



7 - 850 Marion St. Winnipeg, MB Canada R2J 0K4
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

Dear Exhibitor

CENTRAL DISPLAY LTD. is pleased to be the official show contractor for the CGA Operations Engineering & Integrity Conference 2018, to be held April 9 - 12, 2018 at the Delta Winnipeg.

Show rentals supplied:

10' x 8' Flame Resistant Draped Booth
8' high Back Wall
3' high Side Arms
Comes with: 1 – 6' Decorated Table
2 – Folding Chairs
1 – Waste basket
1 – Electrical outlet

Any additional rentals and/or services required can be ordered by using the forms found in this exhibitor package.

PLEASE NOTE: There is a substantial discount for advanced orders that are pre-paid and received seven days prior to the show. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item, and show site delivery delays.

Exhibiting in a tradeshow can be quite complex. Please do not hesitate to contact our office if you have any inquiries.

EXHIBITOR CHECK LIST

- | | | |
|----|---|-----|
| 1) | Order sent early for pre-show discount | [] |
| 2) | Furniture/Booth requirements | [] |
| 3) | Material Handling Service | [] |
| 4) | Shipping time allowed | [] |
| 5) | Janitorial requirements | [] |
| 6) | Signs, showcards, banners required,
are available through Central Display Ltd.
Please contact office for pricing. | [] |



UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

EXHIBITOR RENTAL INVOICE

CENTRAL DISPLAY USE ONLY

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week's duration.

SHOW CGA Operations Engineering & Integrity Conference 2018	DATE April 9 - 12, 2018	LOCATION Delta Winnipeg
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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FURNITURE

	Deluxe Armchair	\$ 40.00	\$ 48.00	
	Padded Banquet Chair - no arms	\$ 35.00	\$ 42.00	
	Office Armchair	\$ 30.00	\$ 36.00	
	Folding Chair	\$ 15.00	\$ 18.00	
	Cruiser Table 40" High	\$ 60.00	\$ 72.00	
	Spandex Cover -for cruiser table	\$ 30.00	\$ 36.00	
	Pedestal table 30" High	\$ 50.00	\$ 60.00	
	Coffee Table 18" High	\$ 50.00	\$ 60.00	
	Chrome Stanchion Incl Velour Rope	\$ 25.00	\$ 30.00	
	Deluxe Stool - Highback Pneumatic	\$ 65.00	\$ 78.00	
	Stools - Highback Manual	\$ 50.00	\$ 60.00	
	Bar Stool	\$ 50.00	\$ 60.00	
	Easel	\$ 20.00	\$ 24.00	
	Waste Basket	\$ 12.00	\$ 15.00	
	Garment Racks - Inc 20 Hangers	\$ 35.00	\$ 42.00	
	Sign Holder - Chrome 22" x 28"	\$ 30.00	\$ 36.00	

DECORATED TABLES - 30" High, 24" Wide, White Tops Only

☐ Blue ☐ Red ☐ Black ☐ Silver ☐ Beige

	8' Decorated (3 sides)	\$ 70.00	\$ 84.00	
	6' Decorated (3 sides)	\$ 65.00	\$ 78.00	
	4' Decorated (4 sides)	\$ 60.00	\$ 72.00	
	Undecorated ☐ 8' ☐ 6' ☐ 4'	\$ 35.00	\$ 42.00	
	40" High Tables (3 sides) <i>Black Only</i>	\$ 85.00	\$ 102.00	
	☐ 8' ☐ 6' ☐ 4'			
	Table Skirt (skirt 4th side)	\$ 35.00	\$ 42.00	

DECORATED TABLE RISERS

	6' - 10" Wide - 10" High	\$ 20.00	\$ 24.00	
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DISPLAY PANELS ON LEGS

	Pegboard 4' x 8' Hooks not included	\$ 65.00	\$ 78.00	
	Bulletin Board 4' x 8' Thumbtacks Only	\$ 65.00	\$ 78.00	

Please indicate ☐ Horizontal ☐ Vertical

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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DRAPE WITH DRAPE HARDWARE INCLUDED (per linear foot)

	3' ☐ Charcoal ☐ Blue ☐ Black ☐ Red ☐ Beige	\$ 5.00	\$ 6.00	
	8' ☐ Charcoal ☐ Blue ☐ Black ☐ Red ☐ Beige	\$ 6.00	\$ 7.20	
	12' ☐ Black ☐ Silver	\$ 7.00	\$ 8.40	

DRAPE HARDWARE ONLY (hardware without drape panels)

	8' Upright	\$ 10.00	\$ 12.00	
	Base	\$ 10.00	\$ 12.00	
	Telescopic Crossbar	\$ 10.00	\$ 12.00	

CARPET *carpet requirements over 300 sq ft are considered bulk area

	10' x 10' Installed	\$ 115.00	\$ 138.00	
	10' x 20' Installed	\$ 215.00	\$ 258.00	
	10' x 30' Installed	\$ 315.00	\$ 378.00	

☐ Grey ☐ Blue ☐ Black ☐ Red ☐ Green

	Bulk Areas per sq ft	\$ 1.15	\$ 1.38	
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☐ Grey ☐ Black ☐ Red ☐ Green

Carpet damaged by oil, cuts or other means - surcharge will apply

	Underlay per sq ft	\$ 0.85	\$ 1.02	
	Plastic Covering for Protection per sq ft	\$ 0.25	\$ 0.30	

STAGING / RAMPS

	Staging - Fashion Ramps - 4' X 8' Includes Carpet / Skirt	\$ 120.00	\$ 144.00	
	STAIRS - 16"/20"/30"/40" High	\$ 75.00	\$ 90.00	

MISCELLANEOUS

	3' Silk Plants	\$ 30.00	\$ 36.00	
	150 Watt Flood Lights Inc Hardware	\$ 25.00	\$ 30.00	
	300 Watt Halogen Lights Inc Hardware	\$ 35.00	\$ 42.00	
	2 Sided Carpet Tape (2"W x 33m)	\$ 25.00	\$ 30.00	
	Single Sided Floor Tape (2"W x 55m)	\$ 20.00	\$ 24.00	

TV'S & Specialty Drape/Carpet Colours - *Contact Office*

All prices include rental and labour for set-up and take down.

ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T.

CANCELLATION POLICY: Items cancelled prior to show start will be charged 50% of original cost.

CARPET & UNDERLAY: No refunds once installed

SUB-TOTAL	\$	
PROV SALES TAX 8%	\$	
G.S.T. 5%	\$	
TOTAL	CDN	\$

COMPANY _____

BOOTH NO # _____



CENTRAL DISPLAY LTD.
C U S T O M D E S I G N

FURNITURE RENTAL ORDER FORM



LEATHER COUCHES



LEATHER LOVESEAT



LEATHER TUB CHAIRS



COFFEE TABLES



END TABLES



DRAW DRUM



FLOOR LAMP



LITERATURE STAND

For pre-show order discount, your order must be received by us 7 business days prior to show date.

	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<u>COUCHES</u>				
Leather Couches		\$275.00	\$330.00	
Leather Loveseat		\$225.00	\$270.00	
Leather Tub Chair		\$100.00	\$120.00	
<u>TABLES</u>				
Coffee Tables		\$75.00	\$90.00	
End Tables		\$55.00	\$66.00	

All prices include rental and labour for set-up and take down.

	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<u>MISCELLANEOUS</u>				
Floor Lamp		\$65.00	\$78.00	
Literature Stand		\$75.00	\$90.00	
Draw Drum - brass		\$35.00	\$42.00	
			SUBTOTAL	
			PST (8%)	
			GST (5%)	
			TOTAL CDN	

Please add total to Payment & Credit Card Authorization Form.

Company _____

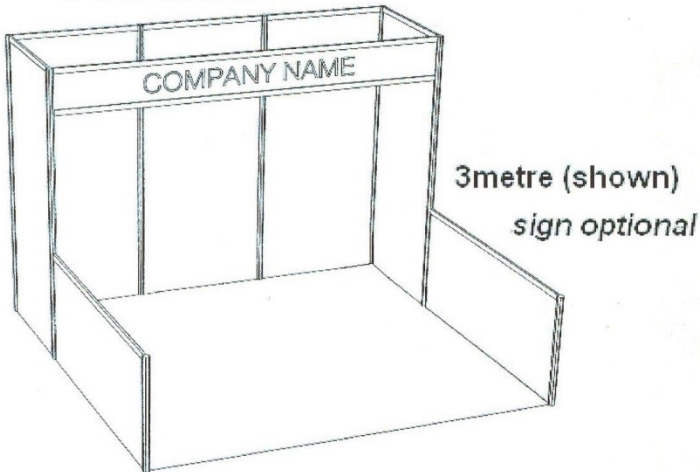
Booth # _____



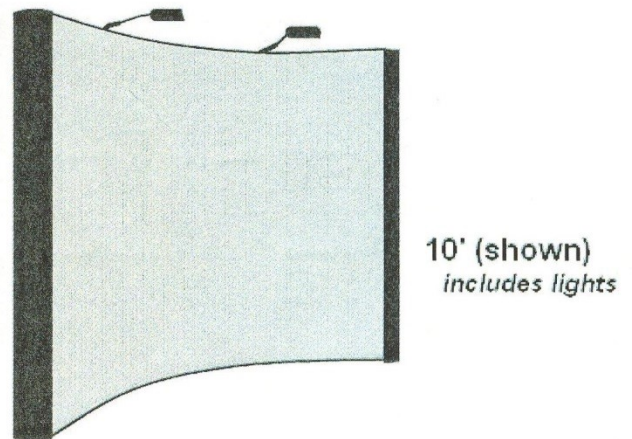
CENTRAL DISPLAY LTD.
C U S T O M D E S I G N

DISPLAY BOOTH RENTAL ORDER FORM

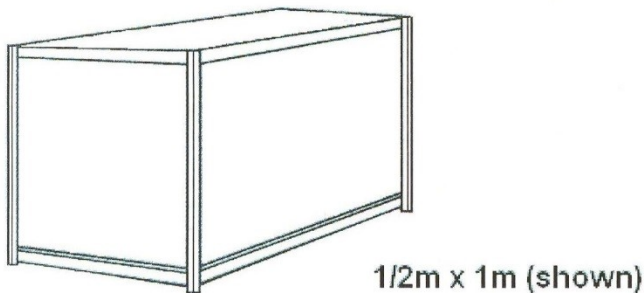
OCTANORM



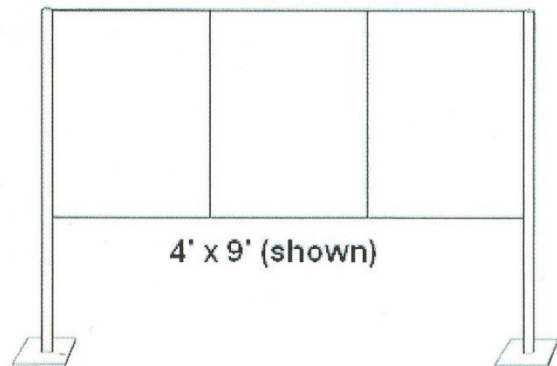
POP-UP DISPLAY



COUNTERS



FABRIC POSTER BOARDS



All display panels are velcro receptive only.

	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
DISPLAYS				
<u>OCTANORM BOOTHS</u>				
3m - Model 100 - Black Fabric		\$700.00	\$840.00	
6m - Model 200 - Black Fabric		\$975.00	\$1,170.00	
POP-UP DISPLAY - 10' Fabric		\$500.00	\$600.00	
<u>FABRIC POSTER BOARDS - 78" high</u>				
4' x 3' Poster board		\$60.00	\$72.00	
4' x 6' Poster board		\$85.00	\$102.00	
4' x 9' Poster board		\$110.00	\$132.00	
<u>COUNTERS</u>				
1/2m x 1m		\$150.00	\$180.00	
<u>JEWELLERY CASES - with lights</u>				
1/2m x 1m		\$250.00	\$300.00	

All prices include rental and labour for set-up and take down.

	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<u>ACCESSORIES - cost per metre</u>				
Octanorm Slatwall - 1m		\$40.00	\$48.00	
Octanorm Lights		\$25.00	\$30.00	
Octanorm Shelves - 1m		\$25.00	\$30.00	
Velcro - 1m		\$5.00	\$6.00	
<u>OCTANORM HEADER SIGNS</u>				
Model 100 - 3m		\$190.00	\$228.00	
Model 200 - 6m		\$380.00	\$456.00	
(Block letters on White Sintra)				
<u>TABLE TOP DISPLAY</u>		\$175.00	\$210.00	
			SUBTOTAL	
			PST (8%)	
			GST (5%)	
			TOTAL CDN	

For pre-show order discount, order must be received by us 7 business days prior to show date.

Please add total to Payment & Credit Card Authorization Form.

Company _____

Booth # _____



**** EXHIBIT INSTALLATION SERVICES ****

SHOW: CGA Operations Engineering & Integrity Conference 2018
DATE: April 9 – 12, 2018
VENUE: Delta Winnipeg

Should you require labour services for your booth/exhibit, please complete this form along with the PAYMENT & CREDIT CARD AUTHORIZATION FORM and return both with payment seven (7) days prior to show dates to our office.

Company _____

Booth # _____

LABOUR RATES

MINIMUM FOUR (4) HOURS PER STAFF – PER SHIFT

Regular hours per staff	Mon. – Fri., 8am – 5pm
Installer (CLIENT SUPERVISED)	\$65.00/hour
Supervisor	\$80.00/hour
 Overtime hours per staff	 Evenings, weekends, & holidays
Installer (CLIENT SUPERVISED)	\$97.50/hour
Supervisor	\$120.00/hour

Date	Start Time	No. of Staff	Approx. Hrs. per Person Min. 4 hrs./staff	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	

SUBTOTAL	
PST (8%)	n/a
GST (5%)	
TOTAL CDN	

PLEASE NOTE: All custom exhibits must come with set-up instructions/diagrams and display-specific tools. Please indicate if special tools are required, as well as type of display (Octanorm, rotor lock, etc.)

**PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM.
PST EXEMPT. GST APPLICABLE ONLY.**

SPECIAL INSTRUCTIONS:

****IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE****



**** JANITORIAL ORDER FORM ****

SHOW: CGA Operations Engineering & Integrity Conference 2018
DATE: April 9 – 12, 2018
VENUE: Delta Winnipeg

Should you require janitorial services for your booth/exhibit, please complete this form along with the PAYMENT & CREDIT CARD AUTHORIZATION FORM and return both with payment seven (7) days prior to show dates to our office.

Company _____

Booth # _____

Daily Janitorial Services

Please supply my exhibit/booth with daily janitorial services for the duration of the show.
This service includes vacuuming and emptying Waste baskets prior to each show day.

BOOTH SIZE _____ X _____ = _____ X .30 CENTS PER SQ.FT. = _____

X _____ DAYS = _____

4 DAYS (INCLUDES PRE-SHOW CLEANING)

SUBTOTAL	
PST (8%)	n/a
GST (5%)	
TOTAL CDN	

**PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM.
PST EXEMPT. GST APPLICABLE ONLY.**

SPECIAL INSTRUCTIONS:

****IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE****



CENTRAL DISPLAY LTD.
CUSTOM DESIGN

INBOUND MATERIAL HANDLING FORM

Show: CGA Operations Engineering & Integrity Conference 2018 Location: Delta Winnipeg Booth Number(s): _____

Company: _____ Your P.O.: _____ Name: _____

Address: _____ Title: _____

City, Prov/State: _____ Postal/Zip Code: _____ Tel: () _____

SERVICE INCLUDES:

1. Receiving and advance storage of your display material up to 21 days prior to show.
2. Transport of your display material to show site and delivery of material, crates and boxes directly to your booth.
3. Removal and storage of empty boxes and crates during show.
4. Return of empty boxes and crates to your booth following the show.

of Cartons: # of Crates: # of Pallets: Total # of pieces: Total Weight of Shipment:

For pre-show order discount, your order must be received by us 7 business days prior to show date.

PRE-SHOW ORDERS **Min charge \$150.00** **\$50.00 per 100 lbs**

Shipment total weight (300 lb min charge) _____ /100 = _____ X \$50.00 = _____

LATE ORDER **Min charge \$180.00** **\$60.00 per 100 lbs**

Shipment total weight (300 lb min charge) _____ /100 = _____ X \$60.00 = _____

When recording weight, you must round up to the next one hundred (100) pounds, ie. 335 lbs = 400 lbs.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SUBTOTAL	
PST (8%)	n/a
GST (5%)	
TOTAL CDN	

Shipments arriving from different carriers and / or on different dates and times will be billed individually.

Dimensional or cubic weight will be charged where applicable. Rates are based on incoming weight.

All inbound shipments must be received NO LATER THAN WEDNESDAY APRIL 4, 2018.

At event close, outbound shipments can be picked up on site by your freight carrier between 11:00 am – 12:00 pm on Thursday April 12, 2018. If this is not convenient for you or your carrier, we offer Outbound Material Handling service in conjunction with our Inbound Material Handling (See Outbound Material Handling form).

[All orders must be received 7 days prior to set-up to qualify for pre-show discount (NB: Uncrated or loose materials 30% +)]. **Central Display Ltd., must be notified 14 days in advance of any individual piece that exceeds 5000 lbs or 87" high or requires special handling or equipment.** Central Display Ltd., reserves the right to deem which items required special handling or equipment and assess charges accordingly. The above rates apply to shipments received between the hours of 9:00 am - 4:00 pm Monday to Friday excluding holidays. Should shipments be received at times other than these, the late order rates will apply.

Central Display Ltd., will be responsible for damage caused by them to crated shipments while handling shipments and will not be held responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found. Central Display Ltd., will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to \$0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

CENTRAL DISPLAY LTD. WILL NOT RECEIVE COLLECT SHIPMENTS.

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

OUR SHIPPING ADDRESS IS:

**CENTRAL DISPLAY LTD.
#7 - 850 MARION STREET
WINNIPEG, MANITOBA R2J 0K4**

Ph: 204 - 237-3367

Fax: 204-235-1063

Email: info@centraldisplay.ca

RECEIVING HRS. MON.-FRI.

9:00 AM – 4:00 PM



OUTBOUND MATERIAL HANDLING FORM

Show: CGA Operations Engineering & Integrity Conference 2018 Location: Delta Winnipeg Booth Number(s): _____

Company: _____ Your P.O.: _____ Name: _____

Address: _____ Title: _____

City, Prov/State: _____ Postal/Zip Code: _____ Tel: () _____

SERVICE INCLUDES:

1. Removal of display material from the show floor.
2. Transport of your display material to the Central Display warehouse.
3. Storage for up to (5) days upon which time Central Display reserves the right to ship out your material "collect" via a carrier of our choice.

This service is not to be confused with the freight cost to transport your exhibit material from the event.

of Cartons: _____ # of Crates: _____ # of Pallets: _____ Total # of pieces: _____ Total Weight of Shipment: _____
Freight Carrier: _____ Account #: _____

RATE **Min charge \$120.00** \$40.00 per 100 lbs

Shipment total weight (300 lb minimum charge) _____ /100 = _____ X \$40.00 = _____

When recording weight, you must round up to the next one hundred (100) pounds, ie. 335 lbs = 400 lbs.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SUBTOTAL	
PST (8%)	n/a
GST (5%)	
TOTAL CDN	

YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER. Your carrier can pick up at our warehouse on **Monday April 16, 2018 between 9:00 a.m. & 4:00 p.m.**

Shipments departing by different carriers or on different dates and times or to different destinations will be billed individually. Dimensional or cubic weight will be charged where applicable. Rates are based on incoming weight only.

This service is offered in conjunction with our Inbound Materials Handling Service.

Exhibit material remaining on site beyond the designated move out time will be forced to our warehouse at the above prevailing rates.

Central Display Ltd., will not be responsible for delay of rush shipments, which will be expedited to the best of their ability. If exhibitor does not submit freight company and account number for return shipping purposes, Central Display reserves the right to appoint a carrier and dispatch the shipment to be paid on delivery.

Central Display Ltd., will be responsible for damage caused by them to crated shipments while handling shipments and will not be held responsible for concealed damage, or damage or loss of merchandise at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found. Central Display Ltd., will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to \$0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

OUR SHIPPING ADDRESS IS:

**CENTRAL DISPLAY LTD.
#7 - 850 MARION STREET
WINNIPEG, MANITOBA R2J 0K4**

Ph: 204 - 237-3367

Fax: 204-235-1063

Email: info@centraldisplay.ca

RECEIVING HRS. MON.-FRI.

9:00 AM – 4:00 PM



MATERIAL HANDLING - General Information

Inbound Material Handling is offered in conjunction with our Outbound Material Handling Service. You must complete one or both of the attached Material Handling Order Form according to your needs.

EXHIBIT MATERIAL REMAINING ON SITE BEYOND THE DESIGNATED MOVE-OUT TIME WILL BE FORCED TO OUR WAREHOUSE AT THE RATE LISTED ON OUR OUTBOUND MATERIAL HANDLING FORM.

Inbound Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the **freight** cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Central Display Warehouse

- Storage of materials for up to 21 days prior to your show.
- Delivery of shipments to your booth.
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the Central Display Warehouse

- Remove all old shipping and empty storage labels.
- Complete the enclosed *Inbound* Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Storing Empty Containers

- Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the Central Display Service Desk. Depending on the size of the show, it can take from 30 minutes to 2 hours to return empty containers.
- Do not store any items in crates marked empty.

Outbound Material Handling is the removal of display material from the show floor, transportation to the warehouse, and storage for up to (5) days. This is not to be confused with the **freight** cost to transport your exhibit material to and from the event.

How to use Outbound Material Handling through Central Display

- Complete the enclosed *Outbound* Material Handling order form.
- Remove all old shipping and empty storage labels.
- Attach a shipping label to each piece. (These can be obtained at the Central Display Service Desk).
- ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY SLIP showing the number of pieces, weight, and type of merchandise.
- Arrange pick up of display material with carrier of your choice.

Benefits of Outbound Material Handling/Storage through Central Display Warehouse

- Most facilities and events require outbound freight be removed from show site immediately following the close of the event. If this policy is inconvenient for you and/or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during regular business hours.

Advance Shipping Label

**EVENT: CGA Operations Engineering
& Integrity Conference 2018**

BOOTH # _____

EXHIBITION FREIGHT

FROM: _____

TO:

**CENTRAL DISPLAY LTD.
UNIT #7 – 850 MARION STREET
WINNIPEG, MB R2J 0K4
CANADA**

Number of pieces: _____ of _____ pieces

Weight: _____ lbs

Warehouse hours: Mon – Fri 9:00 a.m – 4:00 p.m.

Advance Shipping Label

**EVENT: CGA Operations Engineering
& Integrity Conference 2018**

BOOTH # _____

EXHIBITION FREIGHT

FROM: _____

TO:

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Number of pieces: _____ of _____ pieces

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UNIT #7 – 850 MARION STREET
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CANADA**

Number of pieces: _____ of _____ pieces

Weight _____ lbs

Warehouse hours: Mon – Fri 9:00 a.m – 4:00 p.m.