



CWIM Conference 2024
May 24-25, 2024
Halifax Convention Centre
Halifax, NS

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
1658 Market Street
Halifax, NS B3J 1K9
Phone: 1-902-425-1400
Fax: 1-902-423-4129
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.
- ** One (1) 6' skirted table.
- ** Two (2) chairs.

** Note: The Trade Show floor is carpeted.

ELECTRICAL:

- ** One (1) 110v, 20 amp, duplex outlet is supplied as part of your booth package.

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:
May 9, 2024 Orders received after this date will be subject to Retail Prices.

Ordering available until: May 16, 2024

EXHIBITOR MOVE-IN

Thursday May 23, 2024 12:00 PM - 4:00 PM

SHOW HOURS

Friday May 24, 2024 8:00 AM - 4:00 PM

Saturday May 25, 2024 8:00 AM - 3:30 PM

EXHIBITOR MOVE-OUT

Saturday May 25, 2024 3:30 PM - 8:00 PM

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Thursday May 2, 2024 **END** Thursday May 16, 2024

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 to arrive during scheduled exhibitor move in times only!!!

!!! Any items that cannot be easily carried, are required to go through the loading bay, and require our services to be booked.

Freight received at venue in advance of exhibitor move-in risk having their freight either refused by venue or re-directed to Global Advanced Warehouse, with expenses and fees billed back to exhibitor.

EVENT INFORMATION



HALIFAX OFFICE:
1658 Market Street
Halifax, NS B3J 1K9
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 9, 2024

ORDERING DEADLINE: May 16, 2024

EVENT NAME CWIM Conference 2024 **DATES** May 24-25, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

TABLES
Dressed tables are show color unless otherwise requested

Description	Qty	Preshow	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$58	\$75	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$89	\$116	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$95	\$124	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$106	\$138	
29" High Extra Skirt (To Skirt 4th Side)		\$50	\$65	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$68	\$88	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$107	\$139	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$111	\$144	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$125	\$163	
39" High Extra Skirt (To Skirt 4th Side)		\$59	\$75	
Meeting Table (30" tall, 30" dia)		\$95	\$124	
Cruiser Table (40" tall, 30" dia)		\$115	\$145	
Cruiser Table w/Black Spandex		\$155	\$202	

SUB-TOTAL TABLES

SEATING
**** Subject to availability**

Description	Qty	Preshow	Retail	Amount
Fabric Side Chair (Grey, Padded Seat & Back)		\$58	\$75	
Bar Height Stool (Padded Seat with Wire Back)		\$101	\$131	
"Z" Stool		\$75	\$98	

SUB-TOTAL SEATING

PREMIUM SEATING
**** All items subject to availability**

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

SUB-TOTAL PREMIUM SEATING

ACCESSORIES
*** All items subject to availability**

Description	Qty	Preshow	Retail	Amount
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$22	\$29	
Literature Rack (Floor Model)		\$163	\$212	
Coffee Table		\$150	\$195	
Rope & Stanchions- Price per Section		\$60	\$78	
Bag Holder (1m tall, adjustable arms)		\$62	\$81	
Easel (Aluminum, Tri-Pod, Floor Model)		\$46	\$60	
Wastebasket		\$21	\$27	
Plant, 3'-4' Tall Tropical. Contact Global for quote.				
End Table		\$95	\$124	

SUB-TOTAL ACCESSORIES

MISCELLANEOUS

Description	Qty	Preshow	Retail	Amount
3'ft High Drape		\$6	\$9	
8'ft High Drape		\$9	\$12	

SUB-TOTAL MISCELLANEOUS

SUMMARY OF FURNISHINGS

Tables	\$
Seating	\$
Premium Seating	\$
Accessories	\$
Miscellaneous	\$
TOTAL	\$

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES



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 E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: May 9, 2024
ORDERING DEADLINE: May 16, 2024

ELECTRICAL

EVENT NAME CWIM Conference 2024 **DATES** May 24-25, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

Single 110 volt, 20 amp, duplex outlet --- OPTION A

*** Standard electrical outlet is supplied by Show Management. Additional outlets can be ordered below.**

- * 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 or email to office for quote ***

of Volts? _____ Single Phase or 3 Phase? _____ # of Amps? _____

Do you require your equipment hardwired? _____

If no, please specify type of receptacle required or receptacle number: _____

Draw plug configuration
(as shown on your equipment):

COMPLETE YOUR ELECTRICAL ORDER HERE				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 20 amp, duplex electrical outlet --- <u>Option A</u>		\$125.00	\$163.00	
Special electrical power --- <u>Option B</u>				
Placed Single 110v, 20 amp, duplex electrical outlet		\$215.00	\$245.00	
5m, 3 prong, extension cord **		\$30.00	\$39.00	
5m, flat extension cord **		\$39.00	\$51.00	
Power Bar **		\$28.00	\$36.00	

**** Rental does not include power.**

SUMMARY OF ELECTRICAL

\$ _____

Carry this total to Method of Payment form



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ORDERING DEADLINE: May 16, 2024

EVENT NAME CWIM Conference 2024 **DATES** May 24-25, 2024
Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

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

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

CALCULATION OF ORDER

** A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$90.00	\$180.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$90.00	\$810.00

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	\$90.00	
DIRECT TO SHOW SITE		/ 100			X	\$110.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$90.00	

- *** PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.
- *** 25% Additional fee will be applied for direct to site shipments arriving outside the designated move in date.
- *** Any items that cannot be easily carried, are required to go through the loading bay, and require our services to be booked.
- *** Global Convention Services does not offer shipping services.
- *** Global Convention Services does not offer customs or brokerage services.
- * Global Convention Services is not liable for any freight left in our warehouse for more than 30 days.
- Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: May 2, 2024 - May 16, 2024
Freight Accepted at Show Site: May 23, 2024

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

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 - 4:00 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-4pm)

May 2, 2024

TO

May 16, 2024

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

Show: **CWIM Conference 2024**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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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-4pm)

May 2, 2024

TO

May 16, 2024

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

Show: **CWIM Conference 2024**

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 !!!

May 23, 2024

To: GLOBAL CONVENTION SERVICES
C/O Halifax Convention Centre
1650 Argyle Street
Market Street Loading Door
Halifax, NS, B3J 0E6

Show: **CWIM Conference 2024**

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 !!!

May 23, 2024

To: GLOBAL CONVENTION SERVICES
C/O Halifax Convention Centre
1650 Argyle Street
Market Street Loading Door
Halifax, NS, B3J 0E6

Show: **CWIM Conference 2024**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



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ORDERING DEADLINE: May 16, 2024

EVENT NAME CWIM Conference 2024 **DATES** May 24-25, 2024

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Minimum 4 hour call out, per man, on labor and stand-by.
- * Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- * **Supervised labor must check in at service desk.**
- * Start time guaranteed only at start of working day.
- * Global supervised jobs will be completed at our discretion prior to show opening.

DISPLAY BOOTH INFORMATION

Type of System _____ **System Size** _____

Special tools required for installation? _____ **Please specify in detail:** _____

POWER: Included in Booth Pkg Ordered by Exhibitor Ordered by Display House Not Applicable

CARPET: Hall Carpeted Included in Booth Pig Ordered by _____ With Display

FREIGHT- Installation: Global advance warehouse *****Direct to Show Site*** Carrier: _____

Expected number of pieces & weight: _____

FREIGHT- Dismantle Return to advance warehouse Direct From Show Site Carrier: _____

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$90.00	
				x			x	\$90.00	

Global Supervised SUB-TOTAL
 Exhibitor/Display House Supervised 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	\$90.00	
				x			x	\$90.00	

Global Supervised SUB-TOTAL
 Exhibitor/Display House Supervised Add 25% Global Site Supervisor
 Supervisor Name & Cell # _____ **ESTIMATED DISMANTLE**

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____
Carry this total to Method of Payment form

DISPLAY INSTALLATION & DISMANTLE



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PRE-SHOW DEADLINE: May 9, 2024

ORDERING DEADLINE: May 16, 2024

EVENT NAME CWIM Conference 2024 **DATES** May 24-25, 2024

Exhibiting Company Information

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

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

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

Services to be invoiced to Third Party Company

All Global Services Electrical Material Handling In & Out Booth Cleaning
 Equipment & Furniture I&D Labor/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 labor & material handling.

Visa MasterCard Amex
 Purchase Order # (if applicable) _____
(P.O. is for vendor's reference only. Payment must accompany order.)
 Card # _____
 Expiry Date _____ CVV# _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Furnishings & Accessories	\$	_____
Counters, Portable & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
Total of Items	\$	_____
15% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds
 HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129

METHOD OF PAYMENT