



CECA Annual Convention
June 15-16, 2023
Halifax Convention Centre
Halifax, NS

Visit our website to view our on-line catalogue

EVENT INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES Phone: 1-902-425-1400
 1658 Market Street Fax: 1-902-423-4129
 Halifax, NS B3J 1K9 Email: info@globalconvention.ca

BOOTH EQUIPMENT

- Each 10' wide x 10' deep exhibitor booth space consists of the following:**
- ** 8' high draped backwall and 3' high draped sidewalls.
 - ** One (1) 6' skirted table.
 - ** Two (2) chairs.
 - ** Waste can
 - ** Note: The Trade Show floor is carpeted.
 - ** Note – WIFI is complimentary for the duration of the conference in all meeting space

ELECTRICAL:

** Electrical is NOT included as part of your booth package but can be ordered by completing the attached Electrical Form.

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 31, 2023 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, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: CECA2023 Password: 2023

On-line ordering available until: June 8, 2023

EXHIBITOR MOVE-IN

Wednesday	June 14, 2023	11:00 AM	-	6:00 PM
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SHOW HOURS

Thursday	June 15, 2023	11:30 AM	-	4:30 PM
Friday	June 16, 2023	10:00 AM	-	2:30 PM

EXHIBITOR MOVE-OUT

Friday	June 16, 2023	2:30 PM	-	8:00 PM
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MATERIAL HANDLING

PLEASE NOTE, GLOBAL CONVENTION SERVICES DOES NOT OFFER SHIPPING, CUSTOMS OR BROKERAGE SERVICES.

ADVANCED SHIPMENTS ACCEPTED

START Monday May 15, 2023 **END** Thursday June 8, 2023
 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 Advanced 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: May 31, 2023
ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

TABLES

Dressed tables are show color unless otherwise requested

Description	Qty	Preshov	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$46	\$60	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$77	\$100	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$84	\$109	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$96	\$125	
29" High Extra Skirt (To Skirt 4th Side)		\$50	\$65	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$53	\$69	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$107	\$139	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$111	\$144	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$125	\$163	
39" High Extra Skirt (To Skirt 4th Side)		\$58	\$75	
Low Pedestal Table (30" Round, 30" High)		\$80	\$104	
Tall Pedestal Table (30" Round, 40" High)		\$108	\$140	
Spandex Cover for Tall Pedestal Table (Black)		\$22	\$29	

SUB-TOTAL TABLES

SEATING

**** Subject to availability**

Fabric Side Chair (Grey, Padded Seat & Back)		\$54	\$65	
Bar Height Stool (Padded Seat with Wire Back)		\$73	\$95	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$79	\$103	
"Z" Stool		\$59	\$77	

SUB-TOTAL SEATING

PREMIUM SEATING

**** All items subject to availability**

Squared Back Leather Club Chair White () Black ()		\$297	\$386	
Squared Back Leather Loveseat White () Black ()		\$453	\$589	
Padded, Tufted, Gas Lift Stool White () Red () Black ()		\$123	\$160	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES

*** All items subject to availability**

Description	Qty	Preshov	Retail	Amount
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$22	\$29	
Literature Rack (Floor Model)		\$163	\$212	
Coffee Table		\$120	\$156	
Rope & Stanchions- Price per Section (2 Chrome Stanchions)		\$54	\$70	
Bag Holder (1m tall, adjustable arms)		\$62	\$81	
Easel (Aluminum, Tri-Pod, Floor Model)		\$46	\$60	
Wastebasket		\$21	\$27	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$87	-	

SUB-TOTAL ACCESSORIES

MISCELLANEOUS

SUB-TOTAL MISCELLANEOUS

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Miscellaneous	\$	
TOTAL	\$	

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

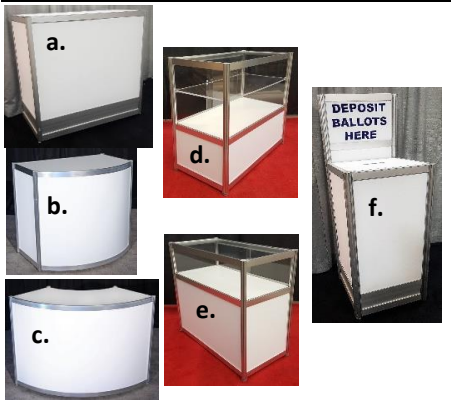
Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

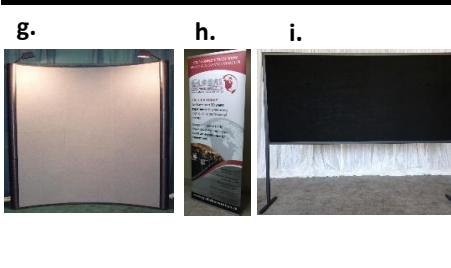
COUNTER DISPLAYS

Item	Description	Qty	Preshow	Retail	Amount
a.	1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$174	\$226	
b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$294	\$382	
c.	1/4 Round, White - Open in Back		\$362	\$471	
d.	1m Display Showcase, Double Shelf, White/Acrylic		\$430	\$559	
e.	1m Jewellery Display, Single Shelf, White/Acrylic		\$389	\$506	
f.	Ballot Box Display (1/2m x 1/2m x 4' tall)- White PVC Panels with Generic Header		\$185	\$240	
SUB-TOTAL COUNTER DISPLAYS					





PORTABLE DISPLAYS

Item	Description	Qty	Preshow	Retail	Amount
g.	8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$478	\$621	
g.	10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$599	\$779	
h.	Bannerstand Frame Rental (Includes graphic panel)		\$325	\$423	
i.	Posterboard (8'x4', Velcro Adaptable)		\$135	\$176	
SUB-TOTAL PORTABLE DISPLAYS					



HARDWALL BOOTH PACKAGES

	<p>Included in 10' x 10' Hard wall Package:</p> <ul style="list-style-type: none"> * White PVC Panels * One Black Lettered Company Header * Two Arm Lights (does not include power) * Includes Set Up & Dismantle 	<p>Included in 10' x 20' Hard wall Package:</p> <ul style="list-style-type: none"> * White PVC Panels * Two Black Lettered Company Headers * Four Arm Lights (does not include power) * Includes Set Up & Dismantle 	
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Custom headers & graphic panels available. See Signage Form for pricing and file information.

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package, White PVC Panels <i>* Contact office for other colour options.</i>		\$1,140	\$1,482	
10' x 20' Hardwall Booth Package, White PVC Panels <i>* Contact office for other colour options.</i>		\$1,570	\$2,042	
Shelving (White Melamine, 1m long x 12" deep)		\$42	\$55	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black lettering on white PVC. All CAPS lettering.

Header # 1 to read (10' x 10' and 10' x 20' systems)

Header # 2 to read (10' x 20' systems only)

SUMMARY OF COUNTERS, PORTABLE & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form



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 Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
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PRE-SHOW DEADLINE: May 31, 2023
ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

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

BOOTH CARPET and CARPET PADDING

Subject to availability
1st Color Choice: Blue Red Green Grey Black
2nd Color Choice: Blue Red Green Grey Black

Description	Quantity	Preshow	Retail	Amount
Broadloom - 10' x 10'	Trade show floor is carpeted	\$155	\$185	
Broadloom - 10' x 20'		\$256	\$333	
Broadloom - 10' x 30'		\$384	\$499	
Broadloom - 20' x 20'		\$512	\$666	
Bulk Carpet, 10'x10' Increments *: Size x =		\$1.55	\$1.85	
Custom Sized Bulk Carpet **: Size x =		\$2.26	\$2.94	
Protective Plastic*** : Size x =		\$0.63	\$0.82	
Carpet Padding - Size x =		\$1.04	\$1.35	
SUB-TOTAL CARPET & PADDING				

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- * Booth carpet & bulk carpet supplied in 10' x 10' increments.
- ** Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- *** It is the responsibility of the exhibitor to remove plastic prior to show opening.

BOOTH CLEANING

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		x \$0.39	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.39	x	
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING
 \$ _____
 Carry this total to Method of Payment Form

CARPET, PADDING & BOOTH CLEANING



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PRE-SHOW DEADLINE:

May 31, 2023

ORDERING DEADLINE:

June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

Single 110 volt, 20 amp, duplex outlet --- OPTION A

* **Ordered electrical outlets are placed at 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 or email to office 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, 20 amp, duplex electrical outlet --- <u>Option A</u>		\$125.00	\$138.00	
Special electrical power --- <u>Option B</u>				
5m, 3 prong, extension cord **		\$30.00	\$39.00	
5m, flat extension cord **		\$39.00	\$51.00	
Placment of power (Includes power)		\$195.00	\$220.00	
Power Bar **		\$28.00	\$36.00	

** Rental does not include power.

SUMMARY OF ELECTRICAL

\$ _____

Carry this total to Method of Payment form

ELECTRICAL



HALIFAX OFFICE:
 1658 Market Street
 Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca



ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

Exhibitor: _____ **Booth #** _____

PRE-PAYMENT REQUIRED

Credit Card Type: VISA MASTERCARD AMEX
 Card #: _____ Expiry Date: _____
 Card Holder Name: _____
 Billing Address of Card Holder: _____
 City: _____ Province: _____ Postal Code: _____
 Company Contact: _____
 Email: _____ Telephone: _____
 Card Holder Signature: _____

I HEREBY AUTHORIZE GLOBAL CONVENTION SERVICES AND/OR ITS AGENTS TO PROVIDE SERVICES AS OUTLINED IN THIS ORDER AND AGREE TO ASSUME COMPLETE RESPONSIBILITY FOR ALL CHARGES FOR AGREED SERVICES WITH ATTACHED CREDIT CARD INFORMATION.

INTERNET SERVICES

Item	Quantity	Unit Price	Total
Wired Internet Access - 10 Mbps		\$225.00	
Wired Internet Access - 20 Mbps		\$450.00	
Custom Internet Requirements - Greater Than 20 Mbps		to be quoted	
Rush charge on orders received after ordering deadline		\$50.00	
		Sub-Total	
		15% HST	
		TOTAL	

PLEASE RETURN THIS FORM TO GLOBAL CONVENTION SERVICES BY ORDERING DEADLINE DATE ABOVE.

Questions? Contact Global Convention Services at info@globalconvention.ca

WIRED INTERNET



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: May 31, 2023
ORDERING DEADLINE: June 2, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023
Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

BOOTH ID and SHOW SIGNAGE

- ** All signage pricing is based on Global Convention Services in-house printing. Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.
- ** Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).
- ** Date for artwork deadline will be supplied at time of order.

Description (Width x Height)	Qty.	Unit Price	RUSH	Amount
BOOTH ID SIGNS ^^^ Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$32.00	\$42.00	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$24.00	\$31.00	
44" x 7" Coroplast Booth ID Sign		\$37.00	\$48.00	
36" x 8" Coroplast Booth ID Sign		\$33.00	\$43.00	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$33.00	\$43.00	
22" x 28"		\$70.00	\$91.00	
24" x 36"		\$99.00	\$129.00	
44" X 28"		\$140.00	\$182.00	
40" X 30"		\$136.00	\$177.00	
Brass Grommets (Rings) for hanging- Per Sign		\$10.00	\$13.00	
Holes Drilled for hanging- Per Sign		no charge	no charge	
TOTAL SIGNAGE				

Width _____ x Height _____
W

Width _____ x Height _____
W

H

I would like my sign(s) to read / logo:

H

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- * Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$145.00	\$189.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$361.00	\$469.00	
Graphic panel for lower rail sidewalls (price per panel)		\$135.00	\$176.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$135.00	\$176.00	
Graphic front panel for 1m curved front counter		\$160.00	\$208.00	
Graphic front panel for 1/4 round counter		\$222.00	\$289.00	
Graphic side panel for counters (price per panel)		\$67.00	\$87.00	
TOTAL CUSTOM SIGNAGE				

SUMMARY OF SIGNAGE
\$ _____
Carry this total to Method of Payment form

SIGNAGE (Show Signs & Custom Booth Graphics)



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 1658 Market Street
 Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
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ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

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			
		Total Weight	

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.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$85.00	\$160.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$85.00	\$765.00

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		/ 100			X	\$85.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$85.00	

*** PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.

*** Global Convention Services does not offer shipping services.

*** Global Convention Services does not offer customs or brokerage services.

* Global Convention Services is not liable for any freight left in our warehouse for more than 30 days.

- Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: May 15, 2023 - June 8, 2023

Freight Accepted at Show Site: June 14, 2023

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

EAST (HCC-03) Jul/2022

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

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

May 15, 2023

TO

June 8, 2023

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

Show: **CECA Annual Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

.....

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

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

May 15, 2023

TO

June 8, 2023

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

Show: **CECA Annual Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse



HALIFAX OFFICE:
1658 Market Street
Halifax, NS B3J 1K9
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention DATES June 15-16, 2023

Exhibiting Company: _____ Booth # _____

Contact Name: _____ Booth Size _____

Phone #: _____ Email: _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Minimum 4 hour call out, per man, on labor and stand-by.
- * Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- * **Supervised labor 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 Pig Ordered by _____ With Display

FREIGHT- Installation: Global advance warehouse ***Direct to Show Site* Carrier: _____

Expected number of pieces & weight: _____

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	\$85.00	
				x			x	\$85.00	

Global Supervised SUB-TOTAL

Exhibitor/Display House Supervised 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	\$85.00	
				x			x	\$85.00	

Global Supervised SUB-TOTAL

Exhibitor/Display House Supervised Add 25% Global Site Supervisor

Supervisor Name & Cell # _____ ESTIMATED DISMANTLE

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

Carry this total to Method of Payment form

DISPLAY INSTALLATION & DISMANTLE



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: May 31, 2023
ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * Complete sign/banner specifications.
- * Indicate the nature and number of hanging points for sign/banner.
- * Banners/signs can only be suspended from facility overhead girder spans.
- * **All signs/banners must be made available for start of exhibitor set up or earlier.**
- * Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.
- * Orders received after order deadline will be subject to surcharge.
- * Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.

SPECIFICATIONS --- ** Also complete Diagram Specifications on next page**

Quantity: _____ Banner/Sign Size (length x height): _____ # of Hanging Points: _____
 Banner/Sign Weight: _____ Banner/Sign Material: _____
 Single or Double-sided: _____ **Is power required:** _____
 Banner/Sign Placement (i.e. centered with table): _____ Banner/Sign Height From Ground: _____

Quantity: _____ Banner/Sign Size (length x height): _____ # of Hanging Points: _____
 Banner/Sign Weight: _____ Banner/Sign Material: _____
 Single or Double-sided: _____ **Is power required:** _____
 Banner/Sign Placement (i.e. centered with table): _____ Banner/Sign Height From Ground: _____

Description of Labor	# of Banners	x	Prior to Order	After Order	Total
			Deadline	Deadline	
One Rigging Point		x	\$1,015	\$1,320	
Two Rigging Points		x	\$1,080	\$1,405	
Three Rigging Points		x	\$1,185	\$1,550	
Four Rigging Points		x	\$1,260	\$1,645	

*** Please contact Global Convention Services for rigging points greater than 4.

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

SUMMARY OF SIGN & BANNER HANGING
 \$ _____
 Carry this total to Method of Payment form

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129



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 Halifax, NS B3J 1K9
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ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023
Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

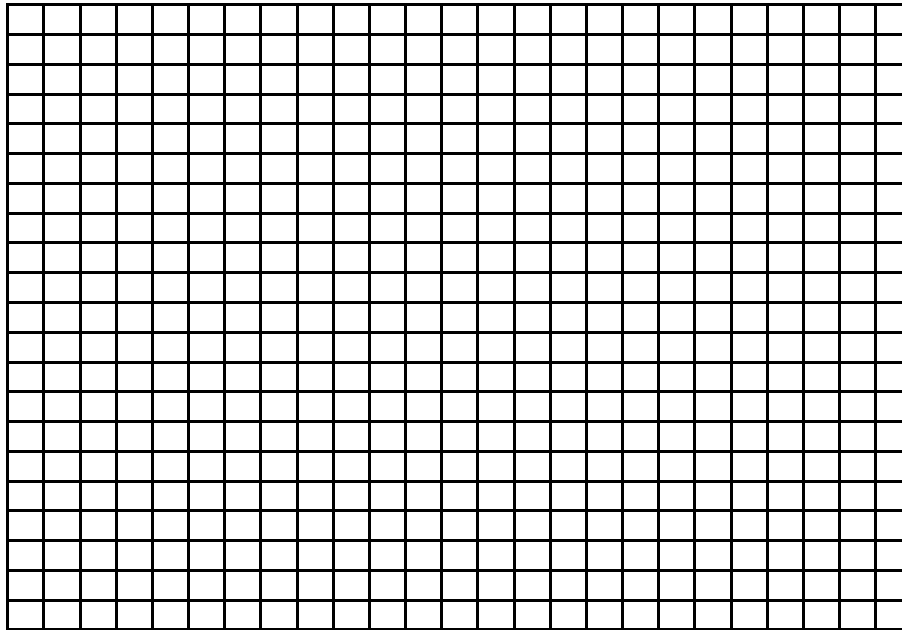
EMERGENCY CONTACT NAME & CELL NUMBER: _____

DIAGRAM SPECIFICATIONS

- * **Diagram Specifications must accompany your Sign & Banner Hanging order.**
- * **Diagram required exhibitor booth size with banner placement within booth along with any special requirements.**

Back of Booth - Adjacent Booth # _____

Adjacent Booth #



Adjacent Booth #

Front of Booth

Special Requirements / Notes:

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EAST (HCC-03) Jul/2022



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PRE-SHOW DEADLINE: May 31, 2023

ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

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

All Global Services
 Electrical
 Material Handling In & Out
 Booth Cleaning
 Equipment & Furniture
 I&D Labor/Supervision
 In-Booth Forklift
 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 _____
 CVV _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Furnishings & Accessories	\$	_____
Counters, Portable & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
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

METHOD OF PAYMENT



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 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

ORDERING DEADLINE: June 8, 2023

EVENT NAME CECA Annual Convention **DATES** June 15-16, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

ON-SITE CONTACT NAME & CELL NUMBER: _____

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 labor 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 labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$144	
			X			\$144	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$144	
			X			\$144	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED DISMANTLE**

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER
 \$ _____
 Carry this total to Method of Payment form

IN-BOOTH FORKLIFT & DRIVER