SHOW INFORMATION

Visit our website to view our on-line catalogue

Address below is NOT a shipping address:

EVENT INFORMATION

SWIFT Conference & Equipment Expo
September 20, 2017
Halifax International Airport
Enfield, NS

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES
1800 Argyle Street, Suite 445
Halifax, NS B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

10' X 10' INDOOR BOOTH PACKAGE

Each 10' x 10' indoor booth space consists of an 8' high black draped backwall and 3' high black draped sidewalls, one (1) 6' black skirted table, two (2) folding chairs, a wastebasket and one (1) 110v, 15 amp, duplex outlet.

20' X 20' INDOOR BOOTH PACKAGE

Each 20' x 20' indoor booth space consists of one (1) 6' black skirted table, two (2) folding chairs, and one (1) 110v, 15 amp, duplex outlet.

20' X 20' OUTDOOR BOOTH PACKAGE

Each 20' x 20' outdoor booth space can request chairs onsite and are responsible for ordering power, if required.

Restrictions to outdoor equipment rentals (weather permitting) contact Chris Smith for confirmation.

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 ***September 1, 2017***

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

ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information.

To access our online catalogue, go to ***www.globalconvention.ca*** , select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username: ***SWIFT*** Password: ***2017***

On-line ordering available until: ***September 8, 2017***

EXHIBITOR MOVE-IN

Monday	**September 18, 2017**	**8:00AM**	**-**	**5:00PM**
Tuesday	**September 19, 2017**	**8:00AM**	**-**	**5:00PM**

EXHIBITOR MOVE-OUT

Wednesday	**September 20, 2017**	**4:00PM**	**-**	**8:00PM**

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday** **August 21, 2017** TO **Monday** **September 11, 2017**

Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees

NO DIRECT TO SITE SHIPMENTS WILL BE ACCEPTED FOR THIS EVENT

PLEASE ARRANGE ADVANCED AND RETURN MATERIAL HANDLING SERVICE

SERVICES AVAILABLE

GLOBAL CONVENTION SERVICES provides the following services ***(where applicable)*** :

On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

EQUIPMENT & FURNISHINGS RENTAL

Event Name SWIFT Conference & Equipment Expo **Date(s)** September 20, 2017

Pre-Show Price Deadline: September 1, 2017

Ordering Deadline: September 8, 2017 **Contact office for availability after this date**

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____

Phone #: _____ **Booth Size** _____

TABLES

Dressed tables are show colour unless otherwise specified

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		$32	$42	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		$61	$73	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		$66	$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		$75	$92	
29" High Extra Skirt (To Skirt 4th Side)		$39	$49	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		$42	$56	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		$84	$103	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		$88	$109	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		$99	$121	
39" High Extra Skirt (To Skirt 4th Side)		$46	$56	
Show Table (30" Round, 29" High)		$63	$77	
Bistro Table (30" Round, 39" High)		$85	$101	
SUB-TOTAL TABLES				

SEATING

*** Subject to availability*

Folding Chair (Black)		$15	$20	
Fabric Chair (Grey, Padded Seat & Back)		$31	$38	
Bistro Stool (Padded Seat with Back)		$63	$77	
"Z" Stool		$52	$65	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		$63	$76	
Executive Chair (Grey, Padded Seat & Back, Arms) **		$71	$86	
Leather Tub Chair (Black) **		$159	$190	
Leather Loveseat (Black) **		$336	$412	
SUB-TOTAL SEATING				

GROUPINGS *** Subject to availability*

Contemporary Grouping (Show Table/2 Chairs)		$112	$146	
Bistro Grouping (Bistro Table/2 Bistro Stools)		$199	$238	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		$363	$430	
SUB-TOTAL GROUPINGS				

SPECIALTY ITEMS & ACCESSORIES

All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		$199	$239	
40" TV *(Please contact Global office for connection information)*		$436	$523	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		$16	$19	
Literature Rack (Floor Model)		$129	$153	
Coffee Table (Wood, Expresso in Colour)		$94	$109	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		$43	$51	
Bag Holder (1m tall, adjustable arms)		$49	$59	
Easel (Aluminum, Tri-Pod, Floor Model)		$36	$45	
Wastebasket		$17	$21	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		$69	-	
SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES				

LIGHTING & ELECTRICAL ACCESSORIES

Rental does not include power

Clip on Spot Light (LED) ##		$32	$39	
5m, 3 Prong, Extension Cord ##		$29	$39	
Power Bar ##		$27	$33	
SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES				

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	$	
Seating	$	
Groupings	$	
Specialty Items & Accessories	$	
Lighting & Electrical Accessories	$	
TOTAL	$	

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

TS-Revised July/2016

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

DISPLAYS

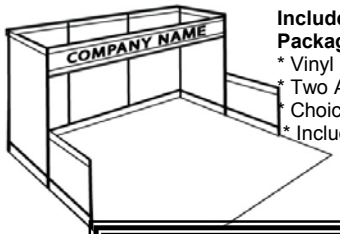
Event Name	**SWIFT Conference & Equipment Expo**	**Date(s)**	**September 20, 2017**
Pre-Show Price Deadline:	**September 1, 2017**		
Ordering Deadline:	**September 8, 2017**	**Contact office for availability after this date**	

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

PORTABLE DISPLAYS

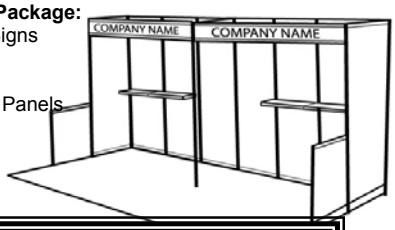
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		$455	$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		$570	$680	
Bannerstand Frame Rental (Does not include graphic panel)		$100	$125	
Posterboard (4' x 8', Velcro Adaptable)		$129	$149	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		$125	$139	
Ballot Box Display (1/2m x 1/2m x 1m tall)		$160	$199	
			SUB-TOTAL PORTABLE DISPLAYS	

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hardwall Package:
* Vinyl Lettered Company Sign
* Two Arm Lights
* Choice of Grey Fabric or PVC Panels
* Includes Set Up & Dismantle

Included in 10' x 20' Hardwall Package:
* Two Vinyl Lettered Company Signs
* Four Arm Lights
* Four Shelves
* Choose of Grey Fabric or PVC Panels
* Includes Set Up & Dismantle



Custom headers & panels available. See Signage Form for pricing and file information.

10' x 10' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		$986	$1,145	
Grey Fabric Panels (Velcro Adaptable)		$1,076	$1,271	
Colour PVC Panels ☐ Blue ☐ Black		$1,148	$1,338	
Shelving (White Melamine, 1m long x 12" deep)		$36	$39	
Arm Lights		$56	$69	

10' x 20' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		$1,360	$1,598	
Grey Fabric Panels (Velcro Adaptable)		$1,570	$1,850	
Colour PVC Panels ☐ Blue ☐ Black		$1,699	$2,019	
Shelving (White Melamine, 1m long x 12" deep)		$36	$39	
Arm Lights		$56	$69	
			SUB-TOTAL HARDWALL BOOTH PACKAGES	

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black vinyl 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 PORTABLE & HARDWALL DISPLAYS
$
Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

TS-Revised July/2016

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

CARPET RENTAL

Event Name	**SWIFT Conference & Equipment Expo**	**Date(s)**	**September 20, 2017**
Pre-Show Price Deadline:	**September 1, 2017**		
Ordering Deadline:	**September 8, 2017**	**Contact office for availability after this date**	

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

CARPET / CARPET PADDING

Subject to availability

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

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloam - 10' x 10'		$130	$161	
Broadloam - 10' x 20'		$244	$301	
Broadloam - 10' x 30'		$365	$454	
Bulk Carpet - Size _____ x _____ =		$1.25	$1.55	
Protective Plastic - Size [1] _____ x _____ =		$0.60	$0.65	
Special Cutting Charge [2] _____ x _____ =		$1.97	$2.45	
Carpet Padding - Size _____ x _____ =		$0.99	$1.10	
			SUB-TOTAL CARPET & PADDING	

Booth spaces larger than 10' x 30' must use bulk carpet pricing.
Booth carpet & bulk carpet supplied in 10' x 10' increments.

[1] **It is the responsibility of the exhibitor to remove plastic prior to show opening.**
[2] **Applied to cut carpets only.**
[2] **Special cutting charge is in addition to bulk carpet pricing.**
[2] **Special cutting charge is applied to run of carpet that is cut.**

SUMMARY OF CARPET
$ _____
Carry this total to Method of Payment Form

Fax completed form along with Method of Payment to 902-423-4129

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

OUTDOOR BOOTH ELECTRICAL & LIGHTING

Event Name SWIFT Conference & Equipment Expo **Date(s)** September 20, 2017

Pre-Show Price Deadline: September 1, 2017

Ordering Deadline: September 8, 2017 **Contact office for availability after this date**

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

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

* *Electrical outlets are 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 to 902-423-4129 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):

ELECTRICAL

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- Option A		$78.00	$93.00	
Special electrical power --- Option B				
5m, 3 prong, extension cord **		$29.00	$39.00	
Power Bar **		$27.00	$33.00	

** *Rental does not include power.*

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

Fax completed form along with Method of Payment to 902-423-4129

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

INDOOR BOOTH ELECTRICAL & LIGHTING

Event Name SWIFT Conference & Equipment Expo **Date(s)** September 20, 2017

Pre-Show Price Deadline: September 1, 2017

Ordering Deadline: September 8, 2017 **Contact office for availability after this date**

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

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

One 110 volt, 15 amp outlet has been provided by Show Management FOR YOU INDOOR BOOTH.

* *Additional outlets can be ordered by completing Electrical Form and submitting to office along with Method of Payment Form.*
* Electrical outlets are 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 to 902-423-4129 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):

ELECTRICAL

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- Option A		$78.00	$93.00	
Special electrical power --- Option B				
5m, 3 prong, extension cord **		$29.00	$39.00	
Power Bar **		$27.00	$33.00	

** *Rental does not include power.*

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

Fax completed form along with Method of Payment to 902-423-4129

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

SIGNAGE

Event Name	SWIFT Conference & Equipment Expo	Date(s)	September 20, 2017
Ordering Deadline:	August 28, 2017	Contact office for availability after this date	

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

VINYL LETTERED SIGNS

* Signage prices listed are for 10 words or less - ONE colour cut vinyl only (no logos).
* Quote will be issued for text over 10 words.
* Standard font is "Arial Black", all CAPS, unless otherwise specified by exhibitor.
* One colour vinyl lettering on white Corex (corrugated plastic).
* Vinyl colours available - black, blue, green, red.
* Sizes listed are standard sizes. Contact office for quote on specialty sizes.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)				
Description (Width x Height)	**Qty.**	**Pre-Show**	**Rush**	**Amount**
11" x 9" with easel back (for table)		$28.00	$37.00	
36" x 8"		$23.00	$33.00	
44" x 7"		$29.00	$38.00	
22" x 17"		$33.00	$46.00	
28" x 14"		$39.00	$52.00	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	**Quantity**	**Pre-Show**	**Rush**	**Amount**
28" X 22"		$53.00	$72.00	
44" X 28"		$102.00	$134.00	
40" X 30"		$102.00	$134.00	
Brass Grommets (Rings) for hanging- **Per Sign**		$25.00	$33.00	
Holes Drilled for hanging- **Per Sign**		$3.00	$4.00	
			TOTAL VINYL SIGNAGE	

Width _____ **x Height** _____
Vinyl Colour (1 colour) _____
W
H

I would like my sign(s) to read:

Width _____ **x Height** _____
Vinyl Colour (1 colour) _____
W
H

CUSTOM SIGNAGE

* Increase the visual impact of your hardwall booth rental with custom artwork.
* Contact our office for other display options such as vinyl banners and show signage.
* We feature in-house graphic designers at a rate of $75 per hour to design your artwork per your specifications.
* A signage specification sheet will be supplied at time of order which details our preferred file formats.
* Panel sizes and date for artwork deadline will be supplied at time of order.

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header (For hardwall booths)		x	$165.00	$217.00	
Full Graphic Panel (For hardwall booths)		x	$395.00	$514.00	
Banner Stand Panel (non-laminated)		x	$200.00	$260.00	
				TOTAL CUSTOM SIGNAGE	

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

Fax completed form along with Method of Payment to 902-423-4129

TS-Revised July/2016

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

MATERIAL HANDLING

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 labour 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, labour 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 basis. To save money, ship all freight together.
* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED TO WAREHOUSE PRE-SHOW SHIPMENT

* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 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 SHIPMENTS ARE NOT BEING ACCEPTED AT THIS EVENT******

DUE TO HIGH SECURITY AND LOGISTICS DIRECT TO SHOW SHOW SHIPMENTS WILL NOT BE ACCEPTED FOR THIS EVENT. PLEASE SEE ADVANCED AND RETURN MATERIAL HANDLING OPTIONS. THE ADVANCED WAREHOUSE IS BEING OFFERED FROM AUGUST 21, 2017 TO SEPTEMBER 11, 2017.

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 AT THE ADVANCED WAREHOUSE.***
* ***Exhibitors MUST make arrangements for Return to Warehouse Material Handling.***
  Exhibitor material remaining after move-out period will be "forced freight" back to the Global Advanced Warehouse where material handling fees will be applied.
* 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.***

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

MATERIAL HANDLING

Event Name	**SWIFT Conference & Equipment Expo**	**Date(s)**	**September 20, 2017**
Material Handling Form to be submitted by:		**September 1, 2017**	
Freight accepted at advance warehouse:	**August 21, 2017**	**TO**	**September 11, 2017**

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #

Booth Size

See next pages for shipping labels.

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 lbs charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

EXAMPLES	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
EXAMPLE of shipments LESS than 200 lbs.	*90*	*/ 100*	*0.9*	*2*	*X*	*$60.00*	*$120.00*
EXAMPLE of shipments OVER 200 lbs.	*859*	*/ 100*	*8.59*	*9*	*X*	*$60.00*	*$540.00*

NO DIRECT SHIPMENTS WILL BE ACCEPTED FOR THIS EVENT, DUE TO SECURITY REASONS NO CARRIERS ARE ALLOWED ONSITE. PLEASE MAKE ARRANGEMENTS FOR ADVANCED AND RETURN MATERIAL HANDLING BELOW

Service Type (see descriptions below)	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
ADVANCED SHIPMENT		/ 100			X	$60.00	
RETURN TO WAREHOUSE		/ 100			X	$60.00	

ADVANCED SHIPMENT

Description: Receipt and storage of pre-paid freight at Global advance warehouse prior to event; delivered to your booth; collection, storage & return of empty containers, crates & etc; and event site reloading of shipment from booth onto designated outbound carrier.

* Collect shipments **will not** be accepted.
* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
* 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.
* Billing is based on a per shipment basis. To save money, ship all freight together.
* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

RETURN TO WAREHOUSE

Description: Return of freight back to Global advanced warehouse after the event.

* 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.***

All Direct Shipments must be pre-arranged with Global Convention Services.

SUMMARY OF MATERIAL HANDLING
$
Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 506-658-0509

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE			
Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	August 21, 2017	TO	September 11, 2017

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

Show: **SWIFT Conference & Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE			
Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	August 21, 2017	TO	September 11, 2017

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

Show: **SWIFT Conference & Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

DISPLAY INSTALLATION & DISMANTLE

Event Name	SWIFT Conference & Equipment Expo	Date(s)	September 20, 2017
Ordering Deadline:	September 8, 2017	Orders after this date must be placed on-site	

Exhibiting Company: _____ **Booth #** _____
Contact Name: _____
Phone #: _____ **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.**
* **Global supervised rate is 25% of total labour.** ***Please note that Display Company/Exhibitor supervisor must be a qualifed supervisor with general knowledge of display and all its components.***
* **Supervised labour 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: ☐ From advance warehouse ☐ ***Direct to Show Site* Carrier: _____

Expected number of pieces & weight: _____

INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES

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	$59.00	
				x			x	$59.00	

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	$59.00	
				x			x	$59.00	

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

Fax completed form along with Method of Payment to 902-423-4129

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

HALIFAX OFFICE:
1800 Argyle Street, Suite 445, Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

METHOD OF PAYMENT

Event Name **SWIFT Conference & Equipment Expo** **Date(s)** **September 20, 2017**

Exhibiting Company Information

Exhibiting Company: _____ **Booth #**

Exhibiting Company Mailing Address: _____

City / Province / Postal Code: _____

Contact Name: _____

Telephone: _____ Fax: _____ Email: _____

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

Third Party Company Name: _____

Third Party Billing Address: _____

City / Province / Postal Code: _____

Contact Name: _____

Telephone: Fax: Email:

Services to be invoiced to Third Party Company

☐ All Global Services ☐ Electrical ☐ Material Handling In & Out ☐ Booth Cleaning

☐ Equipment & Furniture ☐ I&D Labour/Supervision ☐ In-Booth Forklift ☐ Other _____

INFORMATION

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

CANCELLATION OF ORDERS

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

PAYMENT INFORMATION

☐ **BANK TRANSFER & e-TRANSFERS**
* Contact office for details
* Customers are responsible for any bank processing fees

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour & material handling.

☐ **Visa** ☐ **Mastercard** ☐ **Amex**

Purchase Order # (if applicable) _____

(P.O. is for vendor's reference only. Payment must accompany order.)

Card # _____

Expiry Date _____

Cardholder Name _____

Cardholder Signature _____

Cardholder Telephone _____

CALCULATION OF ORDER

Equipment & Furnishings	$	
Displays	$	
Carpet	$	
INDOOR Additional Electric	$	
OUTDOOR Electrical	$	
Signage	$	
Material Handling	$	
Installation & Dismantle	$	
Total of Items	$	
15% HST	$	
TOTAL ORDER	$	

HST # 12259 9822 RT0001 Canadian Funds

Payment must be submitted with order forms. Fax completed forms to 902-423-4129

TS-Revised Jan/17