



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

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**PEI Provincial Home Show / PEI Outdoor Show**

March 7-9, 2025  
Eastlink Centre  
Charlottetown, PE

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 the discounted date specified on the forms.

Should you have any questions, please feel free to contact our Exhibitor Services team and we 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.

Global Convention Services Ltd.

**SERVICE CONTRACTOR CONTACT:** Global Convention Services  
P.O. Box 2329  
Saint John, NB E2L 3V6  
Tel. 506-658-0506 Fax: 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 5000lb forklift) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.
- \* Empty container storage.

**ELECTRICAL (10' x 10' BOOTHS):**

^^ Each exhibitor, not per booth space, will receive one 110v, 750 wall (1 plug). Additional outlets can be ordered by completing the enclosed Electrical Form.

**EXHIBITOR MOVE-IN:**

Wednesday	March 5, 2025			By Appointment Only
Thursday	March 6, 2025	9AM	-	6PM General Move-In

**Notes:** Aisle carpet will be laid at conclusion of exhibitor move-in. Small items can be carried in during this time, but absolutely no carts or dollies will be permitted on the show floor.

**EXHIBITION DATES:**

Friday	March 7, 2025	12PM	-	8PM
Saturday	March 8, 2025	9AM	-	6PM
Sunday	March 9, 2025	10AM	-	4PM

**EXHIBITOR MOVE-OUT:** Sunday March 9, 2025 4PM - 12 Midnight

**Notes:** If freight is still on show floor at conclusion of Global tear down, 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.

**ADVANCE PRICE DEADLINE:** In order to receive discounted rates on selected items, per dates listed on the enclosed forms, we must receive your order and payment by date below. Orders received after this date will be subject to Retail prices. February 21, 2025

**ORDERING DEADLINE:** Ordering for this event will be available until: February 28 2025  
Please contact our Exhibitor Services Department for availability after this date.

**MATERIAL HANDLING:** To expedite the move-in process we highly recommend sending all materials to the Global Advance Warehouse.  
\*\* In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.  
\*\* Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions.

**SHIPMENTS:** \*\* Please refer to the Material Handling order form for further information, costs and shipping labels.

**ADVANCE SHIPMENTS** should arrive between the dates indicated below. Freight received at advance warehouse prior to, or after, these dates will be subject to additional handling fees.  
February 14, 2025 to February 28, 2025

**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 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.



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**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28 2025

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

<b>TABLES</b>				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
<b>30" Height Tables</b>				
2'x4' Vinyl Top Table - No Skirt		\$57	\$74	
2'x6' Vinyl Top Table - No Skirt		\$63	\$82	
2'x8' Vinyl Top Table - No Skirt		\$72	\$94	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$77	\$100	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$84	\$109	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$93	\$121	
30" High Extra Skirt (To Skirt 4th Side)		\$43	\$56	
<b>40" Counter Height Tables</b>				
2'x4' Vinyl Top Table - No Skirt		\$68	\$88	
2'x6' Vinyl Top Table - No Skirt		\$75	\$98	
2'x8' Vinyl Top Table - No Skirt		\$86	\$112	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$97	\$126	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$101	\$131	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$114	\$148	
40" High Extra Skirt (To Skirt 4th Side)		\$51	\$66	
<b>Round Pedestal Tables</b>				
Meeting Table (30" Tall, 30" Dia)		\$83	\$108	
Cruiser Table (40" Tall, 30" Dia)		\$94	\$122	
Cruiser Table w/Black Spandex		\$124	\$161	
<b>SUB-TOTAL TABLES</b>				

<b>SEATING</b>				
<i>** All items subject to availability</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$21	\$27	
Fabric Side Chair (Grey, Padded Seat & Back)		\$47	\$61	
Bar Height Stool w/Wire Back (Padded Seat)		\$98	\$127	
"Z" Stool		\$54	\$70	
<b>SUB-TOTAL SEATING</b>				
<b>PREMIUM SEATING</b>				
<i>** All items subject to availability</i>				
Leather Tufted Padded Stool		\$109	\$142	
White ( ) Black ( )				
Squared Back Leather Club Chair		\$277	\$360	
White ( ) Black ( )				
Squared Back Leather Loveseat		\$439	\$571	
White ( ) Black ( )				
<b>SUB-TOTAL PREMIUM SEATING</b>				
<b>DRAPE &amp; HARDWARE ** Rented per Linear Foot</b>				
Blue ( ) Green ( ) Grey ( ) Black ( ) Show Colour ( )				
3' High Pipe & Drape				
8' High Pipe & Drape				
Steel Only- No Drape				
(Bases, 8' Uprights, Crossbar)				
<b>SUB-TOTAL DRAPE &amp; HARDWARE</b>				

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

**Tables, Seating, Drape & Hardware**

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

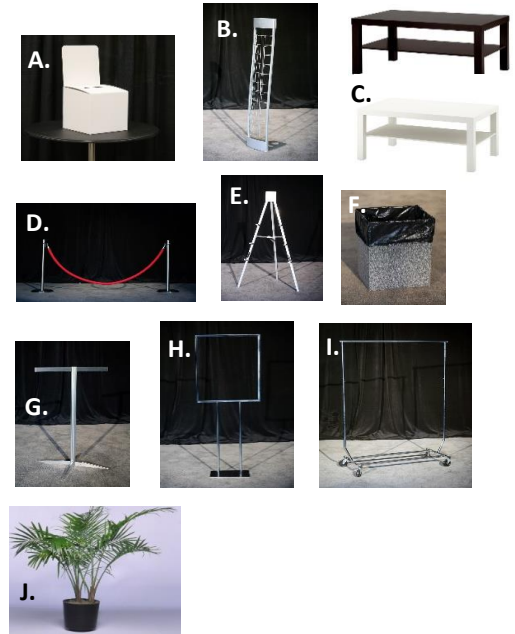
**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**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. Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$20	\$26	
B. Literature Rack (Floor Model)		\$133	\$173	
C. Coffee Table White ( ) Black ( )		\$99	\$129	
D. Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$52	\$68	
E. Easel (Aluminum, Tri-Pod, Floor Model)		\$42	\$55	
F. Wastebasket		\$22	\$29	
G. Bag Holder (1m tall, 2 arms)		\$56	\$73	
H. Sign Holder (22"x28"x5' tall) * Sign Available- See Signage Form		\$58	\$75	
I. Rolling Coat Rack, Chrome		\$70	\$91	
J. Plant (Tropical, 2'-3' High) * Specialty Plants Available Upon Request		Contact Global office for quote		
<b>SUB-TOTAL ACCESSORIES</b>				



**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)		\$198	\$257	
B. 1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$226	\$294	
C. 1/4 Round Counter, White - Open in Back		\$286	\$372	
D. 1m Display Showcase, Double Shelf, White/Acrylic		\$358	\$465	
E. 1m Jewellery Display, Single Shelf, White/Acrylic		\$314	\$408	
F. Ballot Box Display (1/2m x 1/2m x 1m tall)- White or Black PVC Panels and Acrylic White ( ) Black ( )		\$204	\$265	
G. Ballot Box Display (1/2m x 1/2m x 1m tall)- White PVC Panels		\$204	\$265	
H. Bannerstand Frame Rental (Includes graphic panel)		\$498	\$647	
I. Posterboard (8'x4', Velcro Adaptable)		\$165	\$215	
<b>SUB-TOTAL PORTABLE DISPLAYS &amp; COUNTERS</b>				



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

**SUMMARY**

Accessories	\$	
Portable Displays & Counters	\$	
<b>SUB-TOTAL</b>	<b>\$</b>	
<i>Carry this total to Method of Payment form</i>		



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 E-mail: info@globalconvention.ca

**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28 2025

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**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 Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- 2 Booth and bulk carpet supplied in 10' x 10' increments.
- 3 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
- 4 It is the responsibility of the exhibitor to remove plastic prior to show opening.

**1st Colour Choice:**     Black     Grey     Blue     Red     Green  
**2nd Colour Choice:**     Black     Blue     Grey     Red     Green

Description	Quantity	Advance	Retail	Total
Broadloom - 10' x 10'		\$168	\$218	
Broadloom - 20' x 10'		\$337	\$438	
Broadloom - 30' x 10'		\$505	\$657	
Broadloom - 20' x 20' (1)		\$612	\$796	
Bulk Carpet, 10'x10' Increments (1,2)    Size    x    =		\$1.73	\$2.25	
Custom Sized Bulk Carpet (3)    Size    x    =		\$2.37	\$3.08	
Protective Plastic (4)    Size    x    =		\$0.73	\$0.95	
Carpet Padding    Size    x    =		\$1.23	\$1.60	
<b>SUB-TOTAL CARPET, PROTECTIVE PLASTIC &amp; PADDING</b>				

- \*\*\* 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
<b>A</b> Initial vacuum before first day only	x		x	\$0.50	\$0.65	
<b>B</b> 2 Day Service: Daily vacuum & empty waste basket	x		x	\$1.00	\$1.30	
<b>C</b> 3 Day Service: Daily vacuum & empty waste basket	x		x	\$1.50	\$1.95	
<b>SUB-TOTAL BOOTH CLEANING</b>						

**SPECIAL INSTRUCTIONS:**

**SUMMARY**

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

*Carry this total to Method of Payment Form*

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

EAST-CS\_MPE 2025 (Oct/2024)

**Carpet, Plastic, Padding & Booth Cleaning**



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**ADVANCE DEADLINE:**  
**ORDERING DEADLINE:**

**February 21, 2025**  
**February 28 2025**

**Electrical**

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

\* **One 110v, 750 watt (1 plug) is provided to each exhibitor.**

- \* 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	Advance	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (*1) --- <b>Option A</b>		\$105.00	\$137.00	
Special electrical power (*2) --- <b>Option B</b> -- To be quoted. Contact office.				
Power Placement In Booth (Labour Only) - PER PLACEMENT (*3) (*4) Does not include flat extension cord rental or electrical outlet.		\$77.00	\$100.00	
5m, 3 prong, extension cord (*5)		\$32.00	\$42.00	
5m, flat extension cord (*5)		\$42.00	\$55.00	
Power Bar (*5)		\$26.00	\$34.00	

- \*1 Power is placed at the back of the booth space unless power placement is requested and ordered.
- \*2 Submit your requirements, along with picture or sketch of plug configuration to Global for quote.
- \*3 Power Placement Service (Under Carpet or Over 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 electrical cords 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.

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

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

**EVENT NAME** \_\_\_\_\_ PEI Provincial Home Show / PEI Outdoor Show **DATES** \_\_\_\_\_ March 7-9, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**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



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

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

Description	Quantity	Advance	Retail	Total
10' x 10' Hardwall Booth Package		\$1,265	\$1,645	
20' x 10' Hardwall Booth Package		\$1,649	\$2,144	
Upgrade PVC panel to Pegboard Panel (per 1m x 2.5m panel)		\$131	\$170	
Upgrade PVC panel to Slatwall Panel (per 1m x 2.5m panel)		\$193	\$251	
LED Arm Light for Hardwall Displays		\$53	\$69	
Shelving (White Melamine, 1m long x 12" deep)		\$39	\$51	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**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



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**ORDERING DEADLINE:** \_\_\_\_\_ **#VALUE!**  
 Orders received after this date will be subject to RUSH pricing

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**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	Total
<b>BOOTH ID SIGNS ^^^ Non-Laminated &amp; Holes Drilled for Hanging (with exception of 11"x9" sign)</b>				
11" x 9" with easel back (for table)		\$39.90	\$51.90	
36" x 8"		\$44.00	\$57.20	
44" x 7"		\$50.90	\$66.20	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$21.00	\$27.30	
22" x 17"		\$52.50	\$68.25	
28" x 14"		\$55.25	\$71.85	
<b>SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)</b>				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$28.00	\$36.40	
22" x 28"		\$79.75	\$103.70	
44" X 28"		\$112.75	\$146.60	
40" X 30"		\$112.75	\$146.60	
Brass Grommets (Rings) for hanging- <b>Per Sign</b>		no charge	no charge	
Holes Drilled for hanging- <b>Per Sign</b>		no charge	no charge	
<b>SUB-TOTAL SIGNAGE</b>				

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	Total
<b>HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
10' Custom header (price per header)		\$275.00	\$357.50	
Graphic panel for backwall and/or sidewalls (price per panel)		\$429.00	\$557.70	
Graphic panel for lower rail sidewalls (price per panel)		\$176.00	\$228.80	
<b>COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
Graphic front panel for 1m standard counter		\$176.00	\$228.80	
Graphic front panel for 1m curved front counter		\$193.00	\$250.90	
Graphic front panel for 1/4 round counter		\$275.00	\$357.50	
Graphic side panel for counters (price per panel)		\$88.00	\$114.40	
<b>SUB-TOTAL CUSTOM SIGNAGE</b>				

**SUMMARY**

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

**Carry this total to Method of Payment form**

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EAST-CS\_MPE 2025 (Oct/2024)

**Signage (Show Signs & Custom Booth Graphics)**





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ORDERING DEADLINE: **February 28 2025**

EVENT NAME PEI Provincial Home Show / PEI Outdoor Show DATES March 7-9, 2025  
 Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Booth Size \_\_\_\_\_

**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	\$75.00	\$150.00
Shipments <u>OVER</u> 200 lbs.	859 / 100	8.59	9	X	\$75.00	\$675.00

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	\$75.00	
DIRECT TO SHOW SITE	Supplied by Show Management. Includes forklift service (up to 5000lb forklift) 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	\$75.00	

**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: February 14, 2025 - February 28, 2025  
 Freight Accepted at Show Site: March 5, 2025

<b>SUMMARY</b>
\$ _____
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EAST-CS\_MPE 2025 (Oct/2024)

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

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

**February 14, 2025** TO **February 28, 2025**

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

Show: **PEI Provincial Home Show / PEI Outdoor Show**

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-2pm)

**February 14, 2025** TO **February 28, 2025**

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46 Kensington Road  
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Show: **PEI Provincial Home Show / PEI Outdoor Show**

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 !!!**

**March 5, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O Eastlink Centre  
Charlottetown, PE C1A 5H7

Show: **PEI Provincial Home Show / PEI Outdoor Show**

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 !!!**

**March 5, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O Eastlink Centre  
Charlottetown, PE C1A 5H7

Show: **PEI Provincial Home Show / PEI Outdoor Show**

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

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

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

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



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

**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28 2025

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

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

**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**IMPORTANT INFORMATION**

- \* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- \* Minimum 2 hour call out, per man, on labour and stand-by, 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: \_\_\_\_\_

<b>RATES:</b>	<b>ST</b> (Standard Time- 1) 8:00am - 4:30pm Monday to Friday	<b>\$ \$77.00 per hour</b>
	<b>OT</b> (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday	<b>\$ \$116.00 per hour</b>
	<b>DT</b> (Double Time- 2) All day Sunday & Holidays	<b>\$ \$154.00 per hour</b>

**ESTIMATED INSTALLATION REQUIREMENTS**

Date Required, Day 1 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Date Required, Day 2 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

<b>ST</b>	_____ # Labourers x _____ # Hours x <b>\$ 77.00</b>	= \$ _____
<b>OT</b>	_____ # Labourers x _____ # Hours x <b>\$ 116.00</b>	= \$ _____
<b>DT</b>	_____ # Labourers x _____ # Hours x <b>\$ 154.00</b>	= \$ _____

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 \_\_\_\_\_

<b>ST</b>	_____ # Labourers x _____ # Hours x <b>\$ 77.00</b>	= \$ _____
<b>OT</b>	_____ # Labourers x _____ # Hours x <b>\$ 116.00</b>	= \$ _____
<b>DT</b>	_____ # Labourers x _____ # Hours x <b>\$ 154.00</b>	= \$ _____

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**

**Display Installation & Dismantle**



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

**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28 2025

**EVENT NAME** PEI Provincial Home Show / PEI Outdoor Show **DATES** March 7-9, 2025

**Exhibiting Company Billing Information**

Exhibiting Company: _____	<b>Booth #</b>
Exhibiting Company Billing 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"/> Booth Cleaning    | <input type="checkbox"/> Signage              | <input type="checkbox"/> In-Booth Forklift |
| <input type="checkbox"/> Furnishings              | <input type="checkbox"/> Electrical        | <input type="checkbox"/> Material Handling    | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Carpet, Plastic, Padding | <input type="checkbox"/> Hardwall Displays | <input type="checkbox"/> 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](mailto: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.

**PAYMENT INFORMATION**

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

**Visa**    **MasterCard**    **Amex**   *2.75% Convenience Fee to be applied*

Card # \_\_\_\_\_  
 Expiry Date (Month/Year) \_\_\_\_\_ - \_\_\_\_\_ CVV # \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Cardholder Telephone \_\_\_\_\_

Tables, Seating & Drapes	\$	_____
Accessories & Counters	\$	_____
Carpet, Plastic & Cleaning	\$	_____
Electrical	\$	_____
Hardwall Displays	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Display Labour	\$	_____

Copy of invoice sent on request.  
 Email \_\_\_\_\_

<b>Total of Items</b>	\$	_____
<b>15% HST</b>	\$	_____
<b>TOTAL</b>	\$	_____
<b>2.75% Convenience Fee</b>	\$	_____
<b>TOTAL ORDER (CDN)</b>	\$	_____

HST # 12259 9822 RT0001

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca**

EAST-CS\_MPE 2025 (Oct/2024)

**Method of Payment**