

**SHOW INFORMATION**

*Visit our website to view our on-line catalogue*

**EVENT INFORMATION**

**Pacific Agriculture Show**  
**January 26-28, 2017**  
Tradex  
Abbotsford BC

**EXHIBITOR SERVICES DEPARTMENT**

**GLOBAL CONVENTION SERVICES**  
P.O. Box 221  
Abbotsford, BC V2T 6Z6  
Tel. 604-851-0224 Opt. 1 / Fax. 604-853-0300  
E-mail: [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)

**BOOTH EQUIPMENT**

Each 10' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls. **Electrical** is NOT included as part of your booth package but can be ordered by completing the enclosed rental forms. **Forklift** service to and from booth from facility loading dock and container storage are included.

**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 **January 11, 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](http://www.globalconvention.ca), select "Online Catalogue", then "Order Exhibit Items", and enter the login and password supplied below.

Username: **pacag** Password: **2017**

**On-line ordering available until:** **January 20, 2017**

**EXHIBITOR MOVE-IN**

Refer to Exhibitor Manual provided by Show Management for detailed dates & Times

**EXHIBITOR MOVE-OUT**

Refer to Exhibitor Manual provided by Show Management for detailed dates & Times

**MATERIAL HANDLING**

**ADVANCE SHIPMENTS ACCEPTED**

FROM **Monday January 2, 2017** TO **Friday January 18, 2017**

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

**DIRECT TO SITE SHIPMENTS**

***Direct to site shipments must be pre-arranged with Global Convention Services.***

**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.

**EQUIPMENT & FURNISHINGS RENTAL**

**Event Name** Pacific Agriculture Show **Date(s)** January 26-28, 2017

**Pre-Show Price Deadline:** **January 11, 2017**

**Ordering Deadline:** **January 20, 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
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$58	\$70	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$65	\$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$74	\$91	
2'x4' Raised Dressed Table (41" High) (Vinyl Top, Skirted 3 Sides)		\$80	\$99	
2'x6' Raised Dressed Table (41" High) (Vinyl Top, Skirted 3 Sides)		\$85	\$106	
2'x8' Raised Dressed Table (41" High) (Vinyl Top, Skirted 3 Sides)		\$96	\$118	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$38	\$47	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$42	\$51	
Show Table (30" Round Pedestal, 29" High)		\$61	\$73	
Bistro Table (30" Round, 41" High)		\$79	\$97	
<b>SUB-TOTAL TABLES</b>				

**SEATING - \*\* Subject to availability**

Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$18	\$21	
Bistro Stool (Padded Seat with Back)		\$59	\$73	
Exhibit Stool (Black Padded Seat/Back, Gas Lift, Casters)		\$59	\$73	
Executive Chair (Black, Padded Seat & Back, Arms **)		\$66	\$79	
Leather Tub Chair (Mocha) **		\$151	\$179	
<b>SUB-TOTAL CHAIRS</b>				

**GROUPINGS - \*\* Subject to availability**

Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Folding Chairs)		\$89	\$112	
Bistro Grouping (1 Bistro Table/2 Bistro Stools)		\$183	\$224	
Tub Chair Grouping (Show Table/2 Tub Chairs)		\$345	\$411	
<b>SUB-TOTAL GROUPINGS</b>				

**SPECIALTY ITEMS - All items subject to availability**

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$183	\$219	
TV Stand		\$75		
42" TV/DVD Combo		\$425		
Black Wood Ballot Box (12"x 12"x 40")		\$36	\$45	
Literature Rack (Floor Model, 10 pkts)		\$121	\$145	
Coffee Table		\$85	\$103	
Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions)		\$37	\$44	
Bag Holder (1m tall, adjustable arms)		\$41	\$52	
<b>SUB-TOTAL SPECIALTY ITEMS</b>				

**FURNISHINGS**

Description	Qty.	Pre-Show	Retail	Amount
Easel (Aluminum, Tri-Pod, Floor Model)		\$34	\$41	
Wastebasket		\$14	\$18	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		\$63	-	
<b>SUB-TOTAL FURNISHINGS</b>				

**PIPE & DRAPE - Rented by Lineal Foot**

Specify Colour Choice:

Show Colour	Blue	Green	Silver	Black
3' High Pipe & Drape			3.89/ft	4.88/ft
8' High Pipe & Drape			4.41/ft	5.51/ft
<b>SUB-TOTAL PIPE &amp; DRAPE</b>				

**SUMMARY OF EQUIPMENT & FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items	\$	
Furnishings	\$	
Pipe & Drape	\$	
<b>TOTAL</b>	<b>\$</b>	

Carry this total to Method of Payment form

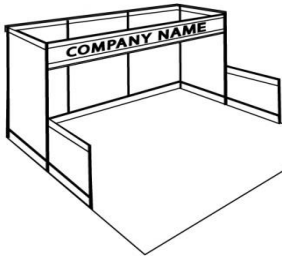
**DISPLAYS**

<b>Event Name</b>	Pacific Agriculture Show	<b>Date(s)</b>	January 26-28, 2017
<b>Pre-Show Price Deadline:</b>	January 11, 2017		
<b>Ordering Deadline:</b>	January 20, 2017	Contact office for availability after this date	
<b>Exhibiting Company:</b>	_____	<b>Booth #</b>	_____
<b>Contact Name:</b>	_____	<b>Booth Size</b>	_____
<b>Phone #:</b>	_____		

**PORTABLE DISPLAYS**

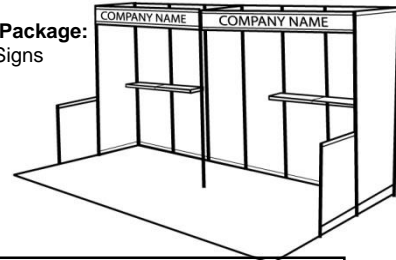
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Black Fabric, Velcro Adaptable)		\$440	\$528	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$110	\$132	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**



- Included in 10' x 10' Hardwall Package:**
- \* Vinyl Lettered Company Sign
  - \* Carpet (Choice of Colour)
  - \* Two Arm Lights
  - \* Includes Set Up & Dismantle

- Included in 10' x 20' Hardwall Package:**
- \* Two Vinyl Lettered Company Signs
  - \* Carpet (Choice of Colour)
  - \* Four Arm Lights
  - \* Four Shelves
  - \* 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)		\$870	\$1,045	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

**10' x 20' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,248	\$1,498	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

**SUB-TOTAL HARDWALL BOOTH PACKAGES**

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Carpet Colour (Specify)**  
**Note:** if colour is not indicated, grey will be provided

Red   
  Grey   
  Black  
 Blue   
  Green

**Headers:** Black vinyl lettering on white PVC (ALL CAPS)

Header # 1 (10' x 10' and 10' x 20' systems) \_\_\_\_\_

Header # 2 (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 (604) 853-0300** BC-Revised June/2014

**CARPET & BOOTH  
CLEANING**

Event Name **Pacific Agriculture Show** Date(s) **January 26-28, 2017**

Pre-Show Price Deadline: **January 11, 2017**

Ordering Deadline: **January 20, 2017** **Contact office for availability after this date**

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Booth Size \_\_\_\_\_  
Phone #: \_\_\_\_\_

**CARPET / CARPET PADDING \*\* Order will NOT BE PROCESSED if carpet colour is not selected.\*\***

**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
Broadloom - 10' x 10'		\$121	\$154	
Broadloom - 10' x 20'		\$239	\$302	
Broadloom - 10' x 30'		\$355	\$449	
Carpet Padding - Size x =		\$0.98	\$1.09	
Bulk Carpet - Size x =		\$1.26	\$1.57	
Protective Plastic - Size <sup>1</sup> x =		\$0.44	\$0.56	
Special Cutting Charge <sup>2</sup> x =		\$1.89	\$2.37	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.

Booth carpet & bulk carpet supplied in 10' x 10' increments.

<sup>1</sup> It is the responsibility of the exhibitor to remove plastic prior to show opening.

<sup>2</sup> Applied to cut carpets only.

<sup>2</sup> Special cutting charge is in addition to bulk carpet pricing.

<sup>2</sup> Special cutting charge is applied to run of carpet that is cut.

**BOOTH CLEANING**

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	<b>SERVICE CAN BE ORDERED THROUGH FACILITY AT WWW.FVTRADEX.COM</b>				
2 Daily vacuum & empty waste baskets					

SPECIAL INSTRUCTIONS: \_\_\_\_\_ **SUB-TOTAL BOOTH CLEANING**

\_\_\_\_\_

**SUMMARY OF CARPET & BOOTH CLEANING**  
\$ \_\_\_\_\_  
Carry this total to Method of Payment Form

**Fax completed form along with Method of Payment to (604) 853-0300**

<b>Event Name</b>	<b>Pacific Agriculture Show</b>	<b>Date(s)</b>	<b>January 26-28, 2017</b>
<b>Ordering Deadline:</b>	<b>January 15, 2017</b>	<b>Contact office for availability after this date</b>	

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

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**VINYL LETTERED SIGNS**

- \* Prices listed reflect 10 words or less - ONE colour only (no logos).
- \* Quote will be issued for text over 10 words.
- \* Standard font is "Arial Black", all caps, unless otherwise specified by exhibitor.
- \* Vinyl lettering on white corex (corrugated plastic).
- \* Vinyl colours available - black, blue, green, red.
- \* Sizes listed are standard sizes. Quote can be issued for size not shown.

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)		\$36.25	\$47.00	
36" x 8"		\$40.00	\$52.00	
44" x 7"		\$46.25	\$60.00	
22" x 17"		\$46.25	\$60.00	
28" x 14"		\$46.25	\$60.00	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$72.50	\$94.25	
44" X 28"		\$102.50	\$133.25	
40" X 30"		\$102.50	\$133.25	
Brass Grommets (Rings) for hanging- Per Sign		included	included	
Holes Drilled for hanging- Per Sign		included	included	
<b>TOTAL VINYL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
 Vinyl Colour (1 colour) \_\_\_\_\_  
**W**

Width \_\_\_\_\_ x Height \_\_\_\_\_  
 Vinyl Colour (1 colour) \_\_\_\_\_  
**W**

H	Insert Text in Box(es)	H
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**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth, pop up and banner stand rental with custom hardwall panels & headers, graphic pop up panels and graphic banner stand panel.
- \* Also check out our other display options such as vinyl banners and full colour show signage. Contact our office for pricing.
- \* Global features 2 in-house graphic designers (\$75 per hour) or you can supply print ready files either in the form of CD or upload to our ftp site.

*Contact our office for panel sizes, file specifications and deadline date for artwork.*

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header		x	\$157.50	\$204.75	
<b>TOTAL CUSTOM SIGNAGE</b>					

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

**ELECTRICAL / LIGHTING  
/ PLUMBING**

**Event Name** Pacific Agriculture Show **Date(s)** January 26-28, 2017

**Pre-Show Price Deadline:** **January 11, 2017**

**Ordering Deadline:** **January 20, 2017** **Contact office for availability after this date**

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

**ELECTRICAL**

<b>BASIC POWER (INSIDE) -- Power supplied to back wall of booth</b>	<b>Quantity</b>	<b>Prior to Pre-Show Deadline</b>	<b>After Pre-Show Deadline</b>	<b>TOTAL</b>
1500 watt - 120 volt outlet (approximately 12 amps)		\$70.00	\$80.00	
1500 watt - 120 volt outlet c/w 24 hour power		\$80.00	\$95.00	
2000 watt - 120 volt outlet		\$90.00	\$115.00	
Outside power - Add 20% surcharge to outlet required		Add 20%	Add 20%	
Under carpet wiring - Add 20% surcharge (does not include flat cords)		Add 20%	Add 20%	
Regular extension cord		\$18.00	\$22.00	
Flat extension cord		\$33.00	\$38.00	

<b>CONNECTION PRICES (INSIDE) -- Including labour for one (1) tie-in per order</b>				
15 amp - 120/208 volt connection - single phase		\$152.00	\$197.00	
20 amp - 120/208 volt connection - single phase		\$173.00	\$229.00	
30 amp - 120/208 volt connection - single phase		\$189.00	\$240.00	
50 amp - 120/208 volt connection - single phase		Quote upon request		
100 amp - 120/208 volt connection - single phase		Quote upon request		
15 amp - 120/208 volt connection - three phase		\$209.00	\$258.00	
20 amp - 120/208 volt connection - three phase		\$276.00	\$352.00	
30 amp - 120/208 volt connection - three phase		\$337.00	\$437.00	
50 amp - 120/208 volt connection - three phase		Quote upon request		
100 amp - 120/208 volt connection - three phase		Quote upon request		
Outside power - Add 20% surcharge to service required		Add 20%	Add 20%	
Under carpet wiring - Quote upon request (does not include flat cords)		Quote upon request		
Flat extension cord		\$33.00	\$38.00	

<b>LIGHTING RENTAL (INSIDE) -- Includes power supply to operate lights only</b>				
8' stand c/w 2 - 150 watt floodlights		\$80.00	\$90.00	
8' stand c/w 1 - 500 watt Quartz light		\$87.00	\$96.00	
1000 watt quartz halogen hi-bays hung from ceiling		\$130.00	\$175.00	
Outside service - Add 20% surcharge		Add 20%	Add 20%	

**SPECIAL REQUIREMENTS**

**PLUMBING**

**NOTE: Services that are Not self contained are available in limited perimeter booth locations only!**

<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Prior to Pre-Show Deadline</b>	<b>After Pre-Show Deadline</b>	<b>TOTAL</b>
Cold water fill & drain (less than 500 gallons)		\$150.00	\$175.00	
Cold water fill & drain (over 500 gallons)		Quote upon request		
Hot / Cold water supply, sink & drain		\$350.00	\$410.00	
Self Contained Hot / Cold water supply, Sink & Drain (Centre booths only)		\$450.00	\$510.00	
Self contained small portable double sink (hot/cold, 30"x21"x36")		\$310.00	\$370.00	
Self contained small hand wash station (foot pump powered)		\$300.00	\$360.00	
Cold water supply only		\$100.00	\$125.00	
Hot water supply only		\$150.00	\$175.00	

**SPECIAL REQUIREMENTS**

**SUMMARY OF ELECTRICAL & PLUMBING**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to (604) 853-0300**



### CONDITIONS

- \* Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs or require 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 material 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 MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES \*\*\***

- \* Shipments that have been pre-arranged with Global Convention Services are 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 Advance Warehouse with fee charge to Exhibitor.
- \* 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.**
- \* 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 be "forced freight" back to the Global advance warehouse where material handling charges 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 must be made in advance or prior to show closing
- \* Outbound freight must contain **return shipping labels (on all pieces) and return Bill of Ladings.**

**MATERIAL HANDLING**

<b>Event Name</b>	Pacific Agriculture Show	<b>Date(s)</b>	January 26-28, 2017
<b>Material Handling Form to be submitted by:</b>		<b>January 11, 2017</b>	
<b>Freight accepted at advance warehouse:</b>		<b>January 2, 2017</b>	<b>TO January 18, 2017</b>

Exhibiting Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

<b>Booth #</b>
<b>Booth Size</b>

**See next pages for shipping labels.**

**SPECIFICATIONS ON SHIPMENTS - IN BOUND \*\*\* Please provide copy of waybill \*\*\***

	<u>Description</u>	<u>(L x W x H)</u>	<u>Weight</u>
<b>Carrier Name</b>	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
<b>Total Weight</b>			

**RETURN TO WAREHOUSE SERVICE**

Will you require return to warehouse material handling service?  Yes  No  
 If yes, please include in calculation of order

**CALCULATION OF ORDER**

A material handling charge based on CWT (per 100 lbs with a minimum 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd.

Service	Total Weight	CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb.)	
<i>EXAMPLE of shipments LESS than 200 lbs.</i>	90	/ 100	0.9	2	X	\$41.00	\$82.00
<i>EXAMPLE of shipments OVER 200 lbs.</i>	859	/ 100	8.59	9	X	\$41.00	\$369.00

<b>Advanced Shipment</b>		/ 100		X	\$41.00	
<i>Description:</i> Sending of your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking.						
<b>Return to Warehouse</b>		/ 100		X	\$41.00	
<i>Description:</i> Returning of your freight back to our Advanced Warehouse after the event. Exhibitor is responsible to schedule pick up with your carrier from our warehouse location. <b>Exhibitor is responsible for return shipping labels &amp; Bill of Ladings.</b>						

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

**SUMMARY OF MATERIAL HANDLING**

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

Carry this total to Method of Payment form



**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE**

Freight accepted at advance  
warehouse (Mon-Fri, 9am-3pm)

**January 2, 2017** TO **January 18, 2017**

To: GLOBAL CONVENTION SERVICES  
Unit # 4 - 2080 Carpenter Street  
Abbotsford, BC V2T 6B3

Show: **Pacific Agriculture Show**

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

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

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

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE**

Freight accepted at advance  
warehouse (Mon-Fri, 9am-3pm)

**January 2, 2017** TO **January 18, 2017**

To: GLOBAL CONVENTION SERVICES  
Unit # 4 - 2080 Carpenter Street  
Abbotsford, BC V2T 6B3

Show: **Pacific Agriculture Show**

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

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

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



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6  
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3  
 Tel. (604) 851-0224 *Option 1* Fax. (604) 853-0300  
 Email. abbotsford@globalconvention.ca

**DISPLAY INSTALLATION & DISMANTLE**

Event Name **Pacific Agriculture Show** Date(s) **January 26-28, 2017**  
 Ordering Deadline: **January 20, 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 **qualified** 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	\$55.50	
				x			x	\$55.50	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								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	\$55.50	
				x			x	\$55.50	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED DISMANTLE	

**SUMMARY OF DISPLAY INSTALLATION & DISMANTLE**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**In-Booth Forklift & Driver Form**

<b>Event Name</b>	<b>Pacific Agriculture Show</b>	<b>Date(s)</b>	<b>January 26-28, 2017</b>
<b>Ordering Deadline:</b>	<b>January 20, 2017</b>	<b>Contact office for availability after this date</b>	

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Booth Size \_\_\_\_\_

**ON-SITE CONTACT & 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 labour 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 labour and equipment is one (1) hour per worker and equipment. Equipment and labour 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				
			X				

Contact office for weekly forklift rental quote & scissor lift rental quote. **SUB-TOTAL INSTALLATION**

**ESTIMATED DISMANTLE REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X				
			X				

Contact office for weekly forklift rental quote & scissor lift rental quote. **SUB-TOTAL DISMANTLE**

**SUMMARY OF IN-BOOTH FORKLIFT**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6  
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3  
 (604) 851-0224 **Option 1** Fax: (604) 853-0300  
 abbotsford@globalconvention.ca

Tel. \_\_\_\_\_  
 Email. \_\_\_\_\_

## SIGN & BANNER HANGING

<b>Event Name</b>	Pacific Agriculture Show	<b>Date(s)</b>	January 26-28, 2017
<b>Pre-Show Price Deadline:</b>	January 11, 2017		
<b>Ordering Deadline:</b>	January 20, 2017	Contact office for availability after this date	
<b>Exhibiting Company:</b>	_____	<b>Booth #</b>	
<b>Contact Name:</b>	_____		
<b>Phone #:</b>	_____	<b>Booth Size</b>	

### INSTRUCTIONS

- \* Diagram required of exhibitor booth with banner placement and any special requirements.
- \* Complete sign/banner specifications below.
- \* Banners/signs can be only be suspended from facility overhead girder spans.
- \* Indicate the nature and number of hanging points for sign/banner.
- \* Price listed is for 25 lbs & under and less than 10 feet. Banners over 25 lbs and/or longer than 10 feet will be custom quoted.
- \* **All signs/banners must be made available for start of exhibitor set up.**
- \* 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.

### DIAGRAM & SPECIFICATIONS

Quantity: _____	Banner/Sign Size (length x height): _____	# of Hanging Points: _____
Banner/Sign Weight: _____		Banner/Sign Material: _____
Single or Double-sided: _____		<b>Is power required:</b> _____
Banner/Sign Placement (ie centred 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: _____		<b>Is power required:</b> _____
Banner/Sign Placement (ie centred with table): _____		Banner/Sign Height From Ground: _____

Description of Labour	# of Hours	Prior to Order Deadline	After Order Deadline	Total
Banner/Sign (25 lbs & under and 10 ft or less)	x	\$70.00 / hr	\$100.00 / hr	
Banner/Sign (over 25 lbs and/or 10 ft and over)	x	Quote upon request	Quote upon request	

- \* **Minimum 2 hour charge. Includes scissor lift, Installation, removal & 1 installer.**
- \* **Larger signs will require additional installer changing the minimum number of hours to 4 hours.**
- \* **Electrical form to be completed if banner/sign requires power.**

<b>Installation to be completed by:</b>	
<b>ON-SITE CONTACT &amp; CELL NUMBER:</b>	

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

