

CECA Convention

June 17-18, 2026

Victoria Conference Centre, Victoria, BC

Dear Exhibitor,

Global Convention Services is pleased to be appointed by Show Management as the official Service Contractor for this event. In the following pages, please find the necessary forms and information that will assist you with a successful exhibition experience.

Be sure to take advantage of discounted rates on various items. To receive the discounted rate, submit your completed forms along with Payment Form by Thursday, May 28, 2026.

Should you have any questions, please feel free to contact our Exhibitor Services team who will be happy to assist you with your needs.

We look forward to working with you on this event and wish you a successful show.

CONTENTS

Show Information & Dates.....	2
Custom Exhibit Booths.....	3
Tables, Seating & Drape Order Form.....	4
Accessories & Counters Order Form.....	5
Carpet & Booth Cleaning Order Form.....	6
Indoor Electrical Order Form.....	7
Hardwall Displays Order Form.....	8
Signage & Graphics Order Form.....	9
Material Handling Order Form.....	10
Terms & Conditions.....	11
Advance Warehouse Shipping Labels.....	12
Direct to Show Site Shipping Labels.....	13
Post-Show Warehouse Labels.....	14
I & D Labour Order Form.....	15
In-Booth Forklift Order Form.....	16
Method of Payment Form.....	17



SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
 671 Wilson Street, Victoria, BC V9A 3H3

Phone: (250) 385-3541
 Email: victoria@globalconvention.ca

BOOTH EQUIPMENT

Each 10' wide x 8' deep exhibitor booth space consists of the following:

- * 8' High Black Backwall Drape and 3' High Black Sidewall Drape
- * One (1) 6' black skirted table with white vinyl top
- * Two (2) Folding Chairs
- * One (1) Wastebasket
- ** The Trade Show floor is carpeted. Refer to the Carpet Order Form should you still wish to rent carpet for your booth.
- ^^ Electrical is NOT included as part of your booth package but can be ordered by completing the attached Electrical Form.
- ** Internet and banner/sign rigging provided by Encore. Please email info-vicc@encoreglobal.com.
- ** Please contact Consult Expo for any custom clearance requirements at stefaniel@consultexpoinc.com / 778.229.3075

PRICING DEADLINES

In order to receive discounted rates on selected items, we must receive your order and payment by the advance price deadline. Orders received after this date will be subject to Retail prices.

ADVANCE PRICE DEADLINE
May 28, 2026

Ordering for this event will be available until the ordering deadline. Please contact our Exhibitor Services Department for availability after this date.

ORDERING DEADLINE
June 11, 2026

EXHIBITOR MOVE-IN

Tuesday June 16, 2026 11:00 AM - 6:00 PM

EXHIBITION DATES

Wednesday June 17, 2026 11:30 AM - 4:30 PM
 Thursday June 18, 2026 10:00 AM - 2:30 PM

EXHIBITOR MOVE-OUT

Thursday June 18, 2026 2:30 PM - 6:00 PM

MATERIAL HANDLING

** Global Convention Services does not offer shipping, customs, or brokerage services. Please refer to the Material Handling pages for further information, costs and shipping labels.

ADVANCE SHIPMENTS: To arrive between the dates indicated below. Freight received at advance warehouse prior to or after these dates will be subject to a 20% surcharge.

START DATE Tuesday, May 19, 2026

END DATE Tuesday, June 9, 2026

To expedite the move-in process, we highly recommend sending all materials to the Global Advance Warehouse.

** Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions or limitations.

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 freight either refused by the venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.

POST-SHOW STRANDED FREIGHT: Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.



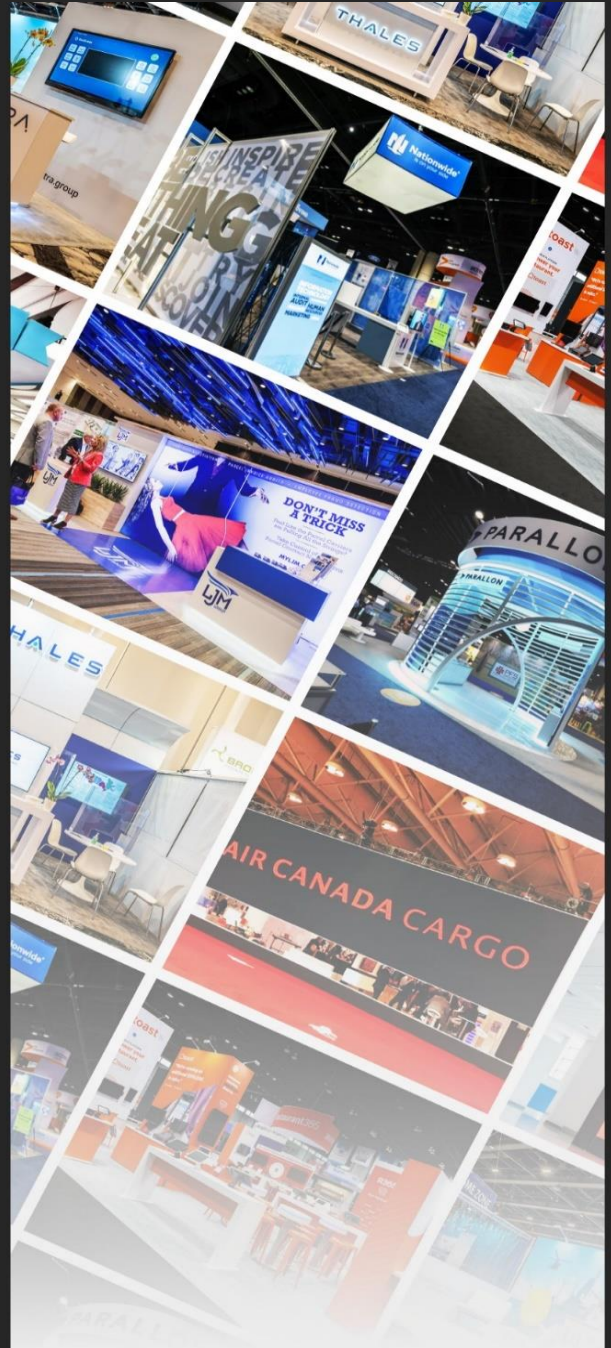
Want to really **STAND OUT** In the crowd?

Custom Built Exhibit Booths
and Accessories

Please contact us at
info@globalconvention.ca

To Get A Quote

globalconvention.ca





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ADVANCE DEADLINE: May 28, 2026
ORDERING DEADLINE: June 11, 2026

EVENT NAME CECA Convention **DATES** June 17-18, 2026

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

TABLES				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
30" Height Tables				
2'x4' Vinyl Top Table - No Skirt		\$83	\$108	
2'x6' Vinyl Top Table - No Skirt		\$94	\$122	
2'x8' Vinyl Top Table - No Skirt		\$111	\$144	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$128	\$166	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$136	\$177	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$154	\$200	
30" High Extra Skirt (To Skirt 4th Side)		\$72	\$94	
40" Counter Height Tables				
2'x4' Raised Vinyl Top Table - No Skirt		\$102	\$133	
2'x6' Raised Vinyl Top Table - No Skirt		\$117	\$152	
2'x8' Raised Vinyl Top Table - No Skirt		\$134	\$174	
2'x4' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$153	\$199	
2'x6' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$167	\$217	
2'x8' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$190	\$247	
40" High Extra Skirt (To Skirt 4th Side)		\$84	\$109	
Round Pedestal Tables				
Meeting Table (30" Tall, 30" Dia)		\$120	\$156	
Cruiser Table (40" Tall, 30" Dia)		\$208	\$270	
Cruiser Table w/Black Spandex		\$243	\$316	
SUB-TOTAL TABLES				

SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$30	\$39	
Fabric Side Chair (Padded Seat & Back)		\$87	\$113	
Bar Height Stool w/Wire Back (Padded Seat)		\$144	\$187	
Executive Chair (Black, Padded Seat, Back & Arms)		\$153	\$199	
SUB-TOTAL SEATING				
PREMIUM SEATING				
<i>*** All items subject to availability ***</i>				
Leather Tufted Padded Stool White () Black ()		\$202	\$263	
Squared Back Leather Club Chair White () Black ()		\$501	\$651	
Squared Back Leather Loveseat White () Black ()		\$680	\$884	
SUB-TOTAL PREMIUM SEATING				
DRAPE & HARDWARE <i>*** Rented in 10' Increments ***</i>				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Show				
3' High Pipe & Drape - per lin.ft.		\$10.00	\$13.00	
8' High Pipe & Drape - per lin.ft.		\$12.95	\$16.85	
Steel Only, No Drape (Bases, 8' Uprights, Crossbar) - per lin.ft.		\$7.45	\$9.69	
SUB-TOTAL DRAPE & HARDWARE				

SUMMARY	
Tables	\$ _____
Seating	\$ _____
Premium Seating	\$ _____
Drape & Hardware	\$ _____
SUB-TOTAL	\$ _____
Carry this total to Method of Payment form	

Tables, Seating, Drape & Hardware

EVENT NAME CECA Convention **DATES** June 17-18, 2026

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

ACCESSORIES				
* All items subject to availability.				
*** Items may not be exactly as shown and may be substituted for similar item. ***				
Description	Qty	Advance	Retail	Total
A. Literature Rack (Floor Model)		\$233	\$303	
B. Coffee Table White () Black ()		\$215	\$280	
C. End Table White () Black ()		\$139	\$181	
D. Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$86	\$112	
E. Easel (Aluminum, Tri-Pod, Floor Model)		\$66	\$86	
F. Wastebasket		\$30	\$39	
G. Bag Holder (1m tall, 2 arms)		\$89	\$116	
H. Sign Holder (22"x28"x5' tall) * Sign Available- See Signage Form		\$100	\$130	
I. Rolling Coat Rack, Chrome		\$122	\$159	
J. Black Wood Ballot Box (12"x12"x40")		\$68	\$88	
K. TV on Stand (40"-42", without Shelf)		\$833	##	
L. Plant (Tropical, 2'-3' High) * Specialty Plants Available Upon Request			Contact Us for Quote	

SUB-TOTAL ACCESSORIES

PORTABLE DISPLAYS & COUNTERS

* All items subject to availability.

*** Items may not be exactly as shown and may be substituted for similar item. ***

Description	Qty	Advance	Retail	Total
A. 1m Standard Counter w/Sliding Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$295	\$384	
B. 1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$443	\$576	
C. 1/4 Round Counter, White - Open in Back		\$562	\$731	
D. 1m Display Showcase, Double Shelf, White/Acrylic		\$694	\$902	
E. Ballot Box Display (1/2m x 1/2m x 1m tall)-White PVC Panels		\$318	\$413	
F. Posterboard (8'x4', Velcro Adaptable)		\$251	\$326	
G. Gridwall, 2'x8', Black (min. order of 2, customer to supply accessories)		\$47	\$61	

SUB-TOTAL PORTABLE DISPLAYS & COUNTERS

** Graphic panels available for counters. See Signage Form for pricing.



SUMMARY	
Accessories	\$ _____
Portable Displays & Counters	\$ _____
SUB-TOTAL	\$ _____
Carry this total to Method of Payment form	

Accessories, Portable Displays & Counters



671 Wilson Street, Victoria, BC V9A 3H3
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 Email: victoria@globalconvention.ca

ADVANCE DEADLINE: May 28, 2026
ORDERING DEADLINE: June 11, 2026

EVENT NAME CECA Convention **DATES** June 17-18, 2026

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

CARPET, PROTECTIVE PLASTIC and CARPET PADDING

- ** Colours subject to availability. Select first and second desired colour.
- ** Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.
- 1 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
- 2 It is the responsibility of the exhibitor to remove plastic prior to show opening.

1st Colour Choice: Grey Black Blue Red

2nd Colour Choice: Grey Black Blue Red

	Description	Quantity	Advance	Retail	Total
1	Custom Sized Bulk Carpet Size x =		\$3.96	\$5.15	
2	Protective Plastic Size x =		\$1.08	\$1.40	
	Carpet Padding Size x =		\$2.34	\$3.04	
SUB-TOTAL CARPET, PROTECTIVE PLASTIC & PADDING					

*** Payment must be received with order. Orders will not be processed without payment. ***
 *** No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime. ***

BOOTH CLEANING

Service Option	Booth Size	Total Sq. Ft.	X	Advance	Retail	Total
A Initial vacuum before first day only	x		x	\$0.75	\$0.98	
B 2 Day Service: Daily vacuum & empty waste basket	x		x	\$1.50	\$1.95	
SUB-TOTAL BOOTH CLEANING						

SPECIAL INSTRUCTIONS:

SUMMARY
\$ _____
<i>Carry this total to Method of Payment Form</i>

Send completed form along with Method of Payment to victoria@globalconvention.ca

VicCC-NAT/INTL 2025 (Nov/2024) V01

Carpet, Plastic, Padding & Booth Cleaning



671 Wilson Street, Victoria, BC V9A 3H3
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ADVANCE DEADLINE:

May 28, 2026

ORDERING DEADLINE:

June 11, 2026

EVENT NAME CECA Convention **DATES** June 17-18, 2026

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

INDOOR ELECTRICAL (BASIC POWER CONNECTIONS)

Description	Quantity	Advance	Retail	TOTAL
** Power supplied to back wall of booth				
1500 Watts - 15 Amps, Double Receptacle (2 plug)		\$137.00	\$178.00	
2000 Watts - 20 Amps, Duplex Receptacle		\$168.00	\$218.00	
Outlet Placement (Layout must be provided 2 weeks in advance)		\$80.00	\$104.00	

IF OUTLET PLACEMENT IS NOT ORDERED, OUTLET WILL BE PLACED IN BACK MIDDLE OF BOOTH

INDOOR ELECTRICAL (SINGLE-PHASE POWER CONNECTIONS)

Including labour for one (1) tie-in per order

15 amp - 120/208 volt connection - single phase		\$205.00	\$267.00	
20 amp - 120/208 volt connection - single phase		\$221.00	\$287.00	
30 amp - 120/208 volt connection - single phase		\$376.00	\$489.00	
50 amp - 120/208 volt connection - single phase		\$416.00	\$541.00	

INDOOR ELECTRICAL (THREE-PHASE POWER CONNECTIONS)

Including labour for one (1) tie-in per order

30 amp - 120/208 volt connection - single phase		\$562.00	\$731.00	
60 amp - 120/208 volt connection - three phase		\$748.00	\$972.00	
100 amp - 120/208 volt connection - three phase		\$1,495.00	\$1,944.00	
200 amp - 120/208 volt connection - three phase		\$1,794.00	\$2,332.00	

POWER ACCESSORIES * Does Not Include Power *****

Regular extension cord		\$33.00	\$43.00	
Flat extension cord		\$53.00	\$69.00	
Power Bar		\$26.00	\$34.00	

LIGHTING * Does Not Include Power *****

8' High Lightstand c/w 2-150 watt floodlights		\$74.00	\$96.00	
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ONSITE SERVICE CALL

FOR GFI POWER, EXHIBITOR MUST SUPPLY TAIL WITH CORRECT PLUG TO REACH BACK OF BOOTH. IF SUFFICIENT POWER IS NOT ORDERED FOR YOUR REQUIREMENTS OR WRONG PLUGS ARE SUPPLIED, AN ONSITE CHARGE WILL APPLY.

SPECIAL REQUIREMENTS

SUMMARY

\$ _____

Carry this total to Method of Payment form

Electrical & Lighting

EVENT NAME CECA Convention DATES June 17-18, 2026

Exhibiting Company _____ Booth # _____

Contact Name _____ Booth Size _____

Phone # _____ Email _____

HARDWALL BOOTH PACKAGES



- 10' x 10' Hardwall Package:**
- * White PVC Panels
 - * One Black Lettered Company Header
 - * Two Arm Lights **(does not include power)**
 - * Set Up & Dismantle
 - * Booth Carpet (choice of colour)



- 20' x 10' Hardwall Package:**
- * White PVC Panels
 - * Two Black Lettered Company Headers
 - * Four Arm Lights **(does not include power)**
 - * Set Up & Dismantle
 - * Booth Carpet (choice of colour)

Custom header(s) & graphic panels available. See Signage Form for pricing.

Description	Quantity	Advance	Retail	Total
10' x 10' Hardwall Booth Package with Carpet		\$2,382	\$3,097	
20' x 10' Hardwall Booth Package with Carpet		\$2,968	\$3,858	
LED Arm Light for Hardwall Displays		\$83	\$108	
Shelving (White Melamine, 1M long x 12" deep)		\$95	\$124	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Select Carpet Colour
Note: If colour is not selected, grey will be provided.

Grey Black Blue Red

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

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

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

SUMMARY

\$

Carry this total to Method of Payment form



671 Wilson Street, Victoria, BC V9A 3H3
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 Email: victoria@globalconvention.ca

ORDERING DEADLINE: May 20, 2026

Orders received after this date will be subject to RUSH pricing

EVENT NAME CECA Convention DATES June 17-18, 2026

Exhibiting Company _____ Booth # _____

Contact Name _____ Booth Size _____

Phone # _____ Email _____

BOOTH ID and SHOW SIGNAGE

- ** All signage pricing is based on print ready artwork. If artwork is not supplied print ready (1), a custom design charge will apply.
- ** Expect additional charges for RUSH printing and last minute shipping/delivery.
- ** Date for artwork deadline will be supplied at time of order.
- ** Proofs provided upon request, at an additional charge.

Description (Width x Height)	Qty.	Unit Price	RUSH	Total
BOOTH ID SIGNS ^^^ Printed to Coroplast, Non-Laminated, Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" Booth ID Sign with Easel Back (for table)		\$52.70	\$68.50	
36" x 8" Booth ID Sign		\$58.10	\$75.50	
44" x 7" Booth ID Sign		\$67.20	\$87.40	
22" x 17" Booth ID Sign		\$69.30	\$90.00	
28" x 14" Booth ID Sign		\$72.95	\$94.85	

SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated				
22" x 28" Sign		\$105.30	\$136.90	
44" X 28" Sign		\$148.85	\$193.50	
40" X 30" Sign		\$148.85	\$193.50	
Brass Grommets (Rings) for Hanging - Per Sign		no charge	no charge	
Holes Drilled for Hanging - Per Sign		no charge	no charge	
SUB-TOTAL SIGNAGE				

Width _____ x Height _____
W

Width _____ x Height _____
W

H

H

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

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$95 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	Total
HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated				
10' Custom Header (price per header)		\$363.00	\$472.00	
Graphic Panel for Backwall and/or Sidewalls (price per panel)		\$567.00	\$737.00	
Graphic Panel for Lower Rail Sidewalls (price per panel)		\$232.00	\$302.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic Front Panel for 1M Standard Counter		\$232.00	\$302.00	
Graphic Front Panel for 1M Curved Counter		\$255.00	\$332.00	
Graphic Front Panel for 1/4 Round Counter		\$363.00	\$472.00	
Graphic Side Panel for Counters (price per panel)		\$117.00	\$152.00	
SUB-TOTAL CUSTOM SIGNAGE				

SUMMARY

\$ _____

Carry this total to Method of Payment form

Send completed form along with Method of Payment to victoria@globalconvention.ca

Signage (Show Signs & Custom Booth Graphics)



671 Wilson Street, Victoria, BC V9A 3H3
 Tel: (250) 385-3541
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ORDERING DEADLINE: June 11, 2026

EVENT NAME CECA Convention DATES June 17-18, 2026

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. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$138.00	\$276.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$138.00	\$1,242.00

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	\$138.00	
DIRECT TO SHOW SITE		/100		X	\$154.00	
POST-SHOW RETURN TO WAREHOUSE		/100		X	\$138.00	

REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.

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

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

*** Global Convention Services Post-Show Return to Warehouse: Additional storage fees will apply after 5 business days on close of event.

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

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

Freight Accepted at Global Advanced Warehouse: May 19, 2026 - June 9, 2026
 Freight arriving to our warehouse before or after the dates above will be subject to a 20% surcharge.
 Freight Accepted at Show Site: June 16, 2026

SUMMARY

\$ _____

Carry this total to Method of Payment form

*** Please note: a valid credit card to be kept on file must be provided for all material handling orders. ***

Send completed form along with Method of Payment to victoria@globalconvention.ca

Material Handling - Order Services



671 Wilson Street, Victoria, BC V9A 3H3
Tel: (250) 385-3541
Email: victoria@globalconvention.ca

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.
- * ***All material entering the facility will incur material handling fees. This includes but is not limited to the use of the loading dock facilities, elevator access to show floor and any equipment used to deliver materials to your booth or other designated area within the facility.***

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 19, 2026

TO

June 9, 2026

To: GLOBAL CONVENTION SERVICES
671 Wilson Street
Victoria, BC V9A 3H3

Show: **CECA 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 19, 2026

TO

June 9, 2026

To: GLOBAL CONVENTION SERVICES
671 Wilson Street
Victoria, BC V9A 3H3

Show: **CECA Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Advance Warehouse

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

FREIGHT TO ARRIVE ON SITE DURING SCHEDULED MOVE IN TIME ONLY!

June 16, 2026

To: GLOBAL CONVENTION SERVICES
C/O Victoria Conference Centre
720 Douglas Street
Victoria, BC, V8W 3M7

Show: **CECA Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

FREIGHT TO ARRIVE ON SITE DURING SCHEDULED MOVE IN TIME ONLY!

June 16, 2026

To: GLOBAL CONVENTION SERVICES
C/O Victoria Conference Centre
720 Douglas Street
Victoria, BC, V8W 3M7

Show: **CECA Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Direct to Show Site

USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.

Complete & submit Material Handling form to order show site material handling service.

**ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT
PICKED UP BY TUESDAY, JUNE 30, 2026!**

Outbound freight shipped from
advanced warehouse (Mon-Fri,
9am-4pm)

June 23, 2026 TO **June 30, 2026**

To: GLOBAL CONVENTION SERVICES
671 Wilson Street
Victoria, BC V9A 3H3

Show: **CECA Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.

Complete & submit Material Handling form to order show site material handling service.

**ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT
PICKED UP BY TUESDAY, JUNE 30, 2026!**

Outbound Freight shipped from
advance warehouse (Mon-Fri,
8am-3pm)

June 23, 2026 TO **June 30, 2026**

To: GLOBAL CONVENTION SERVICES
671 Wilson Street
Victoria, BC V9A 3H3

Show: **CECA Convention**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Post-Show Return To Warehouse



671 Wilson Street, Victoria, BC V9A 3H3
 Tel: (250) 385-3541
 Email: victoria@globalconvention.ca

ADVANCE DEADLINE: May 28, 2026
ORDERING DEADLINE: June 11, 2026

EVENT NAME CECA Convention **DATES** June 17-18, 2026

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 2 hour call out, per man, on labour and stand-by, thereafter charged in half hour increments.
- * 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 _____ Ladder(s)? Yes No Size _____ Quantity _____
 Specify Details: _____

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: Global advance warehouse *****Direct to Show Site***** Carrier: _____
 Expected number of pieces & weight: _____

FREIGHT - Dismantle Return to advance warehouse *****Direct from Show Site***** Carrier: _____

RATES: **ST** (Standard Time- 1) 8:00am - 4:30pm Monday to Friday **\$137.00 per hour**
OT (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$206.00 per hour**

ESTIMATED INSTALLATION REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
 Date Required, Day 2 _____ Start Time _____ End Time _____
ST _____ # Labourers x _____ # Hours x **\$ 137.00** = \$ _____
OT _____ # Labourers x _____ # Hours x **\$ 206.00** = \$ _____

Global Supervised Add 25% for Global Supervision \$ _____
 Exhibitor/Display House Supervised **ESTIMATED INSTALLATION** \$ _____

Supervisor Name & Cell # _____

ESTIMATED DISMANTLE REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
 Date Required, Day 2 _____ Start Time _____ End Time _____
ST _____ # Labourers x _____ # Hours x **\$ 137.00** = \$ _____
OT _____ # Labourers x _____ # Hours x **\$ 206.00** = \$ _____

Global Supervised Add 25% for Global Supervision \$ _____
 Exhibitor/Display House Supervised **ESTIMATED DISMANTLE** \$ _____

Supervisor Name & Cell # _____

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

***** Please note: a valid credit card to be kept on file must be provided for all labour orders. *****

Send completed form along with Method of Payment to victoria@globalconvention.ca

Display Installation & Dismantle



671 Wilson Street, Victoria, BC V9A 3H3
 Tel: (250) 385-3541
 Email: victoria@globalconvention.ca

ORDERING DEADLINE: June 11, 2026

EVENT NAME CECA Convention **DATES** June 17-18, 2026

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			\$235	
			X			\$235	

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			\$235	
			X			\$235	

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

*** Please note: a valid credit card to be kept on file must be provided for all forklift orders. ***

Send completed form along with Method of Payment to victoria@globalconvention.ca

VicCC-NAT/INTL 2025 (Nov/2024) V01

In-Booth Forklift & Driver



671 Wilson Street, Victoria, BC V9A 3H3
 Tel: (250) 385-3541
 Email: victoria@globalconvention.ca

ADVANCE DEADLINE: May 28, 2026
ORDERING DEADLINE: June 11, 2026

EVENT NAME CECA Convention **DATES** June 17-18, 2026

Exhibiting Company Billing Information

Exhibiting Company: _____
 Exhibiting Company Billing Address: _____

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

Booth #

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
- Booth Cleaning
- Signage
- In-Booth Forklift
- Furnishings
- Electrical
- Material Handling
- Other _____
- Carpet, Plastic, Padding
- Hardwall Displays
- Display I & D Labour

INFORMATION

- * **Payment must accompany order. Order will not be processed without payment.**
- * Advance 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 funds.*
- * Exhibitors are responsible for damage or loss of rental material.

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

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

- BANK TRANSFER & E-TRANSFERS**
 - * Send e-transfers to: accounting@globalconvention.ca
 - * Contact office for Bank Transfer 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 include labour & material handling services.

*** A VALID CREDIT CARD TO BE KEPT ON FILE MUST BE PROVIDED FOR ALL MATERIAL HANDLING, LABOUR, AND FORKLIFT ORDERS.**

PAYMENT INFORMATION

Purchase Order # (if applicable) _____
 (P.O. is for vendor's reference only. Payment must accompany order.)

CREDIT CARD

A sales order (quote) with a secure link for providing payment by credit card will be provided via email. All other required fields on this order form must be completed in full for processing.

By signing below, you acknowledge and agree to the above terms and conditions, as well as all terms contained within this exhibitor kit.

 SIGNATURE

Copy of paid invoice sent to (if different from above contact): _____
 Email _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet & Booth Cleaning	\$	_____
Indoor Electrical	\$	_____
Hardwall Displays	\$	_____
Signage & Graphics	\$	_____
Material Handling	\$	_____
I & D Labour	\$	_____
In-Booth Forklift	\$	_____

Sub-Total of Items	\$	_____
5% GST (on sub-total)	\$	_____
7% PST (on sub-total)	\$	_____
TOTAL ORDER (CDN)	\$	_____

GST # 12259 9822 RT0001

Method of Payment