

SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

OTAFEST

May 21-22, 2022

**Calgary TELUS Convention Centre
Calgary, Alberta**

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES

9168 52nd St SE

Calgary, AB T2C 5A9

Telephone 403.273.8064

E-mail: calgary@globalconvention.ca

BOOTH EQUIPMENT

Regular booth: 10ft. X 10ft., 2 chairs, 1 8ft. table, 8ft. high pipe & drape on three sides.

Corner booth: 10ft. X 10ft., 2 chairs, 2 8ft. tables, 8ft. high pipe & drape on two sides.

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 6, 2022**.
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 login and password supplied below.

Username: **OTAFEST22** Password: **2022**

On-line ordering available until: **May 13, 2022**

EXHIBITOR MOVE-IN

Friday May 20, 2022 12:00PM - 10:00PM

EXHIBITOR MOVE-OUT

Sunday May 22, 2022 6:00PM - 10:00PM

Show Dates/Times

Saturday May 21, 2022 10:00AM - 6:00PM

Sunday May 22, 2022 10:00AM 6:00PM

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Friday April 29, 2022** TO **Friday May 13, 2022**

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

DIRECT TO SITE SHIPMENTS

****PLEASE NOTE****

Direct to site material handling will be provided by Show Management. Any shipments sent to the advance warehouse pre or post-show will be the Exhibitors responsibility.

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 OTAFEST **Date(s)** May 21-22, 2022

Pre-Show Price Deadline: May 6, 2022

Ordering Deadline: May 13, 2022 **Contact office for availability after this date**

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

TABLES
Dressed tables are show colour unless otherwise

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$40	\$49	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$68	\$84	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$95	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$86	\$108	
29" High Extra Skirt (To Skirt 4th Side)		\$40	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$58	\$76	
2'x4' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$88	\$109	
2'x6' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$96	\$117	
2'x8' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$108	\$129	
39" High Extra Skirt (To Skirt 4th Side)		\$45	\$54	
Show Table (30" Round, 29" High)		\$71	\$85	
Bistro Table (30" Round, 41" High)		\$89	\$109	

SUB-TOTAL TABLES

SEATING
*** Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$18	\$21	
Fabric Side Chair (Grey, Padded)		\$39	\$49	
Bistro Stool (Padded Seat with Back)		\$59	\$73	

SUB-TOTAL SEATING

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	

SUB-TOTAL GROUPINGS

SPECIALTY ITEMS & ACCESSORIES
All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$183	\$219	
Literature Rack (Floor Model, 10 pkts)		\$121	\$145	
Coffee Table		\$85	\$103	
Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions)		\$55	\$69	
Easel (Aluminum, Tri-Pod, Floor Model)		\$34	\$41	
Wastebasket		\$14	\$18	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		\$65	-	
1m Counter with Locking Door		\$110	\$132	

SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES

PIPE & DRAPE - Rented by Lineal Foot

Specify Colour Choice:

Show Colour **Blue** **Green** **Silver** **Black**

Description	Qty.	Pre-Show	Retail	Amount
3' High Pipe & Drape		3.89/ft	4.88/ft	
8' High Pipe & Drape		4.41/ft	5.51/ft	

SUB-TOTAL PIPE & DRAPE

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items & Accessories	\$	
Pipe & Drape	\$	
TOTAL	\$	

Carry this total to Method of Payment form

DISPLAYS

Event Name	OTAFEST	Date(s)	May 21-22, 2022
Pre-Show Price Deadline:	May 6, 2022		
Ordering Deadline:	May 13, 2022	Contact office for availability after this date	

Exhibiting Company: _____ **Booth #**

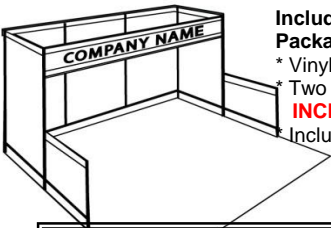
Contact Name: _____

Phone #: _____ **Booth Size**

PORTABLE DISPLAYS

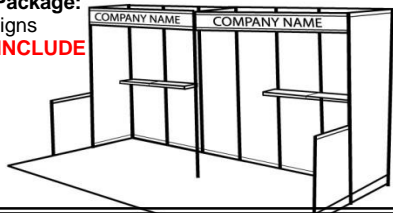
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$440	\$528	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$115	\$139	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hardwall Package:
 * Vinyl Lettered Company Sign
 * Two Arm Lights **(DOES NOT INCLUDE POWER)**
 Includes Set Up & Dismantle

Included in 10' x 20' Hardwall Package:
 * Two Vinyl Lettered Company Signs
 * Four Arm **Lights (DOES NOT INCLUDE POWER)**
 * 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)		\$970	\$1,175	
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)		\$1,448	\$1,798	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	
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
\$
<i>Carry this total to Method of Payment form</i>



ELECTRICAL ORDER FORM

MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3

PHONE (403) 273-8064

E-MAIL calgary@globalconvention.ca

Global Convention Services is the exclusive provider of all electrical services. (See reverse/next page for Instructions and Conditions - Electrical)

ADVANCE RATE DEADLINE DATE: Friday, May 6, 2022

NAME OF SHOW	OTAFEST	SHOW DATE(S):	May 21-22, 2022
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EXHIBITOR INFORMATION

Booth #(s): _____

Company Name: _____ Contact Name: _____

Address: _____

City: _____ Province/State: _____ Code: _____

Phone #: _____ Ext.: _____ Fax #: _____

Email: _____

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

ELECTRICAL SERVICES - DUPLEX OUTLETS

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp, 120 Volt, Duplex Outlet	Standard Outlet	\$105.00	\$130.00	
	20 Amp, 120 Volt, Duplex Outlet		\$165.00	\$185.00	

ELECTRICAL SERVICES - SINGLE PHASE SPECIAL POWER

	20 Amp, Single-Phase, 208 Volt		\$250.00	\$325.00	
	30 Amp, Single-Phase, 208 Volt		\$350.00	\$400.00	
	50 Amp, Single-Phase, 208 Volt		\$375.00	\$450.00	

ELECTRICAL SERVICES - 3-PHASE SPECIAL POWER

	20 Amp, 3-Phase, 208 Volt		\$400.00	\$525.00	
	30 Amp, 3-Phase, 208 Volt		\$450.00	\$550.00	
	60 Amp, 3-Phase, 208 Volt		\$550.00	\$650.00	
	100 Amp, 3-Phase, 208 Volt		\$825.00	\$950.00	
	200 Amp, 3-Phase, 208 Volt		\$950.00	\$1,300.00	
	400 Amp, 3-Phase, 208 Volt		\$1,500.00	\$1,750.00	

EQUIPMENT RENTAL (DUPLEX POWER IS NOT INCLUDED IN EQUIPMENT RENTAL)

	Extension Cord (5m) (Flat electrical cords are not available)		\$15.00	\$20.00	
	Power Bar		\$15.00	\$20.00	

ELECTRICIAN LABOUR (SEE REVERSE/NEXT PAGE - INSTRUCTIONS AND CONDITIONS - ELECTRICAL - POINT 2c, 4b, 4e & 4f)

	M-F 0700-1700 (Minimum 1 Hour)		\$95.00	\$100.00	
	M-F 1700-0700 & All Days S & S (Minimum hours to be quoted)		\$165.00	\$215.00	
	Stat Holidays or Emergency Call In (Minimum 4 Hours)		Price to be Quoted		

SPECIAL REQUIREMENTS (PLEASE CONTACT OPERATIONS AT 403-273-8064 FOR QUOTE ON SPECIAL REQUIREMENTS)

Amps _____ Phase _____ Volts _____ NEMA Number _____

MISCELLANEOUS CHARGES: Description of Charge

If requesting power to be placed in particular locations, additional labour charges will apply. Also an electrical drawing must be included; if not, included power will not be installed until someone is on-site to direct electrician. If electrical needs to be installed under carpet, labour charge does not include cutting of any carpet. Arrangements must be made with your show services provider. Additional labour charges may apply for special connections or wiring. Please contact us.

	Subtotal	
	TOTAL	

Carry forward "Electrical" total to the "Services Payment Form". Email both pages to calgary@globalconvention.ca

GLOBAL CONVENTION SERVICES (GCS) INSTRUCTIONS AND CONDITIONS - ELECTRICAL

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
 - a) Exhibitor information must be marked on "Electrical Order Form" and "Services Payment Form".
 - b) If paying by credit card, "Services Payment Form" must be filled in completely and clearly.
 - c) Payment in full for electrical services must accompany the order form and be in CANADIAN FUNDS.
- 2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES** (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations at 403-273-8064, for pricing.)
 - a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department a GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. No exceptions.
 - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
 - c) **Labour Rate** – Will be charged in one-hour increments. Services are provided in the most convenient manner for GCS Electrician. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.
- 3) **REGULATIONS**
 - a) Exhibitors are not permitted to share electrical service; all orders must be placed individually.
 - b) Standard wall and other permanent building utility outlets or sockets **are not part of booth space** and may not be used by exhibitors unless electrical services have been ordered.
 - c) The use of external power sources i.e. batteries or generators to operate lights or other pieces of equipment must have approval by GCS.
 - d) All electrical connection, installations, assemblies, equipment, or motors must conform to all federal, provincial, and local electrical and fire codes.
 - e) Exhibitor's equipment must conform to GCS electrical receptacles, any adaptors or transforms required is the responsibility of the exhibitor.
 - f) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
 - g) GCS reserves the right to refuse service for situations it deems as unsafe.
 - h) Only GCS Electrician can make electrical connections, disconnections, modify system wiring or cabling. Unauthorized electrical disconnect, of power above a 15 amp 120-volt outlet, is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the Calgary TELUS Convention Centre staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.
- 4) **EQUIPMENT PROCEDURES**
 - a) One standard duplex receptacle supplies a maximum of 12 amps of electrical power at 120 volts. When exhibitor requirements exceed 12 amps, additional receptacles must be ordered to prevent overloading. Overloading of circuitry, regardless of voltage and amperage, will be excusable only on the first interruption of power, if a power interruption occurs again labour charges will apply.
 - b) On the 15-amp 120-volt outlet, Electrician labour is not required unless it needs to be placed in a particular location or if it needs to be hardwired.
 - c) GCS requires a scale drawing of your exhibit space showing where electrical connections need to be placed when paying for Electrician labour. A scale drawing must be provided when ordering any service over a 15-amp or for special connections.
 - d) Material and equipment provided by GCS for this order shall remain the property of GCS. Additional charges will apply for rental equipment that is damaged or not returned i.e. extension cords and power bars. Exhibitors will be responsible for the safekeeping of equipment during the show and returning GCS rented equipment at the end of the show.
 - e) There will be a labour charge to move/change the location of already installed electrical services.
 - f) Connection charges cover the cost of electrical connections to one point in booth. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.
- 5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**
 - a) **PAYMENT IN FULL**: Exhibitors will be required to pay in full for services at the conclusion of the show.
 - b) **PRICING**: GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
 - c) **CREDIT CARD**: Exhibitors paying by credit card: Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
 - d) **CHEQUE**: Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheque must be certified. Make cheque payable to: Global Convention Services Ltd.
 - e) **REFUNDS**: There will be no refunds for services ordered and installed but not used.
 - f) **SERVICE CHARGE(S)**: There will be a \$25.00 service charge for NSF cheque, declined or incorrect credit card information.
- 6) **CANCELLATION, CLAIMS OR DISCREPANCIES POLICY**
 - a) Any electrical services cancelled within 5 days of the show opening will be charged a cancellation fee. Orders cancelled on-site will be charged the full amount for the service(s) requested.
 - b) All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show as closed. GCS site desk will be clearly identified on site.
- 7) **EXCLUSIVITY AND LEGAL ENTITY**
 - a) GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).

**CARPET & BOOTH
CLEANING**

Event Name **OTAFEST** Date(s) **May 21-22, 2022**

Pre-Show Price Deadline: **May 6, 2022**

Ordering Deadline: **May 13, 2022** Contact office for availability after this date

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

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
Broadloom - 10' x 10'		\$139	\$170	
Broadloom - 10' x 20'		\$259	\$339	
Broadloom - 10' x 30'		\$399	\$489	
Bulk Carpet - Size x =		\$1.26	\$1.57	
Protective Plastic - Size ¹ x =		\$0.44	\$0.56	
Special Cutting Charge ² x =		\$1.95	\$2.45	
Carpet Padding - Size x =		\$0.98	\$1.09	
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.

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	x		x \$0.47	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.47	x	
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

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

Event Name	OTAFEST	Date(s)	May 21-22, 2022
Ordering Deadline:	May 8, 2022	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)		\$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	
TOTAL VINYL SIGNAGE				

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

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

H

I would like my
sign(s) to
read:

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	\$157.50	\$204.75	
TOTAL CUSTOM SIGNAGE					

SUMMARY OF SIGNAGE

\$ _____

Carry this total to Method of Payment form



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 MATERIAL HANDLING WILL BE PROVIDED BY SHOW MANAGEMENT ***

- * 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 fees charged 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. 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 be "forced freight" back to the Global advance 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.**

MATERIAL HANDLING

Event Name **OTAFEST** Date(s) **May 21-22, 2022**

Material Handling Form to be submitted by: **May 6, 2022**

Freight accepted at advance warehouse: **April 29, 2022** TO **May 13, 2022**

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 <u>LESS</u> than 200 lbs.	90	/ 100	0.9	2	X	\$65.00	\$130.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$65.00	\$585.00

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	\$65.00	
RETURN TO WAREHOUSE		/ 100			X	\$65.00	

****PLEASE NOTE****

Show management will cover direct to site material handling cost. Any freight sent to the advance warehouse pre or post show will be paid by the Exhibitor.

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.**

SUMMARY OF MATERIAL HANDLING

\$

Carry this total to Method of Payment form

Email completed form along with Method of Payment to calgary@globalconvention.ca

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

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

April 29, 2022

TO

May 13, 2022

To: GLOBAL CONVENTION SERVICES
9168 52nd St SE
Calgary, AB T2C 5A9

Show: **OTAFEST**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

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

April 29, 2022

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May 13, 2022

To: GLOBAL CONVENTION SERVICES
9168 52nd St SE
Calgary, AB T2C 5A9

Show: **OTAFEST**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



Mailing:
9168 52nd St SE, Calgary, AB, T2C 5A9
Telephone: (403) 273-8064
Email: calgary@globalconvention.ca

**DISPLAY INSTALLATION
& DISMANTLE**

Event Name **OTAFEST** Date(s) **May 21-22, 2022**
 Ordering Deadline: **May 13, 2022** 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 4 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	\$65.50	
				x			x	\$65.50	
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	\$65.50	
				x			x	\$65.50	
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

