



HALIFAX OFFICE:
1800 Argyle St., Suite 445
Halifax, NS B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail. Info@globalconvention.ca

INFORMATION SHEET

EVENT INFORMATION

**Atlantic Eco-Expo
November 21 - 22, 2009
Exhibition Park
200 Prospect Road
Halifax, NS B3T 1P2**

GLOBAL CONTACT

**Exhibitor Services Department
Halifax Office
902-425-1400
info@globalconvention.ca**



BOOTH EQUIPMENT
Each 10' x 10' booth space consists of an 8' high green draped backwall and 3' high green draped sidewalls, and one (1) 6' green skirted table. **Please note that the trade show floor is NOT carpeted.** Electrical is not included as part of your booth package but can be ordered by completing the enclosed Electrical form.

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 **November 6, 2009.**

EXHIBITOR MOVE-IN

Friday November 20th 11:00 AM - 5:00 PM

EXHIBITOR MOVE-OUT

Sunday November 22, 2009 5:00 PM

MATERIAL HANDLING
Refer to the Material Handling Form for shipping instructions and addresses. A material handling charge based on CWT (per 100 lbs with a minimum of 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd. **Please refer to the rate sheet contained in this service manual for charges.** To reserve our services, complete the Material Handling Form, payment information, and fax to 902-423-4129.

Advance Shipping: Global Convention Services will accept crated, boxed, or skidded material beginning **Thursday, October 22, 2009** at the advance shipping address indicated on the Material Handling Form. Materials *must* arrive at our warehouse by **Thursday, November 19, 2009.**

Direct Shipping: *Freight to arrive on site during scheduled move in time only and is to be picked up only on scheduled move out time.*



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ON-LINE ORDERING INSTRUCTIONS

Global Convention Services Ltd. is pleased to provide on-line ordering for the upcoming:

<p>Atlantic Eco-Expo November 21 - 22, 2009 Exhibition Park Halifax, Nova Scotia</p>

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: ECO
Password: 2009

**EQUIPMENT &
FURNISHINGS RENTAL**

Event Name Atlantic Eco-Expo Date(s) November 21-22, 2009

Pre-Show Price Deadline: November 6, 2009

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____

Qty.	Description	Pre-Show	Retail	Amount
TABLES - Show colour unless otherwise specified				
	2'x4' Undressed Table (29" High)	\$21	\$26	
	2'x6' Undressed Table (29" High)	\$26	\$32	
	2'x8' Undressed Table (29" High)	\$32	\$40	
	2'x4' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$44	\$55	
	2'x6' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$49	\$61	
	2'x8' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$57	\$71	
	2'x4' Raised Dressed Table (41" High)	\$62	\$77	
	2'x6' Raised Dressed Table (41" High)	\$67	\$83	
	2'x8' Raised Dressed Table (41" High)	\$76	\$95	
	Extra Skirt (To Skirt 4th Side of Dressed Table)	\$27	\$33	
	Table Dressing (Vinyl & Skirt Only)	\$30	\$37	

SUB-TOTAL TABLES

CARPET / CARPET PADDING
Specify Colour Choice: Blue Green Burgundy Charcoal Black

	Broadloom - 10' x 10'	\$88	\$109	
	Broadloom - 10' x 20'	\$156	\$195	
	Broadloom - 10' x 30'	\$206	\$257	
	Bulk Carpet *- Size _____ x _____	.74/sqft	.92/sqft	
	Plastic- Size _____ x _____	.21/sqft	.27/sqft	
	Carpet Padding- Size _____ x _____	.74/sqft	pre-order	

SUB-TOTAL CARPET/PADDING

* Bulk carpet pricing applied in bulk booth spaces (larger than 10'x30').

* Bulk carpet rented in Increments of 10 feet.

* Booth Vacuuming (if applicable): see Booth Cleaning Form

Qty.	Description	Pre-Show	Retail	Amount
FURNISHINGS				
	Fabric Chair (Grey, Padded Seat & Back)	\$19	\$23	
	Bistro Stool (Padded Seat with Back)	\$46	\$57	
	Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)	\$46	\$57	
	Show Table (30" Round Pedestal, 29" High)	\$46	\$57	
	Contemporary Grouping (Show Table/2 Chairs)	\$74	\$92	
	Bistro Table (30" Round, 39" High)	\$60	\$75	
	Bistro Grouping (Bistro Table/2 Bistro Stools)	\$133	\$166	
	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

	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 *

	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



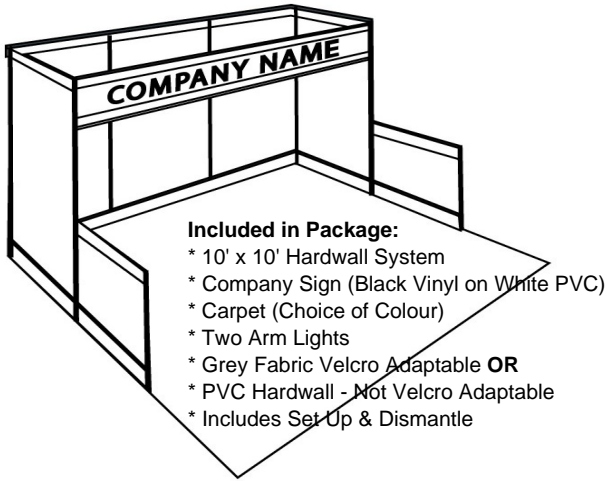
HARDWALL DISPLAYS

Event Name Atlantic Eco-Expo Date(s) November 21-22, 2009

Order Deadline: November 6, 2009

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

**** Hardwall booth orders, and custom header orders, must be submitted by date above ****



- Included in Package:**
- * 10' x 10' Hardwall System
 - * Company Sign (Black Vinyl on White PVC)
 - * Carpet (Choice of Colour)
 - * Two Arm Lights
 - * Grey Fabric Velcro Adaptable **OR**
 - * PVC Hardwall - Not Velcro Adaptable
 - * Includes Set Up & Dismantle

10' X 10' Hardwall Booth Packages			
Qty	Description	Price	Total
	Fabric Panels	\$839	
	PVC Panels	\$739	
SUB-TOTAL DISPLAY			

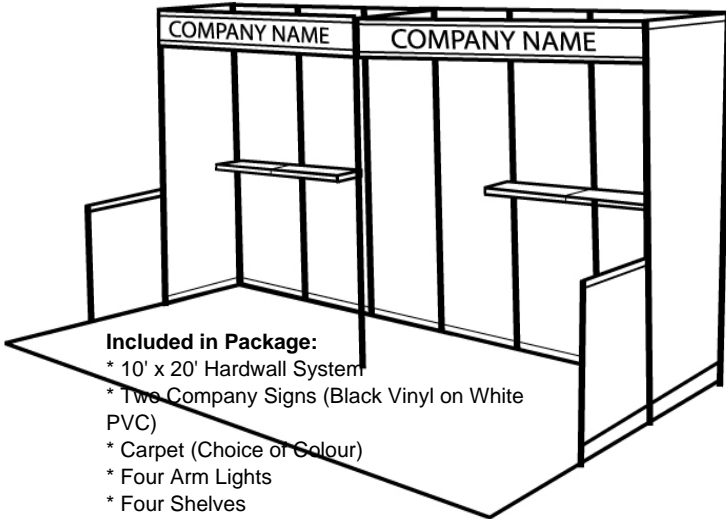
10' x 20' Hardwall Booth Packages			
Qty	Description	Price	Total
	Fabric Panels	\$1,249	
	PVC Panels	\$1,049	
SUB-TOTAL DISPLAY			

REQUIRED INFORMATION

PVC Panel Colour (**Specify**)
Note: if colour not indicated, white will be provided
 White Blue Black

Carpet Colour (**Specify**)
Note: if colour not indicated, charcoal will be provided
 Charcoal Burgundy Green
 Blue Black

Headers: Black vinyl on white PVC (All Caps)
Header #1 _____
Header #2 _____



- Included in Package:**
- * 10' x 20' Hardwall System
 - * Two Company Signs (Black Vinyl on White PVC)
 - * Carpet (Choice of Colour)
 - * Four Arm Lights
 - * Four Shelves
 - * Grey Fabric Velcro Adaptable **OR**
 - * PVC Hardwall - Not Velcro Adaptable
 - * Includes Set Up & Dismantle

ACCESSORY OPTIONS			
Qty	Description	Price	Total
	Shelf	\$22	
	Custom Header *	\$140	
	1 Metre Counter	\$89	
SUB-TOTAL ACCESSORIES			

* Header size 116-1/2" x 12", mounted to PVC with lustre laminate. See Signage Form for file information.

SUMMARY OF HARDWALL DISPLAYS
 \$
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SPECIALTY ITEMS

Event Name Atlantic Eco-Expo **Date(s)** November 21-22, 2009

Pre-Show Price Deadline: November 6, 2009

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

Qty	Description	Unit Price	Amount
	Economy System (3 Panel, Grey Fabric, Velcro Adaptable) - Each Panel: 1m wide x 2.5m tall	\$249	
	8' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$369	
	10' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$469	
	Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary	\$158	
	Posterboard (1m x 2.5m, Velcro Adaptable)	\$90	
	1 Metre Counter (Sliding Doors at Back, White Melamine)	\$89	
	19" Flat Screen Computer Monitor	\$315	
	27" TV/DVD/VCR Combo	\$368	
	Executive Chair (Grey, Padded Seat/Back, Arms)	\$48	
	Leather Loveseat (Black)	\$263	
	Leather Tub Chair (Black)	\$105	
	Tub Chair Grouping (Show Table/2 Tub Chairs)	\$231	
	1.7 cu.ft. Bar Fridge	\$158	
	Coffee Table (Brown/Black)	\$74	
	Literature Rack (Floor Model)	\$90	
	Rope & Stanchions	available on request	

* Visit our website (www.globalconvention.ca) to view rental equipment

SUMMARY OF SPECIALTY ITEMS
 \$
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BULK CARPET

Event Name Atlantic Eco-Expo **Date(s)** November 21-22, 2009

Pre-Show Price Deadline: November 6, 2009

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

This form is to be used by exhibitors who have contracted Bulk Booth Spaces **(insert start size here)**.
 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.
 Special cutting charge of \$1.35 per square foot pre-show, and \$1.68 after pre-show, applied to cut carpets only.

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

Indicate runs separately

Description	Size Required	Total Sq.Ft.	Pre-Show Price	Retail Price	Total
Bulk Carpet	x		\$0.74	\$0.92	
Bulk Carpet	x		\$0.74	\$0.92	
Bulk Carpet	x		\$0.74	\$0.92	
Bulk Carpet	x		\$0.74	\$0.92	
Mandatory Plastic	x		\$0.21	\$0.27	
Carpet Padding	x		\$0.74	pre-order only	
Special Cutting Charge *	x		\$1.35	\$1.68	

- * Applies to cut carpets only.
- * Special cutting charge is in addition to bulk carpet pricing.
- * Booth Vacuuming (if applicable): see Booth Cleaning form

SUMMARY OF BULK CARPET
 \$
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Fax completed form along with Method of Payment to 902-423-4129

BOOTH CLEANING

Event Name Atlantic Eco-Expo Date(s) November 21-22, 2009

Order Deadline: November 6, 2009

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	Booth Size		Total Sq. Ft. (100 min.)	Rate Per Sq. Ft.	Total	Multiply by No. of Days	Total
1		x		\$0.35		1	
2		x		\$0.35			

SPECIAL INSTRUCTIONS

SUMMARY OF BOOTH CLEANING
 \$
 Carry this total to Method of Payment form

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Event Name Atlantic Eco-Expo **Date(s)** November 21-22, 2009
Order Deadline: November 6, 2009
Exhibiting Company: _____ **Booth #**
Contact Name: _____
Phone #: _____

Custom Panels and Show Signage

- * File Formats: Adobe Illustrator .ai (preferred), Vector .eps, or high resolution .pdf or .jpg.
- * Images must be a minimum 100 dpi at actual output size.
- * All text must be outlined/converted to curves, or fonts included with image files.
- * Files must arrive print ready. Editing & Design time is charged at a rate of \$75.00 (minimum 1 hour).
- * Contact Global for delivery instruction of files. Files must arrive at least three (3) weeks prior to show set up.
- * We would be pleased to provide a quote for any printing not indicated below.

Description	Mounted To	Size (width x height)		Total SqFt	Price/SqFt	Sub-Total per Panel	Qty	Total
Panels for hardwall booth (corex n/a)	PVC w/Laminate	38.25 in	x 87 in	24	\$14.00	\$336.00		
Custom 10' Header (corex n/a)	PVC w/Laminate	116.5 in	x 12 in	10	\$14.00	\$140.00		
Show Signage	Corex w/Laminate		x		\$13.00			
Banner	Block Out Vinyl		x		\$10.00			
Grommets (<u>per sign/banner</u>)	-	-	x -	-	\$25.00	-		
Holes Drilled (<u>per sign</u>)	-	-	x -	-	\$3.00	-		
SUB-TOTAL CUSTOM SIGNAGE								

Vinyl Signage

- * 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.
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quote can be issued for size(s) not shown.

Quantity	Size **	Unit Price	Total
	6" x 40"	\$20.00	
	7" x 11"	\$17.00	
	7" x 44"	\$23.00	
	8" x 36"	\$18.00	
	11" x 22"	\$26.00	
	14" x 28"	\$32.00	
	17" x 22"	\$27.00	
	22" x 28"	\$48.00	
	28" x 44"	\$93.00	
	30" x 40"	\$93.00	
	40" x 60"	\$180.00	
	<u>Grommets-per sign</u>	\$25.00	
	<u>Holes Drilled-per sign</u>	\$3.00	
	<u>Graphic Time- per hour</u>	\$75.00	
SUB-TOTAL VINYL SIGNAGE			

** Indicate direction of sign, colour of vinyl, and sign content.
Sign # 1:
 Width _____ x Height _____
 Vinyl Colour _____
 Copy _____

Sign # 2:
 Width _____ x Height _____
 Vinyl Colour _____
 Copy _____

SUMMARY OF SIGNAGE
 \$ _____
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ELECTRICAL

Event Name Atlantic Eco-Expo Date(s) November 21-22, 2009

Pre-Show Price Deadline: November 6, 2009

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

Single 110 volt, 15 amp, duplex outlet

- * Electrical outlets are dropped at back of booth
- * 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

***** Complete and fax to 902-423-4129 for quote *****

Equipment Operating: _____

of Volts _____
 Single Phase _____ 3 Phase _____
 # of Amps _____
 Hardwired Into Equipment: **NO** _____ **YES** _____

If not hardwired, please indicate type of plug, and/or draw below, your plug configuration of your equipment.

Service	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet		\$60.00	\$75.00	
5m, 3 prong, extension cord **		\$25.00	\$31.00	
Power Bar **		\$20.00	\$25.00	
Special electrical power				

** Does not include power.

SUMMARY OF ELECTRICAL

\$

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MATERIAL HANDLING CONDITIONS

Global Convention Services Ltd. must be notified 14 days in advance of any individual piece that exceeds 5000 lb. 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.

PRESHOW SHIPPING

If you wish to pre-ship any materials, please complete the Global Convention Services Material Handling form and submit at least 14 days prior to the show. Global Convention Services will not accept COLLECT shipments.

LIABILITY

Global Convention Services has a limited liability for damage caused to shipments while being handled and will not be 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 for coverage. 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.

OUTBOUND SHIPMENTS

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Global Convention Services 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.

The right is reserved to reroute any outbound shipment not picked up, within the allotted move-out period, by Exhibitor specified carrier. Exhibitor must arrange for carrier. Exhibitor material remaining after move-out period without forwarding instructions will be forwarded to the permanent address of the exhibitor or his agent, freight collect and no liability of any nature shall attach to Exhibit Management or Global Convention Services, in any event. Global Convention Services will not be liable for exhibit materials abandoned at the exhibit site.

SHIPMENT WEIGHTS

Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.



IMPORTANT INFORMATION

- * 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 (AS SHOWN BELOW).
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Outbound freight must contain **return shipping labels & waybills.**
- * Exhibitor is responsible for repacking their freight.
- * Exhibitor to make arrangements with shipper to have freight picked up at time of move out.
- * Any freight returned to warehouse will be subject to post-show material handling charges.
- * Exhibitor material remaining after move-out period, without forwarding instructions, will be forwarded to the permanent address of the exhibitor or his agent, freight collect.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.

ADVANCE MATERIAL HANDLING

- * **Advance shipments to Global warehouse accepted: October 22 - November 19 during normal business hours of Monday - Friday, 9:00 AM - 4:30 PM.**
- * Receive & store shipment in advance warehouse.
- * Delivery of shipment from advance warehouse to show site.
- * Removal, and return, of empty containers.
- * Reloading of shipment from booth onto designated outbound carrier (from show facility).

ON-SITE MATERIAL HANDLING

- * Shipments to arrive during scheduled move-in times only.
- * Delivery of shipment from facility shipping area to booth.
- * Removal, and return, of empty containers.
- * Reloading of shipment from booth onto designated outbound carrier (from show facility).

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 waybills.**
- * Exhibitor is responsible for repacking their freight.
- * Exhibitor to make arrangements with shipper to have freight picked up from advance warehouse the next business day between 12:00 noon - 4:30 PM.

LABELING FOR ADVANCED WAREHOUSE

Atlantic Eco-Expo
Exhibiting Company Name & Booth #
c/o Global Convention Services
120 Crane Lake Drive
Bayers Lake Business Park
Halifax, NS B3S 1B4

LABELING FOR DIRECT SHIPMENTS

Atlantic Eco-Expo
Exhibiting Company Name & Booth #
c/o Global Convention Services / Exhibition Park
200 Prospect Road
Halifax, NS B3T 1P2



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MATERIAL HANDLING

Event Name Atlantic Eco-Expo Date(s) November 21-22, 2009

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

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>	<u>6' x 3' x 4'</u>	<u>859</u>
Expected Delivery Date	_____	_____	_____
Estimated Total Weight	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	Total Weight	

RETURN TO WAREHOUSE SERVICE

Will you require return to warehouse material handling service? Yes No
 If so, please include in calculation of order.

CALCULATION OF ORDER

Service	Total Weight	CWT	Round up CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)	
Example of shipments less than 200 lbs.	90	/ 100	0.9	2	\$35.00	\$70.00
Example	859	/ 100	8.59	9	\$35.00	\$315.00
Advanced Shipment		/ 100		\$35.00		
Direct Shipment		/ 100		\$38.00		
Return to Warehouse		/ 100		\$35.00		

SUMMARY OF MATERIAL HANDLING
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**DISPLAY INSTALLATION &
DISMANTLE**

Event Name Atlantic Eco-Expo Date(s) November 21-22, 2009

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____

EMERGENCY CONTACT NAME & NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Labour and stand-by rate is \$45.00 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: _____

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours / Man	@	Hourly Rate	Estimated Cost
				x		@	\$45.00	
				x		@	\$45.00	
				x		@	\$45.00	

Global Supervised
 Exhibitor/Display House Supervised

SUB-TOTAL	
25% SITE SUPERVISOR	
ESTIMATED INSTALLATION	

Supervisor Name & Cell # _____

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours / Man	@	Hourly Rate	Estimated Cost
				x		@	\$45.00	
				x		@	\$45.00	
				x		@	\$45.00	

Global Supervised
 Exhibitor/Display House Supervised

SUB-TOTAL	
25% SITE SUPERVISOR	
ESTIMATED DISMANTLE	

Supervisor Name & Cell # _____

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

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In-Booth Forklift & Driver Form

Event Name Atlantic Eco-Expo **Date(s)** November 21-22, 2009

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

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	Time	# of Forklifts	# of Hours Each	Total Hours	Hourly Rate	Total
		X			\$110.00	
		X			\$110.00	
SUB-TOTAL INSTALLATION						

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Time	# of Forklifts	# 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



HALIFAX OFFICE:
 1800 Argyle St., Suite 445
 Halifax, NS B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 Email. info@globalconvention.ca
 HST# 12259 9822 RT0001

METHOD OF PAYMENT

Event Name Atlantic Eco-Expo **Date(s)** November 21-22, 2009

Pre-Show Price Deadline: November 6, 2009

Exhibiting Company: _____ **Booth #**
 Contact: _____
 Mailing Address: _____

City / Province: _____ Postal Code: _____
 Telephone: _____ Fax: _____ Email: _____

INFORMATION

- * Payment must accompany order.
- * Pre-Show pricing available until the date specified above when accompanied with payment. After this date, Global reserves the right to invoice at retail prices.
- * Prices are based on duration of event and include site delivery, installation, and collection.
- * Prices are in Canadian dollars.
- * Exhibitors are responsible for damage or loss of rental material.
- * Copy of invoice sent on request only. Mail Fax Email
- * **CANCELLATION OF ORDERS:**
 - * Cancellation prior to move in - subject to a 25% cancellation fee
 - * If full service has been provided - subject to a 100% cancellation fee (no refund)

PAYMENT INFORMATION **CALCULATION OF ORDER**

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. Please complete the information requested below.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

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

