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EVENT INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES

P.O. Box 2329
Saint John, NB, E2L 3V6

Phone: 1-888-799-EXPO (3976)
Fax: 1-506-658-0509
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.
- ** Standard show colour booth carpet.
- ** Daily booth vacuuming.
- ** Forklift service (up to 5000 lbs) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.
- ** Empty container storage.

Each bulk exhibitor booth space (800 sq.ft. and over) will receive the following:

- ** Forklift service (up to 5000 lbs) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.
- ** Empty container storage.
- ** Bulk booth spaces do NOT receive booth carpet but can be ordered by completing the enclosed Carpet Form.

ELECTRICAL (10' x 10' BOOTHS):

- ** 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:

February 9, 2024

Orders received after this date will be subject to Retail Prices.

EXHIBITOR MOVE-IN

Tuesday	February 20, 2024			By Appointment Only
Wednesday	February 21, 2024	9AM	-	6PM
General move in				
Notes: All exhibits must be completed by this time. Aisle carpet will be laid at 6:00 pm. Absolutely <u>no carts or dollies</u> will be permitted on the show floor after this time.				

EXHIBITOR MOVE-OUT

Friday	February 23, 2024	4PM
Notes: If freight is still on the show floor at midnight, Show Management reserves the right to ship your freight with the Official Show Carrier with all costs being billed to the exhibitor. If you are using another carrier and expect a problem with evening pick up, contact Show Management.		

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Friday February 2, 2024 **END** Friday February 16, 2024
Freight received at advance warehouse prior to, or after, dates indicated 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 Advance Warehouse, with expenses and fees billed back to exhibitor.

EAST (TS_MST) Dec/2023



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

PRE-SHOW DEADLINE:
ORDERING DEADLINE:

February 9, 2024
February 15, 2024

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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

Phone #: _____ **Email:** _____

TABLES

Dressed tables are show color unless otherwise requested

Description	Qty	Preshow	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$58	\$75	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$89	\$116	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$95	\$124	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$106	\$138	
29" High Extra Skirt (To Skirt 4th Side)		\$50	\$65	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$68	\$88	
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)		\$95	\$124	
Tall Pedestal Table (30" Round, 40" High)		\$115	\$149	
Tall Pedestal Table (30" Round, 40" High)with spandex skirt		\$155	\$202	

SUB-TOTAL TABLES

SEATING

**** Subject to availability**

Folding Chair (Black)		\$25	\$33	
Fabric Side Chair (Grey, Padded Seat & Back)		\$58	\$75	
Bar Height Stool (Padded Seat with Wire Back)		\$101	\$131	
"Z" Stool		\$75	\$98	

SUB-TOTAL SEATING

PREMIUM SEATING

**** All items subject to availability**

Squared Back Leather Club Chair White () Black ()		\$350	\$455	
Squared Back Leather Loveseat White () Black ()		\$475	\$618	
Padded, Tufted, Gas Lift Stool White () Red () Black ()		\$123	\$160	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES

*** All items subject to availability**

Description	Qty	Preshow	Retail	Amount
40" TV Only <i>(Please contact Global office for connection information)</i>		\$524	\$681	
40" TV & Stand <i>(Please contact Global office for connection information)</i>		\$582	\$757	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$22	\$29	
Literature Rack (Floor Model)		\$163	\$212	
Coffee Table		\$150	\$195	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$60	\$78	
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.		Contact office for quote.		

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




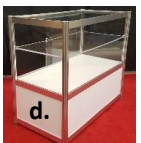
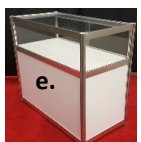

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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)		\$205	\$267	
	b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$310	\$403	
	c.	1/4 Round, White - Open in Back		\$390	\$507	
	d.	1m Display Showcase, Double Shelf, White/Acrylic (1m long x 1/2m deep x 1m tall)		\$485	\$630	
	e.	1m Jewellery Display, Single Shelf, White/Acrylic (1m long x 1/2m deep x 1m tall)		\$410	\$533	
	f.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White or Black PVC Panels and Acrylic () White () Black		\$222	\$289	
SUB-TOTAL COUNTER DISPLAYS						

PORTABLE DISPLAYS

	Item	Description	Qty	Preshow	Retail	Amount
	g.	Bannerstand Frame Rental (Includes graphic panel)		\$415	\$540	
	h.	Posterboard (8'x4', Velcro Adaptable)		\$173	\$225	
SUB-TOTAL PORTABLE DISPLAYS						

HARDWALL BOOTH PACKAGES

	Included in 10' x 10' Hard wall Package: * White PVC Panels * One Black Lettered Company Header * Two Arm Lights (does not include power)	Included in 10' x 20' Hard wall Package: * 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 * Contact office for other colour options.		\$1,320	\$1,716	
10' x 20' Hardwall Booth Package, White PVC Panels * Contact office for other colour options.		\$1,938	\$2,519	
Shelving (White Melamine, 1m long x 12" deep)		\$66	\$86	
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

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

EAST (TS_MST) Dec/2023

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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

Carpet is NOT supplied in Bulk Booth Spaces. Complete below to place your bulk carpet order.

Description	Quantity	Preshow	Retail	Amount
Broadloom - 10' x 10'	Standard show colour booth carpet supplied in 10' x 10' to 10' x 70' and 20' x 30' booth spaces.	\$175	\$228	
Broadloom - 10' x 20'		\$350	\$455	
Broadloom - 10' x 30'		\$525	\$683	
Broadloom - 20' x 20'		\$700	\$910	
Bulk Carpet, 10'x10' Increments *: Size x =		\$1.75	\$2.28	
Custom Sized Bulk Carpet **: Size x =		\$2.50	\$3.25	
Protective Plastic*** : Size x =		\$0.75	\$0.98	
Carpet Padding - Size x =		\$1.20	\$1.56	
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	SERVICE PROVIDED BY SHOW MANAGEMENT				
2 Daily vacuum & empty waste baskets					
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$

Carry this total to Method of Payment Form

EVENT NAME International Potato Tecnology Expo **DATES** February 22-23, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

Single 110 volt, 15 amp, duplex outlet --- OPTION A

* **Ordered electrical outlets will be supplied to the back of the booth.**

- * Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
- * Borrowing power from an adjoining booth is not permitted.
- * We recommend the use of power bars with surge protectors.
- * Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: _____

Special Electrical Power --- OPTION B

Equipment Operating: _____

***** Complete and fax 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, 15 amp, duplex electrical outlet (*1) --- <u>Option A</u>		\$82.00	\$107.00	
Special electrical power (*2) --- <u>Option B</u> -- To be quoted. Contact office.				
Power Placement In Booth (*3) (*4) Service is PER OUTLET: Includes 1 flat cord, 1 standard power & labour		\$90.00	\$117.00	
5m, 3 prong, extension cord (*5)		\$30.00	\$39.00	
5m, flat extension cord (*5)		\$39.00	\$51.00	
Power Bar (*5)		\$28.00	\$36.00	

*1 Power is placed at the back of the booth space unless power placement is requested.

*2 Submit your requirements, along with picture or sketch of plug confiruration to Global for quote.

*3 Power Placement Service (Under Carpet or Flooring): Power will be placed prior to any carpet/flooring being installed. Any installed flooring will need to be removed at the cost to the Exhibitor before any outlets can be installed.
Layout must be provided.

The Exhibitor or Exhibitor-Appointed-Contractor (EAC) will be responsible to cut the flooring to allow access to the outlet.

The Exhibitor or EAC will be responsible to install the power in built structures.

*4 Power Placement Service (Non-Carpeted or Non-Flooring Booth): Layout must be provided.

The Exhibitor or EAC will be responsible to install the power in built structures.

*5 Rental does not include power or power placement.

SUMMARY OF ELECTRICAL

\$

Carry this total to Method of Payment form

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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)		\$26.00	\$34.00	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$28.00	\$37.00	
44" x 7" Coroplast Booth ID Sign		\$20.00	\$26.00	
36" x 8" Coroplast Booth ID Sign		\$31.00	\$41.00	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$28.00	\$36.00	
22" x 28"		\$58.00	\$76.00	
24" x 36"		\$82.00	\$107.00	
44" X 28"		\$116.00	\$151.00	
40" X 30"		\$113.00	\$147.00	
Brass Grommets (Rings) for hanging- Per Sign		no charge	no charge	
Holes Drilled for hanging- Per Sign		no charge	no charge	
TOTAL SIGNAGE				

Width _____ x Height _____
W

Width _____ x Height _____
W

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

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)		\$369.00	\$480.00	
Graphic panel for lower rail sidewalls (price per panel)		\$139.00	\$181.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$139.00	\$181.00	
Graphic front panel for 1m curved front counter		\$139.00	\$181.00	
Graphic front panel for 1/4 round counter		\$220.00	\$418.00	
Graphic side panel for counters (price per panel)		\$68.00	\$88.00	
TOTAL CUSTOM SIGNAGE				

SUMMARY OF SIGNAGE

\$ _____
Carry this total to Method of Payment form

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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	\$95.00	\$190.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$95.00	\$855.00

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	\$95.00	
DIRECT TO SHOW SITE	Supplied by Show Management. Includes forklift service (up to 5000 lbs) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.					
POST-SHOW RETURN TO WAREHOUSE		/ 100		X	\$95.00	

*** 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.

Freight Accepted at Global Advanced Warehouse: February 2, 2024 - February 16, 2024

Freight Accepted at Show Site: February 20, 2024

SUMMARY OF MATERIAL HANDLING

\$ _____
Carry this total to Method of Payment form

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 - 2:00 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 <u>ADVANCED WAREHOUSE</u>. Complete & submit Material Handling form to order advance warehouse material handling service.		
Freight accepted at advanced warehouse (Mon-Fri, 9am-2pm)	February 2, 2024	TO February 16, 2024

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

Show: International Potato Technology Expo

Exhibitor: _____
 Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING TO <u>ADVANCED WAREHOUSE</u>. Complete & submit Material Handling form to order advance warehouse material handling service.		
Freight accepted at advanced warehouse (Mon-Fri, 9am-2pm)	February 2, 2024	TO February 16, 2024

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

Show: International Potato Technology Expo

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 !!!

February 20, 2024

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

Show: International Potato Technology Expo

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 !!!

February 20, 2024

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

Show: International Potato Technology Expo

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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 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: _____

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	\$90.00	
				x			x	\$90.00	

Global Supervised ☐

Exhibitor/Display House Supervised ☐

Supervisor Name & Cell # _____

SUB-TOTAL

Add 25% Global Site Supervisor

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	\$90.00	
				x			x	\$90.00	

Global Supervised ☐

Exhibitor/Display House Supervised ☐

Supervisor Name & Cell # _____

SUB-TOTAL

Add 25% Global Site Supervisor

ESTIMATED DISMANTLE

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

Carry this total to Method of Payment form

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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.
- * Price listed is for 25 lbs. & under and less than 10' in length. Banners over 25 lbs. and/or longer than 10' will be custom quoted.
- * **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 Deadline	After Order Deadline	Total
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$505	\$656	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	
110 Volt, 15 amp duplex outlet for sign/banner		x	to be quoted	to be quoted	

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 (506) 658-0509

EAST (TS_MST) Dec/2023

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

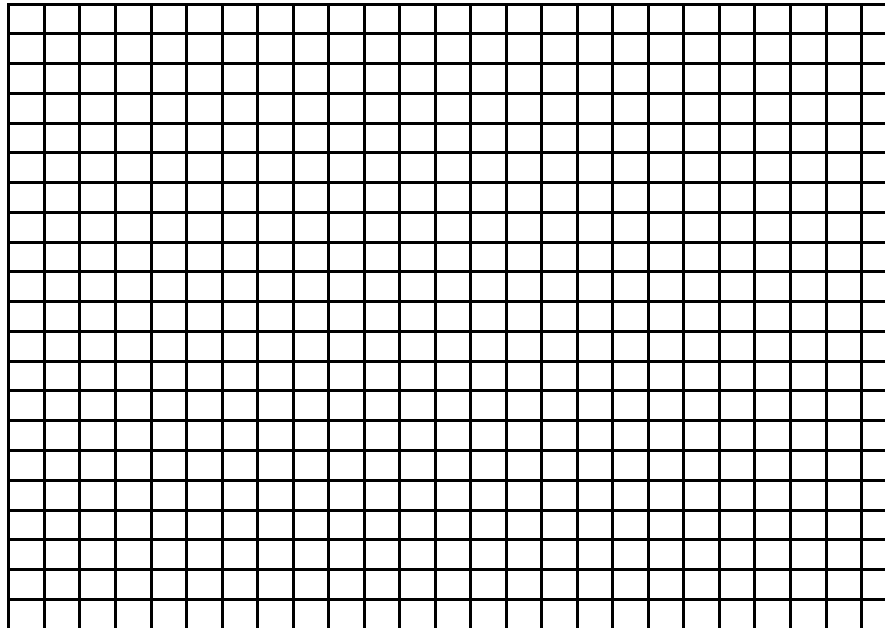
EMERGENCY CONTACT NAME & CELL NUMBER: _____

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:

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

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			\$175	
			X			\$175	

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			\$175	
			X			\$175	

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

EVENT NAME International Potato Technology Expo **DATES** February 22-23, 2024

Exhibiting Company Information

Exhibiting Company:	Booth #
Exhibiting Company Mailing Address:	
City / Province / Postal Code:	
Contact Name:	
Telephone:	Fax: Email:

Third Party Company Information * If Applicable *****

Third Party Company Name:	
Third Party Billing Address:	
City / Province / Postal Code:	
Contact Name:	
Telephone:	Fax: Email:

Services to be invoiced to Third Party Company

<input type="checkbox"/> All Global Services	<input type="checkbox"/> Electrical	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Equipment & Furniture	<input type="checkbox"/> I&D Labor/Supervision	<input type="checkbox"/> In-Booth Forklift	<input type="checkbox"/> Other

INFORMATION

- * Payment must accompany order. Order will not be processed without payment.
- * Pre-Show pricing available until the date specified on order forms and when accompanied with payment.
- * Global reserves the right to invoice at retail prices on orders received after pre-show deadline.
- * Prices are based on duration of event and include site delivery, installation, and removal.
- * *Prices are in Canadian dollars.*
- * Exhibitors are responsible for damage or loss of rental material.
- * *Copy of invoice sent on request only.* ☐ Mail ☐ Email

CANCELLATION OF ORDERS

- * Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.
- * If full service has been provided - subject to a 100% cancellation fee (no refund).
- * **Upon arrival to your booth for set up**, confirm that all items pre-ordered have been delivered to your booth. Notify the Global Service Desk immediately for any missing items. **NOTE:** Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.

PAYMENT INFORMATION

☐ **BANK TRANSFER & e-TRANSFERS**

- * 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 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 (CDN)	\$	_____

HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (506) 658-0509

EAST (TS_MST) Dec/2023

METHOD OF PAYMENT