



HEAD OFFICE: P.O. Box 2329
Saint John, New Brunswick E2L 3V6
Tel. 902-425-1400 Fax. 902-423-4129
E-mail. Info@globalconvention.ca

INFORMATION SHEET

EVENT INFORMATION

**Canadian Health Libraries Assn. 2008
May 28-29, 2008
Lord Nelson Hotel Georgian Lounge & Regency Room
1515 South Park Street
Halifax, NS B3J 2L2**

GLOBAL CONTACT

**Exhibitor Services Department
902-425-1400
info@globalconvention.ca**

BOOTH EQUIPMENT

Each 8' x 10' and 6' x 10' booth space consists of an 8' high blue draped backwall and 3' high blue draped sidewalls, one (1) 6' blue skirted table, and two (2) fabric chairs. Please note that floor is carpeted and electrical is included in booth price.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheets, we must receive your order, and payment, by **May 14, 2008.**

EXHIBITOR MOVE-IN

Tuesday May 27th, 2008 6:00 PM - 9:00 PM

EXHIBITOR MOVE-OUT

Thursday May 29th, 2008 3:30 PM - 6:00 PM

MATERIAL HANDLING

Refer to the Material Handling Form for shipping instructions and addresses. A material handling charge based on CWT (per 100 lbs with a minimum of 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd. in advance of event. **Please refer to the rate sheet contained in this service manual for charges.** To reserve our services, complete the Material Handling Form, payment information, and fax to 902-423-4129.

Advance Shipping: Global Convention Services will accept crated, boxed, or skidded material beginning **Friday, April 25, 2008** at the advance shipping address indicated on the Material Handling Form. Materials should arrive at our warehouse by **Friday, May 23, 2008.**

Direct Shipping: Freight to arrive on site during scheduled move in time and is to be picked up only on scheduled move out time.



EQUIPMENT & FURNISHINGS RENTAL

Fax completed form to 902-423-4129. Please observe pre-show price deadline when calculating your order. Orders received after deadline will be adjusted accordingly.

Booth #	Pre-Show Price Deadline	May 14, 2008
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Event Name Canadian Health Libraries Assn. 2008 **Date(s)** May 28-29, 2008

Qty.	Description	Pre-Show	Retail	Amount
TABLES				
	2'x4' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$45	\$56	
	2'x6' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$51	\$63	
	2'x8' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$59	\$73	
	2'x4' Raised Dressed Table (41" High)	\$65	\$81	
	2'x6' Raised Dressed Table (41" High)	\$69	\$86	
	2'x8' Raised Dressed Table (41" High)	\$79	\$98	
	Extra Skirt (To Skirt 4th Side of Dressed Table) Specify table size: _____	\$28	\$35	

CARPET / CARPET PADDING				
Specify Colour Choice: Blue Green Burgundy Charcoal Black				
	Broadloom - 10' x 10'	Ballroom floor is carpeted.	\$98	\$122
	Broadloom - 10' x 20'		\$196	\$244
	Broadloom - 10' x 30'		\$294	\$366
	Bulk Carpet *- Size _____ x _____		1.02 / sq.ft.	1.27 / sq.ft.
	Plastic- Size _____ x _____		.30/sqft	.38/sqft
	Carpet Padding- Size _____ x _____		.77/sqft	pre-order

* Bulk carpet pricing applied in bulk booth spaces (larger than 10'x30').
* Bulk carpet rented in increments of 10 feet.

Qty.	Description	Pre-Show	Retail	Amount
FURNISHINGS				
	Fabric Chair (Grey, Padded Seat & Back)	\$22	\$27	
	Bistro Stool (Padded Seat with Back)	\$47	\$58	
	Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)	\$47	\$58	
	Show Table (30" Round Pedestal, 29" High)	\$47	\$58	
	Contemporary Grouping (Show Table/2 Chairs)	\$86	\$107	
	Bistro Table (30" Round, 39" High)	\$63	\$78	
	Bistro Grouping (Bistro Table/2 Bistro Stools)	\$149	\$186	
	Easel (Aluminum, Tri-Pod, Floor Model)	\$25	\$31	
	Wastebasket	\$12	\$15	
	Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.	\$55		

LIGHTING * / ELECTRICAL				
	Clip on Spot Light (65 Watt) *	\$18	\$22	
	Quartz Flood Light (on 8' Upright, 150 Watt) *	\$44	\$55	
	Quartz Arm Light (150 Watt) *	\$44	\$55	
	5M Extension Cord (3 Prong) *	\$24	\$30	
* Does not include power.				

CALCULATION OF ORDER	
SUB-TOTAL OF ITEMS	
13% H.S.T.	
TOTAL	

EXHIBITOR INFORMATION

Company Name _____ Contact _____

Mailing Address _____

Tel. _____ Fax. _____ Email _____

PAYMENT INFORMATION

Visa Mastercard AMEX

Card # _____ Expiry _____

Cardholder Name _____

Cardholder Signature _____

In order to take advantage of pre-show prices, all orders must be paid in full at our head office by pre-show date indicated above. All accounts must be paid in full before show opening to ensure delivery. All orders are final. No credits or refunds will be issued. Prices are based on duration of event and include site delivery, installation, and collection. Exhibitors are responsible for damage or loss of rented material.
Revised September/2006

SPECIALTY ITEMS

Booth # _____	Order Deadline _____	May 14, 2008
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Event Name Canadian Health Libraries Assn. 2008 **Date(s)** May 28-29, 2008

Displays - as shown on page 2			
Qty	Description	Unit Price	Amount
* Page 2 of this form must be submitted with order.			
* Note: Power is not included with packages to operate lights.			
	10' x 10' Fabric Booth Package	\$769	
	10' x 10' PVC Booth Package	\$824	
	10' x 20' Fabric Booth Package	\$1,099	
	10' x 20' PVC Booth Package	\$1,209	
	Economy System (3 Panel, Grey Fabric, Velcro Adaptable)	\$250	
	8' Pop Up With 2 Lights (Grey Fabric, Velcro Adaptable)	\$384	
	1 Metre Counter (Sliding Doors at Back, White Melamine)	\$95	

Additional Items			
Qty	Description	Unit Price	Amount
	1.7 cu.ft. Bar Fridge	\$165	
	Coffee Table (Black)	\$77	
	19" Flat Screen Computer Monitor	\$330	
	Table Top System (Velcro Adaptable, Table Not Included)	\$175	
	Posterboard (1m x 2.5m, Velcro Adaptable)	\$95	
	Literature Rack (Floor Model)	\$125	
	Rope & Stanchions	available on request	

As shown on brochure (may not be exactly as shown)			
Qty	Description	Unit Price	Amount
	Item (1) Executive Chair (Grey, Padded Seat/Back, Arms)	\$50	
	Item (2) Leather Loveseat (Black)	\$275	
	Item (3) 27" TV/DVD/VCR Combo	\$385	
	Item (4) Leather Tub Chair (Black)	\$125	
	Item (4) Show Table (30" Round Pedestal, 29" High)	\$58	
	Item (4) Tub Chair Grouping (Show Table/2 Tub Chairs)	\$282	
	Item (5) Bistro Stool (Padded Seat with Back)	\$58	
	Item (5) Bistro Table (30" Round Pedestal, 39" High)	\$78	
	Item (5) Bistro Grouping (Bistro Table/2 Bistro Stools)	\$186	

CALCULATION OF ORDER	
Sub-Total	
13% H.S.T.	
TOTAL	

Exhibitor Information

Company Name _____ Contact _____

Mailing Address _____

Tel. _____ Fax _____ Email _____

Payment Information

Visa Mastercard Amex

Card # _____ Expiry _____

Card Holder Name _____

Card Holder Signature _____

All orders must be received, and paid in full, prior to order deadline to ensure delivery. All orders are final. No credits or refunds will be issued. Prices are based on duration of event and include site delivery, installation, and collection. Exhibitors are responsible for damage or loss of rented material.

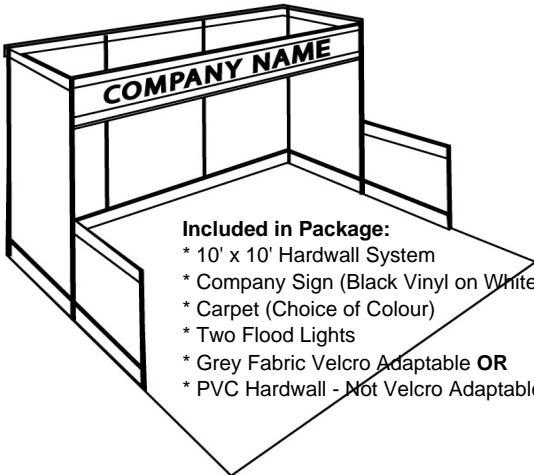
Increase Your Exposure and Add That Professional Look to Your Exhibit ...

Rent a professional exhibit system with everything you need in one package from Global Convention Services Ltd.

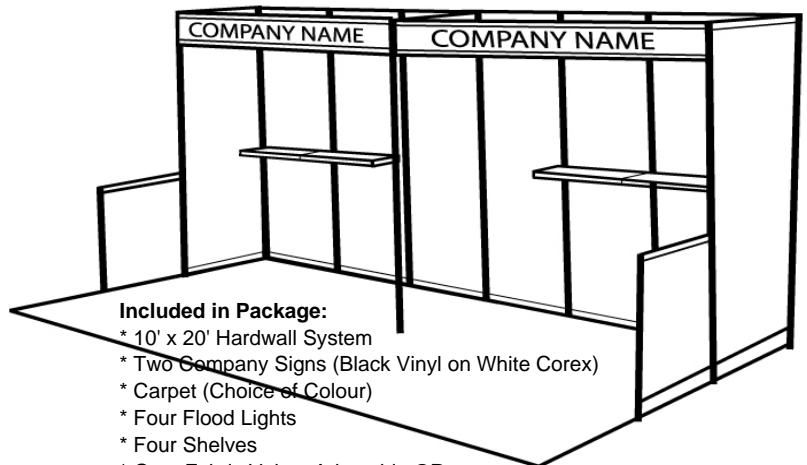
Fabric \$769.00 **
PVC \$824.00 **

Optional Equipment Available:
See Reverse

Fabric \$1099.00 **
PVC \$1209.00 **



- Included in Package:**
- * 10' x 10' Hardwall System
 - * Company Sign (Black Vinyl on White Core)
 - * Carpet (Choice of Colour)
 - * Two Flood Lights
 - * Grey Fabric Velcro Adaptable **OR**
 - * PVC Hardwall - Not Velcro Adaptable



- Included in Package:**
- * 10' x 20' Hardwall System
 - * Two Company Signs (Black Vinyl on White Corex)
 - * Carpet (Choice of Colour)
 - * Four Flood Lights
 - * Four Shelves
 - * Grey Fabric Velcro Adaptable **OR**
 - * PVC Hardwall - Not Velcro Adaptable

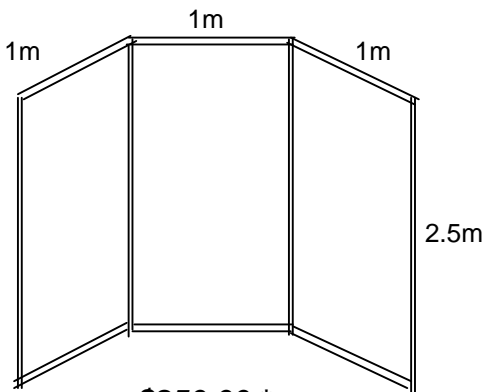
PVC Colour:		
<input type="checkbox"/> Blue	<input type="checkbox"/> Black	<input type="checkbox"/> White
Carpet Colour:		
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green	<input type="checkbox"/> Blue
<input type="checkbox"/> Charcoal	<input type="checkbox"/> Black	

Indicate how you would like header(s) to read (ALL CAPS):

Sign #1 _____

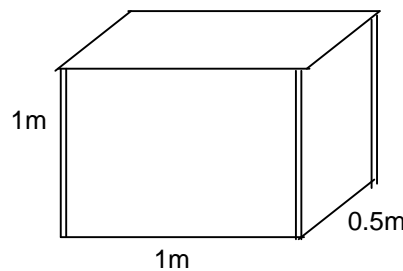
Sign #2 _____

Economy System
(Grey Fabric, Velcro Adaptable)



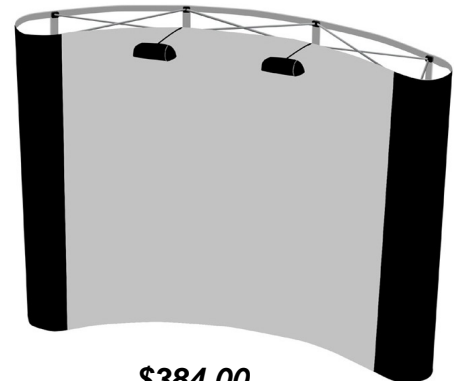
\$250.00 *

1 Metre Counter
(Sliding Doors at Back)



\$95.00

8' Pop Up With 2 Lights
(Grey Fabric, Velcro Adaptable)



\$384.00

* **LIGHTING:** See Reverse
 * **Some Restrictions May Apply**

(1)



(2)



(3)



27" TV/VCR/DVD Combo Unit

(4)



(5)





SIGNAGE

Booth #	Order Deadline	May 14, 2008
Event Name	Canadian Health Libraries Assn. 2008	Date(s) May 28-29, 2008



Call Global for all your specialty signage needs!

Global Convention Services Ltd. offers a full service graphics shop featuring a Hexachrome 50" Roland Hi-Fi Jet wide format printer along with a Seal image 600 hot and cold pressure sensitive laminate.

Vinyl Signage

- * Prices listed reflect 10 words or less. Quote will be issued for text over 10 words.
- * Standard font is Arial Black, all caps, unless otherwise specified .
- * Vinyl on white corex.
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quotes can be issued for size(s) not shown.

Quantity	Size **	Unit Price	Total
	6" x 40"	\$18.00	
	7" x 11"	\$15.00	
	7" x 44"	\$19.50	
	8" x 36"	\$16.50	
	11" x 22"	\$22.50	
	14" x 28"	\$28.50	
	17" x 22"	\$24.00	
	22" x 28"	\$45.00	
	28" x 44"	\$90.00	
	30" x 40"	\$90.00	
	40" x 60"	\$174.00	
		Sub-Total	
		13% H.S.T.	
		Total	

** Indicate here direction of sign, colour of vinyl, and sign content.

Sign # 1:

Width _____ x Height _____
 Vinyl Colour _____
 Copy _____

Sign # 2:

Width _____ x Height _____
 Vinyl Colour _____
 Copy _____

Exhibitor Information

Company Name _____ Contact _____
 Mailing Address _____

 Tel. _____ Fax. _____ Email. _____

Payment Information

Visa Mastercard Amex
 Card # _____ Expiry _____
 Card Holder Name _____
 Card Holder Signature _____

All orders must be placed, and paid, 14 days prior to event set up to ensure delivery.
 All orders are final. No credits or refunds will be issued.



EVENT DATE(S):
May 28-29, 2008
Booth #

Shipping Labels Must Be Printed As Below

ADVANCED SHIPMENT: (Shipping Label) Canadian Health Libraries Assn. 2008 Exhibiting Company Name & Booth Number Number of Pieces ____ of ____ c/o Global Convention Services Ltd. 120 Crane Lake Dr., Bayer Lake Business Park Halifax, Nova Scotia B3S 1B4 Rate: \$35.00 per 100 lbs. (min. 200 lb. charge)	DIRECT SHIPMENT: (Shipping Label) Canadian Health Libraries Assn. 2008 Exhibiting Company Name & Booth Number Number of Pieces ____ of ____ c/o Global Convention Services / Lord Nelson Hotel 1515 South Park Street Halifax, Nova Scotia B3J 2L Rate: \$38.00 per 100 lbs. (min. 200 lb. charge)
FREIGHT RETURNED TO GLOBAL CONVENTION SERVICES WAREHOUSE AT CONCLUSION OF EVENT: YES <input type="checkbox"/> NO <input type="checkbox"/> *** Freight must be picked up next business day between 9:00 am - 4:30 pm *** *** Return shipping labels and waybills must be affixed to all return freight *** Rate: \$35.00 per 100 lbs. - Minimum 200 lbs. charge applied	

INSTRUCTIONS:

- ** Collect shipments **will not** be accepted.
- ** **Advance shipments to Global warehouse accepted: April 25 - May 23 during normal business hours of Monday - Friday, 9:00 am - 4:30 pm.**
- ** **Direct shipments to facility accepted: during scheduled exhibitor set up times only. Global will not be responsible for any advance shipments to the facility.**
- ** All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number **AS SHOWN ABOVE**. All pieces on a skid must contain a shipping label (as indicated above) in the event the freight gets removed from the skid by your freight carrier.
- ** Material handling includes receipt of prepaid shipment, delivering shipment to exhibitor's booth, removal of empty crates, returning empty crates to exhibitor's booth following close of show, and loading exhibitor's shipment onto designated outbound carrier (from show facility).
- ** Does not include transportation back to our warehouse as a shipping point. Any freight returned to our warehouse will be subject to pre-show shipping charges.
- ** Exhibitor is responsible for **return shipping labels and waybills** and **must be affixed to all freight**.
- ** *It is the responsibility of the exhibitor to arrange ground transportation from the show facility at the appropriate time and date for move out, or, the next business day if freight is returned to Global warehouse.*

Expected Delivery Date (Advance Shipment) _____ # of Pieces/Skids (Specify) _____
 In-Bound Transport Company _____ Estimated Weight _____
 Out-Bound Transport Company _____ Estimated Weight _____

Company Name _____ Contact _____
 Mailing Address _____
 Tel. _____ Fax. _____ Email. _____

Service	Weight		CWT	Round up	Price per	Estimated Total
SAMPLE	560	/ 100	5.6	6	\$35.00	\$210.00
Advanced Shipment		/ 100			\$35.00	
Direct Shipment		/ 100			\$38.00	
Return to Warehouse		/ 100			\$35.00	
Invoice will be produced after event once actual weight and services have been confirmed.					Sub-Total	
					13% HST	
					TOTAL	

Method of Payment:

Visa Mastercard Amex
 Credit Card Number _____ Expiry Date _____
 Cardholder's Name _____
 Cardholder's Signature _____

MATERIAL HANDLING FORM MUST BE FAXED TO HEAD OFFICE TO SECURE SERVICES.
 ALL ACCOUNTS MUST BE SETTLED PRIOR TO SHOW SET UP.

Material Handling



HEAD OFFICE:
 P.O. Box 2329, Saint John, NB E2L 3V6
 Tel. 902-425-1400 Fax. 902-423-4129
 Email. info@globalconvention.ca

**DISPLAY INSTALLATION &
 DISMANTLE**

Current July/2005

LABOUR REQUEST INFORMATION

Display Company / Exhibitor _____ Contact _____
 Mailing Address _____
 City _____ Province _____ Postal Code _____
 Telephone _____ Fax _____ Email _____
Emergency Contact Name & Number _____

EVENT INFORMATION

Show / Event Name **Canadian Health Libraries Assn. 2008** Date(s) **May 28-29, 2008**
 Facility, Room, Address **Lord Nelson Hotel Georgian Lounge & Regency Room, 1515 South Park Street**
 City **Halifax** Province **Nova Scotia** Postal Code **B3J 2L2**
 Facility Contact _____ Telephone Number _____
 Event Organizer Name **Penny Logan** Telephone Number **902.473.4383**

SET UP / DISMANTLE INFORMATION

Exhibiting Company _____
 Booth Number _____ Booth Size _____
 Type of System _____ System Size _____
 Special tools required for installation/dismantle _____

Setup Date / Time (Day 1) _____ # of Men _____ # of Hours/Man _____
 Setup Date / Time (Day 2) _____ # of Men _____ # of Hours/Man _____
 Booth must be completed by Date _____ Time _____ (please indicate am or pm)
 Indicate if installation labour will be supervised by Global or Display Company/Exhibitor: _____
 Supervisor Name _____ Cell / Telephone # _____

Dismantle Date / Time (Day 1) _____ # of Men _____ # of Hours/Man _____
 Dismantle Date / Time (Day 2) _____ # of Men _____ # of Hours/Man _____
 Booth must be completed by Date _____ Time _____ (please indicate am or pm)
 Indicate if dismantle labour will be supervised by Global or Display Company/Exhibitor: _____
 Supervisor Name _____ Cell / Telephone # _____

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * **Labour and stand-by rate is \$40.00 per hour with a 2 hour minimum call out, per man, per call out.**
- * **No overtime rates.**
- * **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.**
- * **Supervisor must check in at service desk to pick up labour.**
- * **Start time guaranteed only at start of working day.**
- * **Global supervised jobs will be completed at our discretion prior to show opening.**

MATERIAL HANDLING

Freight Received at: Site Warehouse Shipper: _____
 No. of Pieces/Skids/Crates: _____ Weight: _____
 Freight Returned from: Site Warehouse Shipper: _____
 No. of Pieces/Skids/Crates: _____ Weight: _____
 * **Refer to our Material Handling Form for advance shipment information.**
 * **Rates: Advance Shipments \$35.00/100 lbs - Direct Shipments \$38.00/100 lbs**
Return to Warehouse \$35.00/100 lbs - Note: Minimum 200 lbs. charge applied.

PAYMENT INFORMATION

A credit card must be supplied for payment to reserve labour service.
 Visa Mastercard Amex
 Credit Card Number _____ Expiry Date _____
 Cardholder's Name _____
 Authorized Signature of Cardholder _____
 Does your company use purchase orders? Please provide purchase order number here _____