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**SERVICE CONTRACTOR CONTACT**

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

**BOOTH EQUIPMENT**

Each 10' wide x 10' deep exhibitor booth space consists of the following:

- \*\* 8' high draped backwall and 3' high draped sidewalls.
- \*\* Note: The Trade Show floor is NOT carpeted. Please refer to the Carpet Order Form to rent carpet for your booth space.

**ELECTRICAL:**

- \*\* Electrical is NOT included as part of your booth package but can be ordered directly through BC Place.

**MAIN LEVEL EXHIBITORS - BULK CARPET ADVANCE PRICE DEADLINE**

To receive discounted rates on Main Level Bulk Carpet Orders, order and payment must be submitted by: December 6, 2024  
Orders received after this date will be subject to Retail Prices.

**MAIN LEVEL EXHIBITORS - BULK CARPET ORDERING DEADLINE**

Main Level Bulk Carpet Ordering for this event will only be available until: December 20, 2024  
Please contact our Exhibitor Services Department for availability after this date.

**ADVANCE PRICE DEADLINE**

To receive discounted rates on selected items, order and payment must be submitted by: January 10, 2025  
Orders received after this date will be subject to Retail Prices.

**ORDERING DEADLINE**

Ordering for this event will be available until: January 21, 2025  
Please contact our Exhibitor Services Department for availability after this date.

**LEVEL 1 - EXHIBITOR MOVE-IN**

CONTACT SHOW MANAGEMENT FOR YOUR ASSIGNED MOVE-IN DATE AND TIMES

**LEVEL 2 - EXHIBITOR MOVE-IN**

CONTACT SHOW MANAGEMENT FOR YOUR ASSIGNED MOVE-IN DATE AND TIMES

**SHOW HOURS**

Wednesday	January 29, 2025	10:00 AM	-	8:00 PM
Thursday	January 30, 2025	10:00 AM	-	8:00 PM
Friday	January 31, 2025	10:00 AM	-	8:00 PM
Saturday	February 1, 2025	10:00 AM	-	8:00 PM
Sunday	February 2, 2025	10:00 AM	-	5:00 PM

**EXHIBITOR MOVE-OUT**

CONTACT SHOW MANAGEMENT FOR YOUR ASSIGNED MOVE-OUT DATE AND TIMES

**MATERIAL HANDLING**

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

**ADVANCED SHIPMENTS ACCEPTED**

**START** Thursday January 2, 2025 **END** Tuesday January 21, 2025  
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!!!  
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.



P.O. Box 221, Abbotsford, BC V2T 6Z6  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**ADVANCE DEADLINE:** December 6, 2024

**EVENT NAME** Vancouver International Boat Show      **DATES** January 29 - February 2, 2025

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

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

## BULK CARPET ORDER FORM FOR MAIN LEVEL EXHIBITORS

Bulk Carpet greater than 400 sq.ft. Includes installation and removal.

Colours subject to availability.

Select first and second desired colour (based on 10' x 10' increments) ie: 50' x 50'.

\*\* Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.

**1st Colour Choice:**     Black     Blue     Grey     Red

**2nd Colour Choice:**     Black     Blue     Grey     Red

Bulk Carpet	_____ ft. x	_____ ft. =	_____ sq. ft. at	\$1.75 per sq.ft. = \$	_____
Protective Plastic	_____ ft. x	_____ ft. =	_____ sq. ft. at	\$0.75 per sq.ft. = \$	_____
Carpet Padding	_____ ft. x	_____ ft. =	_____ sq. ft. at	\$1.20 per sq.ft. = \$	_____

**SUB-TOTAL BULK CARPET, PLASTIC & PADDING**    \$ \_\_\_\_\_

\*\* NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

**\*\*To reserve and complete your order, payment must be made in full before by the Advance Deadline date above.\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by December 20, 2024  
 (Bulk Carpet only). We reserve the right to adjust orders calculated incorrectly.

- \*\*\* Payment must be received with order. Orders will not be processed without payment. \*\*\*
- \*\*\* It is the responsibility of the exhibitor to remove plastic prior to show opening.
- \*\*\* No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime.

**SPECIAL INSTRUCTIONS:**

**SUMMARY OF BULK CARPET, PLASTIC & PADDING**

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

*Carry this total to Method of Payment Form*

MAIN LEVEL EXHIBITORS BULK CARPET, PROTECTIVE PLASTIC & CARPET PADDING



P.O. Box 221, Abbotsford, BC V2T 6Z6  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**ADVANCE DEADLINE:** January 10, 2025  
**ORDERING DEADLINE:** January 21, 2025

**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

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

**CONCOURSE LEVEL BOOTH & BULK CARPET, PROTECTIVE PLASTIC & CARPET PADDING**

Colours subject to availability.

Select first and second desired colour.

\*\* Main Level Exhibitors are to order bulk carpet using the "Bulk Carpet Order Form for Main Level Exhibitors". \*\*

**1st Colour Choice:**  Grey  Black  Blue  Red  Green

**2nd Colour Choice:**  Grey  Black  Blue  Red  Green

Description	Quantity	Advance	Retail	Amount
Broadloom - 10' x 10'		\$175	\$228	
Broadloom - 20' x 10'		\$350	\$455	
Broadloom - 30' x 10'		\$525	\$683	
Broadloom - 20' x 20'		\$700	\$910	
Bulk Carpet, 10'x10' Increments * Size                    x                    =		\$1.75	\$2.28	
Custom Sized Bulk Carpet ** Size                        x                        =		\$2.50	\$3.25	
Protective Plastic *** : Size                                x                                =		\$0.75	\$0.98	
Carpet Padding - Size                                        x                                        =		\$1.20	\$1.56	
<b>SUB-TOTAL CARPET, PLASTIC &amp; PADDING</b>				

\*\*\* Payment must be received with order.

\*\*\* It is the responsibility of the exhibitor to remove plastic prior to show opening.

**SPECIAL INSTRUCTIONS:**

**SUMMARY OF CARPET, PLASTIC & PADDING**

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

*Carry this total to Method of Payment Form*

**CARPET, PROTECTIVE PLASTIC & CARPET PADDING**



P.O. Box 221, Abbotsford, BC V2T 6Z6  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**ADVANCE DEADLINE:** January 10, 2025  
**ORDERING DEADLINE:** January 21, 2025

**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

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

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

**TABLES**  
*Dressed tables are show color unless otherwise requested*

Description	Qty	Advance	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$59	\$77	
2'x4' Skirted Table-30" High (Vinyl Top, Skirted 3 Sides)		\$89	\$116	
2'x6' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$95	\$124	
2'x8' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$106	\$138	
30" High Extra Skirt (To Skirt 4th Side)		\$50	\$65	
Vinyl Top Table 40" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$69	\$90	
2'x4' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$107	\$139	
2'x6' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$111	\$144	
2'x8' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$125	\$163	
40" High Extra Skirt (To Skirt 4th Side)		\$58	\$75	
Meeting Table (30" Tall, 30" Dia)		\$95	\$124	
Cruiser Table (40" Tall, 30" Dia)		\$115	\$149	
Cruiser Table w/Black Spandex		\$155	\$201	
<b>SUB-TOTAL TABLES</b>				

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

Description	Qty	Advance	Retail	Amount
Folding Chair (Black)		\$21	\$27	
Fabric Side Chair (Black, Padded Seat & Back)		\$58	\$75	
Bar Height Stool w/Wire Back (Padded Seat)		\$101	\$131	
Steno Chair (Grey, Padded Seat/Back, Casters, Gas Lift to Desk Height)		\$94	\$122	
Executive Chair (Black, Padded Seat, Back & Arms)		\$107	\$139	
<b>SUB-TOTAL SEATING</b>				

**PREMIUM SEATING**  
**\*\* Subject to availability**

Description	Qty	Advance	Retail	Amount
Leather Tufted Padded Stool White ( ) Black ( )		\$108	\$140	
Squared Back Leather Club Chair White ( ) Black ( )		\$350	\$455	
Squared Back Leather Loveseat White ( ) Black ( )		\$475	\$618	
<b>SUB-TOTAL PREMIUM SEATING</b>				

**ACCESSORIES**  
**\* All items subject to availability**

Description	Qty	Advance	Retail	Amount
Literature Rack (Floor Model)		\$163	\$212	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$63	\$82	
Bag Holder (1m tall, 2 arms)		\$62	\$81	
Easel (Aluminum, Tri-Pod, Floor Model)		\$46	\$60	
Wastebasket		\$21	\$27	
Black Wood Ballot Box (12"x12"x40")		\$48	\$63	
Sign Holder (22"x28"x5"H)		\$70	\$91	
Gridwall, 2'x8', Black (Must order minimum of 2, per order)		\$33	\$43	
Plant (Tropical, 3'-4' High) * Specialty plants available upon request.		Contact Global office for quote		
Rolling Coat Rack, Chrome		\$85	\$110	
Coffee Table White ( ) Black ( )		\$150	\$195	

**SUB-TOTAL ACCESSORIES**

**DRAPE & HARDWARE \*\* Rented per Linear Foot**

Blue ( ) Green ( ) Silver ( ) Black ( ) White ( ) Red ( ) Show ( )	Qty	Advance	Retail	Amount
3' High Pipe & Drape, Per Linear Foot		7.00/ft	9.00/ft	
8' High Pipe & Drape, Per Linear Foot		9.00/ft	12.00/ft	
Steel Only-No Drape (Bases, 8' Uprights, Crossbar)-Per Linear Foot		5.00/ft	7.00/ft	

**SUB-TOTAL DRAPE & HARDWARE**

**SUMMARY OF FURNISHINGS**

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Drape & Hardware	\$	
<b>TOTAL</b>	<b>\$</b>	

Carry this total to Method of Payment form

**FURNISHINGS & ACCESSORIES**

**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

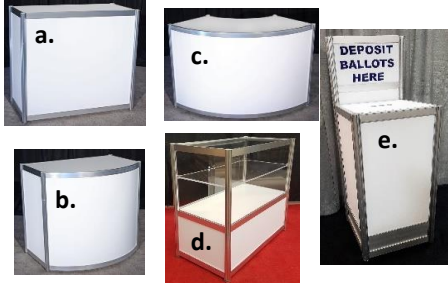
**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

**COUNTER DISPLAYS**

Item	Description	Qty	Advance	Retail	Amount
a.	1m Standard Counter w/Sliding Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$205	\$267	
b.	1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$310	\$403	
c.	1/4 Round Counter, White - Open in Back		\$390	\$507	
d.	1m Display Showcase, Double Shelf, White/Acrylic		\$485	\$630	
e.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White PVC Panels		\$234	\$304	



**SUB-TOTAL COUNTER DISPLAYS**

**PORTABLE DISPLAYS**

Item	Description	Qty	Advance	Retail	Amount
f.	Posterboard (8'x4', Velcro Adaptable)		\$175	\$228	



**SUB-TOTAL PORTABLE DISPLAYS**

**HARDWALL BOOTH PACKAGES**



Included in 10' x 10' Hard wall Package:

- \* White PVC Panels
- \* One Black Lettered Company Header
- \* Two Arm Lights (does not include power)
- \* Booth carpet (Choice of Colour)
- \* Includes Set Up & Dismantle

Included in 20' x 10' Hard wall Package:

- \* White PVC Panels
- \* Two Black Lettered Company Headers
- \* Four Arm Lights (does not include power)
- \* Booth carpet (Choice of Colour)
- \* Includes Set Up & Dismantle



**Custom headers & graphic panels available. See Signage Form for pricing.**

Description	Quantity	Advance	Retail	Amount
10' x 10' Hardwall Booth Package		\$1,490	\$1,937	
20' x 10' Hardwall Booth Package		\$1,900	\$2,470	
Shelving (White Melamine, 1m long x 12" deep)		\$66	\$86	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Select Carpet Colour**

**Note:** If colour is not indicated, grey will be provided.

- Grey  Black  Green  Red  Blue

**Indicate how you would like your header(s) to read**

Headers will be printed black lettering on white PVC. All CAPS lettering.

**Header # 1 to read** (10' x 10' and 20' x 10' systems)

**Header # 2 to read** (20' x 10' systems only)

**SUMMARY OF COUNTERS, PORTABLE & HARDWALL DISPLAYS**

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

Carry this total to Method of Payment form



P.O. Box 221, Abbotsford, BC V2T 6Z6  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**ORDERING DEADLINE: January 6, 2025**  
 Orders received after this date will be subject to RUSH pricing

**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

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

**BOOTH ID and SHOW SIGNAGE**

- \*\* All signage pricing is based on Global Convention Services in-house printing. Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.
- \*\* Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).
- \*\* Date for artwork deadline will be supplied at time of order.

Description (Width x Height)	Qty.	Unit Price	RUSH	Amount
<b>BOOTH ID SIGNS ^^^ Non-Laminated &amp; Holes Drilled for Hanging (with exception of 11"x9" sign)</b>				
11" x 9" with easel back (for table)		\$39.90	\$51.85	
36" x 8" Coroplast Booth ID Sign		\$44.00	\$57.20	
44" x 7" Coroplast Booth ID Sign		\$50.90	\$66.15	
22" x 17" Coroplast Booth ID Sign		\$50.90	\$66.15	
28" x 14" Coroplast Booth ID Sign		\$50.90	\$66.15	
<b>SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated</b>				
22" x 28"		\$79.75	\$103.70	
44" X 28"		\$112.75	\$146.60	
40" X 30"		\$112.75	\$146.60	
Brass Grommets (Rings) for hanging- Per Sign		no charge	no charge	
Holes Drilled for hanging- Per Sign		no charge	no charge	
<b>TOTAL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W



*I would like my sign(s) to read / logo:*

**CUSTOM BOOTH SIGNAGE**

- \* We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- \* Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- \* Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
<b>HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
10' Custom header (price per header)		\$275.00	\$357.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$390.00	\$507.00	
Graphic panel for lower rail sidewalls (price per panel)		\$320.00	\$416.00	
<b>COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
Graphic front panel for 1m standard counter		\$160.00	\$208.00	
Graphic front panel for 1m curved front counter		\$175.00	\$228.00	
Graphic front panel for 1/4 round counter		\$250.00	\$325.00	
Graphic side panel for counters (price per panel)		\$80.00	\$104.00	
<b>TOTAL CUSTOM SIGNAGE</b>				

**SUMMARY OF SIGNAGE**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

Send completed form along with Method of Payment to [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)

**SIGNAGE (Show Signs & Custom Booth Graphics)**





P.O. Box 221, Abbotsford, BC V2T 6Z6  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**ORDERING DEADLINE:** January 21, 2025

**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

**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. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$95.00	\$190.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$95.00	\$855.00

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	\$95.00	
DIRECT TO SHOW SITE		/ 100			X	\$110.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$95.00	

**REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.**

\*\*\* PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.

\*\*\* 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, post-show, for more than 30 days.

Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: January 2, 2025 - January 21, 2025

Freight Accepted at Show Site: January 27, 2025

**SUMMARY OF MATERIAL HANDLING**

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

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 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)

**January 2, 2025** TO **January 21, 2025**

To: GLOBAL CONVENTION SERVICES  
Unit #115 - 2325 Peardonville Road  
Abbotsford, BC V2T 6J8

Show: **Vancouver International Boat Show**

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)

**January 2, 2025** TO **January 21, 2025**

To: GLOBAL CONVENTION SERVICES  
Unit #115 - 2325 Peardonville Road  
Abbotsford, BC V2T 6J8

Show: **Vancouver International Boat Show**

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 !!!**

**January 27, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O BC Place Stadium  
777 Pacific Boulevard  
Vancouver, BC V6B 4Y8

Show: **Vancouver International Boat Show**

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 !!!**

**January 27, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O BC Place Stadium  
777 Pacific Boulevard  
Vancouver, BC V6B 4Y8

Show: **Vancouver International Boat Show**

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

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

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

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



P.O. Box 221, Abbotsford, BC V2T 6Z6  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**ADVANCE DEADLINE:** January 10, 2025  
**ORDERING DEADLINE:** January 21, 2025

**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

**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 2 hour call out, per man, on labour and stand-by, thereafter charged in 1/2 hour increments.
- \* 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: \_\_\_\_\_

**RATES:** **ST** (Standard Time- 1) 8:00am - 4:30pm Monday to Friday **\$90.00 per hour**  
**OT** (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$135.00 per hour**  
**DT** (Double Time- 2) All day Sunday & Holidays **\$180.00 per hour**

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Rate (see above)	Estimated Cost
				x			x		
				x			x		

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	Rate (see above)	Estimated Cost
				x			x		
				x			x		

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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**EVENT NAME** Vancouver International Boat Show **DATES** January 29 - February 2, 2025

**METHOD OF PAYMENT**

**Exhibiting Company Information**

Exhibiting Company: _____	<b>Booth #</b>
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**

**CALCULATION OF ORDER**

**BANK TRANSFER & e-TRANSFERS**  
 \* Send e-transfers to: [accounting@globalconvention.ca](mailto:accounting@globalconvention.ca)  
 \* Contact office for Bank Transfer 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.

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

Visa     MasterCard     Amex    2.75% Convenience Fee to be applied

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 \_\_\_\_\_

Bulk Carpet	\$	_____
Booth Carpet	\$	_____
Furnishings & Accessories	\$	_____
Counters & Hardwall	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
	\$	_____
	\$	_____

<b>Sub-Total of Items</b>	<b>\$</b>	_____
<b>5% GST (on sub-total)</b>	<b>\$</b>	_____
<b>7% PST (on sub-total)</b>	<b>\$</b>	_____
<b>TOTAL</b>	<b>\$</b>	_____
<b>2.75% Convenience Fee</b>	<b>\$</b>	_____
<b>TOTAL ORDER (CDN)</b>	<b>\$</b>	_____

GST # 12259 9822 RT0001  
 PST # 10020723

Payment must be submitted with order forms. Send completed forms to [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)

VANC-VIBS (TS) Oct/2024