

**SUB-TOTAL SPECIALTY ITEMS**

**FURNISHINGS**

Easel (Aluminum, Tri-Pod, Floor Model)		\$32	\$39	
Wastebasket		\$14	\$18	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$63	-	

**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				3.89/ft	4.88/ft	
8' High Pipe & Drape				4.41/ft	5.51/ft	

**SUB-TOTAL PIPE & DRAPE**

**SUMMARY OF EQUIPMENT & FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items	\$	
Furnishings	\$	
Pipe & Drape	\$	
<b>TOTAL</b>	<b>\$</b>	

Carry this total to Method of Payment form

**DISPLAYS**

**Event Name** Cdn. Society of Otolaryngology **Date(s)** June 10-14, 2016

**Pre-Show Price Deadline:** **May 23, 2016**

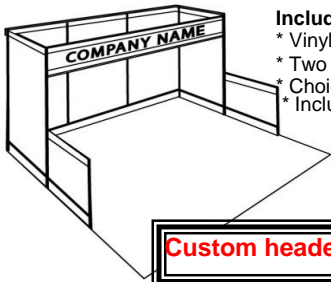
**Ordering Deadline:** **June 6, 2016** **Contact office for availability after this date**

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

**PORTABLE DISPLAYS**

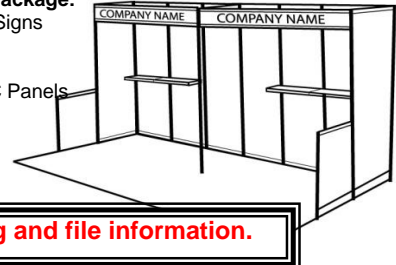
Description	Quantity	Pre-Show	Retail	Amount
Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary		\$201	\$240	
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$440	\$528	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$545	\$654	
Economy System (3 Panel, Grey Fabric, Velcro Adaptable)- Each Panel: 1m wide x 1.5m tall		\$289	\$347	
Bannerstand Frame Rental (Does not include graphic panel)		\$84	\$105	
Posterboard (4' x 8', Velcro Adaptable)		\$116	\$139	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$110	\$132	
Ballot Box Display (1/2m x 1/2m x 1m tall)		\$149	\$186	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**



- Included in 8' x 10' Hardwall Package:**
- \* Vinyl Lettered Company Sign
  - \* Two Arm Lights
  - \* Choice of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle

- Included in 8' x 20' Hardwall Package:**
- \* Two Vinyl Lettered Company Signs
  - \* Four Arm Lights
  - \* Four Shelves
  - \* Choice of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle



**Custom headers & panels available. See Signage Form for pricing and file information.**

**8' x 10' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$912	\$1,095	
Grey Fabric Panels (Velcro Adaptable)		\$1,022	\$1,227	
Colour PVC Panels <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Blue <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Black		\$1,121	\$1,345	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

**8' x 20' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,308	\$1,570	
Grey Fabric Panels (Velcro Adaptable)		\$1,528	\$1,834	
Colour PVC Panels <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Blue <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Black		\$1,675	\$2,011	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

**SUB-TOTAL HARDWALL BOOTH PACKAGES**

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Headers:** Black vinyl lettering on white PVC (ALL CAPS)

**Header # 1 (8' x 10' and 8' x 20' systems)**

\_\_\_\_\_

**Header # 2 (8' x 20' systems only)**

\_\_\_\_\_

**SUMMARY OF PORTABLE & HARDWALL DISPLAYS**

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

Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 506-658-0509**

**CARPET & BOOTH  
CLEANING**

<b>Event Name</b>	Cdn. Society of Otolaryngology	<b>Date(s)</b>	June 10-14, 2016
<b>Pre-Show Price Deadline:</b>	<b>May 23, 2016</b>		
<b>Ordering Deadline:</b>	<b>June 6, 2016</b>	<b>Contact office for availability after this date</b>	

<b>Exhibiting Company:</b> _____	<b>Booth #</b>
<b>Contact Name:</b> _____	
<b>Phone #:</b> _____	

**CARPET / CARPET PADDING**

**Subject to availability**

<b>1st Colour Choice:</b>	Blue	Red	Green	Burgundy	Charcoal	Black
<b>2nd Colour Choice:</b>	Blue	Red	Green	Burgundy	Charcoal	Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 8' x 10'	<b>Ballroom floor is carpeted</b>	\$130	\$164	
Broadloom - 8' x 20'		\$254	\$317	
Broadloom - 8' x 30'		\$384	\$479	
Bulk Carpet - Size _____ x _____		\$1.20	\$1.48	
Protective Plastic - Size <sup>1</sup> _____ x _____		\$0.44	\$0.56	
Special Cutting Charge <sup>2</sup>		\$1.84	\$2.30	
Carpet Padding - Size _____ x _____		\$0.91	\$1.02	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

Booth spaces larger than 8' x 30' must use bulk carpet pricing.  
Bulk carpet supplied in 10' x 10' increments.

- <sup>1</sup> It is the responsibility of the exhibitor to remove plastic prior to show opening.
- <sup>2</sup> Applied to cut carpets only.
- <sup>2</sup> Special cutting charge is in addition to bulk carpet pricing.
- <sup>2</sup> Special cutting charge is applied to run of carpet that is cut.

BOOTH CLEANING						
Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total	
1 Initial vacuum before first day only	<b>SERVICE PROVIDED</b>					
2 Daily vacuum & empty waste baskets						
<b>SUB-TOTAL BOOTH CLEANING</b>						

**SPECIAL INSTRUCTIONS:**

<b>SUMMARY OF CARPET &amp; BOOTH CLEANING</b>
\$ _____
Carry this total to Method of Payment Form

Fax completed form along with Method of Payment to 506-658-0509

**SIGNAGE**

<b>Event Name</b>	Cdn. Society of Otolaryngology	<b>Date(s)</b>	June 10-14, 2016
<b>Ordering Deadline:</b>	May 19, 2016	<b>Contact office for availability after this date</b>	

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

**Contact Name:** \_\_\_\_\_

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

**VINYL LETTERED SIGNS**

- \* 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 not shown.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)				
Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
11" x 9" with easel back (for table)		\$25.00	\$32.50	
36" x 8"		\$21.00	\$27.30	
44" x 7"		\$26.00	\$33.80	
22" x 17"		\$30.00	\$39.00	
28" x 14"		\$35.00	\$45.50	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$48.00	\$62.40	
44" X 28"		\$93.00	\$120.90	
40" X 30"		\$93.00	\$120.90	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$32.50	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	
<b>TOTAL VINYL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
**W**

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
**W**

H	Insert Text in Box(es)	H
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**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth, pop up and banner stand rental with custom hardwall panels & headers, graphic pop up panels and graphic banner stand panel.
- \* Also check out our other display options such as vinyl banners and full colour show signage. Contact our office for pricing.
- \* Global features 2 in-house graphic designers (\$75 per hour) or you can supply print ready files either in the form of CD or upload to our ftp site.

*Contact our office for panel sizes, file specifications and deadline date for artwork.*

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header		x	\$140.00	\$182.00	
Graphic Hardwall Panels		x	\$364.00	\$473.20	
8' Pop Up Panels (3 panels)	<b>3</b>	x	\$469.00	\$609.70	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	
<b>TOTAL CUSTOM SIGNAGE</b>					

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



HEAD OFFICE:  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**ELECTRICAL &  
LIGHTING**

Event Name **Cdn. Society of Otolaryngology** Date(s) **June 10-14, 2016**

Pre-Show Price Deadline: **May 23, 2016**

Ordering Deadline: **June 6, 2016** Contact office for availability after this date

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

**Single 110 volt, 15 amp, duplex outlet (OPTION A)**

- \* 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 506-658-0509 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:

**LIGHTING**

Description	Quantity	Pre-Show	Retail	Amount
Clip on Spot Light (65 Watt) ** #		\$28.00	\$36.00	
Quartz Flood Light (on 8' Upright, 150 Watt)**		\$49.00	\$62.00	
Quartz Arm Light (150 Watt) ** #		\$49.00	\$62.00	

**ELECTRICAL**

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (Option A)		\$78.00	\$93.00	
Special electrical power (Option B)				
5m, 3 prong, extension cord **		\$28.00	\$36.00	
Power Bar **		\$23.00	\$29.00	

\*\* Items do not include power.  
 # Items cannot be attached to pipe & drape walls.

**SUMMARY OF ELECTRICAL & LIGHTING**

\$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 506-658-0509** TS-Revised June/2013





**CONDITIONS**

- \* Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs or require 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 material 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.

**\*\*\* DIRECT TO SITE SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES \*\*\***

- \* Shipments that have been pre-arranged with Global Convention Services are 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.**



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Tel. 506-658-0506 Fax. 506-658-0509  
E-mail: info@globalconvention.ca

## MATERIAL HANDLING

**Event Name**      **Cdn. Society of Otolaryngology**      **Date(s)**      **June 10-14, 2016**

**Material Handling Form to be submitted by:**      **May 23, 2016**

**Freight accepted at advance warehouse:**      **May 23, 2016**      **TO**      **June 6, 2016**

**Exhibiting Company:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Booth #
Booth Size

**See next pages for shipping labels.**

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

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

### 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.)	
<i>EXAMPLE of shipments LESS than 200 lbs.</i>	90	/ 100	0.9	2	X	\$39.00	\$78.00
<i>EXAMPLE of shipments OVER 200 lbs.</i>	859	/ 100	8.59	9	X	\$39.00	\$351.00

<b>Advanced Shipment</b>		/ 100					
<b>Description:</b> Sending of 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.							
<b>Return to Warehouse</b>		/ 100			X	\$39.00	
<b>Description:</b> Returning of your freight back to our Advanced Warehouse after the event. Exhibitor is responsible to schedule pick up with your carrier from our warehouse location. <b>Exhibitor is responsible for return shipping labels &amp; Bill of Ladings.</b>							

**All Direct Shipments must be pre-arranged with Global Convention Services.**

<b>SUMMARY OF MATERIAL HANDLING</b>
\$ _____
Carry this total to Method of Payment form



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

Freight accepted at advance  
warehouse (Mon-Fri, 9am-2pm)

**May 23, 2016**

TO

**June 6, 2016**

To: GLOBAL CONVENTION SERVICES  
46 Kensington Road  
Charlottetown, PE C1A 5H7

Show: **Cdn. Society of Otolaryngology**

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

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

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

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

Freight accepted at advance  
warehouse (Mon-Fri, 9am-2pm)

**May 23, 2016**

TO

**June 6, 2016**

To: GLOBAL CONVENTION SERVICES  
46 Kensington Road  
Charlottetown, PE C1A 5H7

Show: **Cdn. Society of Otolaryngology**

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

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

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

**DISPLAY INSTALLATION & DISMANTLE**

Event Name **Cdn. Society of Otolaryngology** Date(s) **June 10-14, 2016**  
 Ordering Deadline: **June 6, 2016** Orders after this date must be placed on-site

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

**EMERGENCY CONTACT NAME & CELL NUMBER:**

**IMPORTANT INFORMATION**

- \* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- \* Minimum 2 hour call out, per man, on labour and stand-by.
- \* 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.*
- \* **Supervised labour must check in at service desk.**
- \* 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 \_\_\_\_\_ System Size \_\_\_\_\_  
 Special tools required for installation? \_\_\_\_\_ Please specify in detail: \_\_\_\_\_

POWER:  Included in Booth Pkg  Ordered by Exhibitor  Ordered by Display House  Not Applicable  
 CARPET:  Hall Carpeted  Included in Booth Pkg  Ordered by \_\_\_\_\_  With Display  
 FREIGHT- Installation:  From advance warehouse  \*\*\*Direct to Show Site\* Carrier: \_\_\_\_\_  
 Expected number of pieces & weight: \_\_\_\_\_

**\*\*\*INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES\*\*\***

FREIGHT- Dismantle  Return to advance warehouse  Direct From Show Site Carrier: \_\_\_\_\_

**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	\$56.00	
				x			x	\$56.00	
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	\$56.00	
				x			x	\$56.00	
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 506-658-0509**



**METHOD OF PAYMENT**

**Event Name** Cdn. Society of Otolaryngology **Date(s)** June 10-14, 2016

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

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

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

<input type="checkbox"/> <b>BANK TRANSFER</b>
* Contact our office for banking information
* Customers are responsible for any bank processing fees
<input type="checkbox"/> <b>CREDIT CARD</b>
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.
<input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>Mastercard</b> <input type="checkbox"/> <b>Amex</b>
Purchase Order # (if applicable) _____
<i>(P.O. is for vendor's reference only. Payment must accompany order.)</i>
Card # _____
Expiry Date _____
Cardholder Name _____
Cardholder Signature _____
Cardholder Telephone _____

Equipment & Furnishings	\$	_____
Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Electrical & Lighting	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
<b>Total of Items</b>	<b>\$</b>	_____
<b>14% HST</b>	<b>\$</b>	_____
<b>TOTAL ORDER</b>	<b>\$</b>	_____

Canadian Funds