

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](mailto:info@globalconvention.ca)

### BOOTH EQUIPMENT

Each 10' x 10' booth space consists of the following:

\*\*

8' high draped back wall and 3' high draped sidewalls, one (1) 110v, 15 amp duplex outlet, one (1) wastebasket, and one (1) booth ID sign.

### 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 25, 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 <http://www.globalconvention.ca/new-online-order.asp> and enter the username and password supplied below.

Username:

**COS2022**

Password:

**2022**

On-line ordering available until:

**June 3, 2022**

### EXHIBITOR MOVE-IN

<b>Wednesday</b>	<b>June 8, 2022</b>	<b>2:00PM</b>	-	<b>8:00PM</b>
<b>Thursday</b>	<b>June 9, 2022</b>	<b>8:00AM</b>	-	<b>8:00PM</b>

### EXHIBITOR MOVE-OUT

<b>Sunday</b>	<b>June 12, 2022</b>	<b>1:30PM</b>	-	<b>6:00PM</b>
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### MATERIAL HANDLING

#### ADVANCE SHIPMENTS ACCEPTED

FROM **Monday May 16, 2022** TO **Monday June 6, 2022**

*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 Advance Warehouse, with expenses and fees billed back to exhibitor.**

**IMPORTANT  
INFORMATION  
REGARDING VENUE**



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 25, 2022**

**ORDERING DEADLINE:**

**June 3, 2022**

**EVENT NAME** Canadian Ophthalmological Society

**DATES** June 10-12, 2022

**Exhibiting Company:**

**Booth #**

**Contact Name:**

**Booth Size**

**Phone #:**

**Email:**

### TABLES

*Dressed tables are show color unless otherwise specified*

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$35	\$46	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$67	\$80	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$73	\$89	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$83	\$101	
29" High Extra Skirt (To Skirt 4th Side)		\$43	\$54	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$47	\$112	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$90	\$114	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$97	\$120	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$109	\$133	
39" High Extra Skirt (To Skirt 4th Side)		\$51	\$62	
Show Table (30" Round, 29" High)		\$69	\$85	
Bistro Table (30" Round, 39" High)		\$94	\$111	
Spandex Cover for Bistro Table (Black)		\$19	\$28	
<b>SUB-TOTAL TABLES</b>				

### SEATING

*\*\* Subject to availability*

Folding Chair (Black)		\$17	\$22	
Fabric Chair (Grey, Padded Seat & Back)		\$35	\$42	
Bistro Stool (Padded Seat with Back)		\$75	\$91	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$78	\$95	
"Z" Stool		\$58	\$72	
Leather Tub Chair (Black) **		\$193	\$225	
Leather Loveseat (Black) **		\$370	\$453	
<b>SUB-TOTAL SEATING</b>				

### GROUPINGS *\*\* Subject to availability*

Contemporary Grouping (Show Table/2 Chairs)		\$124	\$162	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$219	\$262	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$430	\$506	
<b>SUB-TOTAL GROUPINGS</b>				

### ACCESSORIES

*All items subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
40" TV <i>(Please contact Global office for connection information)</i>		\$549	\$615	
TV Floor Stand		\$60	\$83	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$20	\$26	
Literature Rack (Floor Model)		\$142	\$168	
Coffee Table		\$104	\$120	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$46	\$56	
Bag Holder (1m tall, adjustable arms)		\$54	\$65	
Easel (Aluminum, Tri-Pod, Floor Model)		\$40	\$49	
Wastebasket		\$19	\$24	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$76	-	

### SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES

### ELECTRICAL ACCESSORIES

*## Rental does not include power*

5m, 3 Prong, Extension Cord ##		\$32	\$43	
Power Bar ##		\$29	\$36	

### SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES

### SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Accessories	\$	
Electrical Accessories	\$	
<b>TOTAL</b>	<b>\$</b>	

*Carry this total to Method of Payment form*

*Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129*

HCC-RevisedMar/2018

**FURNISHINGS**

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

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

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

**PORTABLE DISPLAYS**

Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$455	\$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$570	\$680	
Banner stand Frame Rental (Does not include graphic panel)		\$100	\$125	
Poster board (4' x 8', Velcro Adaptable)		\$129	\$149	
1m Counter (White, 1m long x 1/2m deep x 1m tall) * Custom graphic panels available- see Signage Form		\$125	\$139	
Ballot Box Display (1/2m x 1/2m x 1m tall)		\$160	\$199	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**

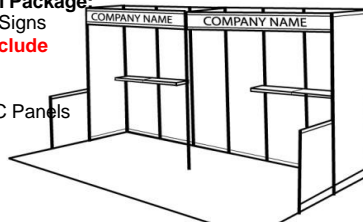


**Included in 10' x 10' Hard wall Package:**

- \* Vinyl Lettered Company Sign
- \* Two Arm Lights (does not include power)
- \* Choice of Grey Fabric or PVC Panels
- \* Includes Set Up & Dismantle

**Included in 10' x 20' Hard wall Package:**

- \* Two Vinyl Lettered Company Signs
- \* Four Arm Lights (does not include power)
- \* Four Shelves
- \* Choice of Grey Fabric or PVC Panels
- \* Includes Set Up & Dismantle



**Custom headers & panels available. See Signage Form for pricing and file information.**

**10' x 10' Hard wall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$986	\$1,145	
Grey Fabric Panels (Velcro Adaptable)		\$1,076	\$1,271	
Color PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,148	\$1,338	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Additional Arm Lights		\$56	\$69	

**10' x 20' Hard wall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,360	\$1,598	
Grey Fabric Panels (Velcro Adaptable)		\$1,570	\$1,850	
Color PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,699	\$2,019	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Additional Arm Lights		\$56	\$69	

**SUB-TOTAL HARDWALL BOOTH PACKAGES**

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Headers:** Black 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**

\$

**Carry this total to Method of Payment form**

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

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

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

**BOOTH CARPET and CARPET PADDING**

Subject to availability

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

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

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$143	\$177	
Broadloom - 10' x 20'		\$269	\$332	
Broadloom - 10' x 30'		\$402	\$499	
Bulk Carpet - Size <b>x</b>	<b>Show floor is carpeted</b>	\$1.38	\$1.71	
Protective Plastic - Size <sup>1</sup>		\$0.66	\$0.72	
Special Cutting Charge <sup>2</sup>		\$2.17	\$2.69	
Carpet Padding - Size		\$1.09	\$1.21	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

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

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

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

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

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

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

**BOOTH CLEANING**

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x	x	\$0.42	x	1
2 Daily vacuum & empty waste baskets	x	x	\$0.42	x	

**SPECIAL INSTRUCTIONS:**

**SUB-TOTAL BOOTH CLEANING**

**SUMMARY OF CARPET & BOOTH CLEANING**

\$

Carry this total to Method of Payment Form

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

**Single 110 volt, 15 amp, duplex outlet --- OPTION A**

\* **One 110 volt, 15 amp outlet has been provided by Show Management. Additional outlets can be ordered by completing Electrical Form and submitting to office along with Method of Payment Form.**

- \* 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 to (902) 423-4129 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, 15 amp, duplex electrical outlet --- <u>Option A</u>		\$138.00	\$138.00	
Special electrical power --- <u>Option B</u>				
5m, 3 prong, extension cord **		\$32.00	\$43.00	
Power Bar **		\$29.00	\$36.00	

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

**SUMMARY OF ELECTRICAL**

**\$** \_\_\_\_\_

**Carry this total to Method of Payment form**



**HALIFAX OFFICE:**  
1658 Market Street Halifax, NS, B3J 1K9  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca  
HST # 12259 9822 RT0001

**HALIFAX  
CONVENTION  
CENTRE**

**WIRED INTERNET**

**ORDERING DEADLINE: June 3, 2022**

**EVENT NAME** \_\_\_\_\_ **DATES** \_\_\_\_\_

**Exhibitor:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**PRE-PAYMENT REQUIRED**

Credit Card Type: ☐ VISA ☐ MASTERCARD ☐ AMEX

Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Billing Address of Card Holder: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

I HEREBY AUTHORIZE GLOBAL CONVENTION SERVICES AND/OR ITS AGENTS TO PROVIDE SERVICES AS OUTLINED IN THIS ORDER AND AGREE TO ASSUME COMPLETE RESPONSIBILITY FOR ALL CHARGES FOR AGREED SERVICES WITH ATTACHED CREDIT CARD INFORMATION.

**INTERNET SERVICES**

Item	Quantity	Unit Price	Total
Wired Internet Access - 10 Mbps		\$248.00	
Wired Internet Access - 20 Mbps		\$495.00	
Custom Internet Requirements - Greater Than 20 Mbps <i>Contact office for quote</i>		to be quoted	
Rush charge on orders received after ordering deadline		\$55.00	
Sub-Total			
15% HST			
TOTAL			

**PLEASE RETURN THIS FORM TO GLOBAL CONVENTION SERVICES BY ORDERING DEADLINE DATE ABOVE.**

**Questions? Contact Global Convention Services at info@globalconvention.ca**

HCC-RevisedMar/2018

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

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

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

**\*\* 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).**

**BOOTH ID and SHOW SIGNAGE**

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
<b>BOOTH ID SIGNS ^^^</b>				
11" x 9" with easel back (for table)		\$29.00	\$37.00	
44" x 7" Booth ID Sign. Printed to Blackhawk (heavy cardstock). Includes holes drilled for hanging.		\$22.00	\$28.00	
44" x 7" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$35.00	\$45.00	
36" x 8" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$31.00	\$40.00	
<b>SHOW SIGNAGE ^^^</b>				
8" x 8" Label for Cardboard Ballot Box		\$31.00	\$39.00	
22" x 28" or 28" x 22" (specify size below)		\$64.00	\$84.00	
24" x 36" or 36" x 24" (specify size below)		\$90.00	\$118.00	
44" X 28" or 28" x 44" (specify size below)		\$128.00	\$166.00	
40" X 30" or 30" x 40" (specify size below)		\$124.00	\$162.00	
Brass Grommets (Rings) for hanging- <b>Per Sign</b>		\$20.00	\$25.00	
Holes Drilled for hanging- <b>Per Sign</b>		\$4.00	\$6.00	
		<b>TOTAL SIGNAGE</b>		

^^^ Artwork is direct print to Coraplast substrate (non-laminated)

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

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

H

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

H

**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.
- \* A signage specification sheet will be supplied at time of order which will detail preferred file formats.
- \* 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 ***</b>				
10' Custom Header (price per header)		\$132.00	\$172.00	
Graphic Panel for back wall & sidewalls (price per panel)		\$328.00	\$427.00	
Graphic Panel for lower sidewalls (price per panel)		\$124.00	\$161.00	
<b>1M COUNTER GRAPHICS ***</b>				
Graphic panel for 1m counter - front panel		\$123.00	\$160.00	
Graphic panel for 1m counter - side panel (price per panel)		\$62.00	\$80.00	
<b>BANNER STAND GRAPHICS</b>				
Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of banner stand)		\$243.00	\$315.00	
		<b>TOTAL CUSTOM SIGNAGE</b>		

\*\*\* Artwork is direct print to PVC substrate (non-laminated)

**SUMMARY OF SIGNAGE**

\$

Carry this total to Method of Payment form



**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022  
**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	<div></div>

**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.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$69.00	\$138.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$69.00	\$621.00

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 material handling		/ 100			X	\$69.00	
<b>Freight accepted at Advance Warehouse: May 16, 2022 TO June 6, 2022</b>							
DIRECT TO SHOW SITE material handling		/ 100			X	\$71.00	
<b>!!! IMPORTANT !!! Shipments to arrive during exhibitor move in only. June 8, 2022</b>							
IMPORTANT INFORMATION REGARDING VENUE:	0						
POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	\$69.00	

**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 ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.**

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	<b>May 16, 2022</b>	TO	<b>June 6, 2022</b>
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To:        GLOBAL CONVENTION SERVICES  
              120 Crane Lake Drive  
              Halifax, NS, B3S 1B4

Show:     **Canadian Ophthalmological Society**

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

Piece #:    \_\_\_\_\_ of \_\_\_\_\_

.....

**USE THESE LABELS FOR SHIPPING TO ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.**

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	<b>May 16, 2022</b>	TO	<b>June 6, 2022</b>
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To:        GLOBAL CONVENTION SERVICES  
              120 Crane Lake Drive  
              Halifax, NS, B3S 1B4

Show:     **Canadian Ophthalmological Society**

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 !!!**

**Wednesday**

**June 8, 2022**

**2:00PM**

**-**

**8:00PM**

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

Show: Canadian Ophthalmological Society

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 !!!**

**Wednesday**

**June 8, 2022**

**2:00PM**

**-**

**8:00PM**

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

Show: Canadian Ophthalmological Society

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

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

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

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

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

**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 Pkg. ☐ 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	\$65.00	
				x			x	\$65.00	

**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	\$65.00	
				x			x	\$65.00	

**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**

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

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

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

**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

### INSTRUCTIONS

- \* **Diagram required of exhibitor booth with banner placement and any special requirements.**
- \* **Complete sign/banner specifications.**
- \* **Indicate the nature and number of hanging points for sign/banner.**
- \* **Price listed is for 25 lbs. & under and less than 10' in length. Banners over 25 lbs. and/or longer than 10' will be custom quoted.**
- \* **All signs/banners must be made available for start of exhibitor set up or earlier.**
- \* **Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.**
- \* **Orders received after order deadline will be subject to surcharge.**
- \* **Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.**

### SPECIFICATIONS --- \*\*\*\* Also complete Diagram Specifications on next page

Quantity: \_\_\_\_\_ Banner/Sign Size (length x height): \_\_\_\_\_ # of Hanging Points: \_\_\_\_\_  
Banner/Sign Weight: \_\_\_\_\_ Banner/Sign Material: \_\_\_\_\_  
Single or Double-sided: \_\_\_\_\_ **Is power required:** \_\_\_\_\_  
Banner/Sign Placement (i.e. centered with table): \_\_\_\_\_ Banner/Sign Height From Ground: \_\_\_\_\_

Quantity: \_\_\_\_\_ Banner/Sign Size (length x height): \_\_\_\_\_ # of Hanging Points: \_\_\_\_\_  
Banner/Sign Weight: \_\_\_\_\_ Banner/Sign Material: \_\_\_\_\_  
Single or Double-sided: \_\_\_\_\_ **Is power required:** \_\_\_\_\_  
Banner/Sign Placement (i.e. centered with table): \_\_\_\_\_ Banner/Sign Height From Ground: \_\_\_\_\_

Description of Labor	# of Banners	x	Prior to Order Deadline	After Order Deadline	Total
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$578	\$699	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	
110 Volt, 15 amp duplex outlet for sign/banner		x	to be quoted	to be quoted	

**Installation to be completed by:** \_\_\_\_\_

**ON-SITE CONTACT & CELL NUMBER:** \_\_\_\_\_

### SUMMARY OF SIGN & BANNER HANGING

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

*Carry this total to Method of Payment form*

**Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129**

HCC-RevisedMar/2018



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 25, 2022  
**ORDERING DEADLINE:** June 3, 2022

**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

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

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

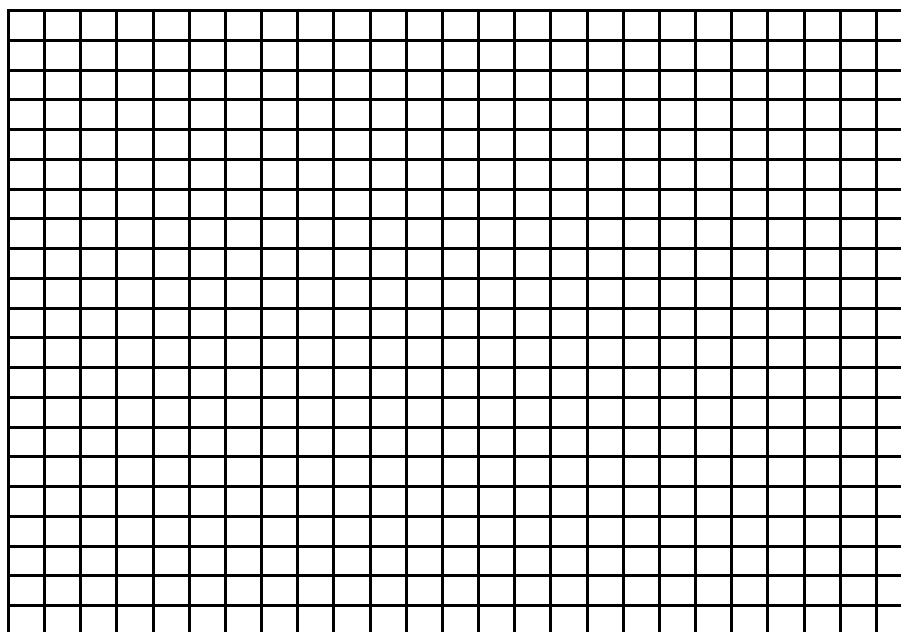
**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

## DIAGRAM SPECIFICATIONS

- \* **Diagram Specifications must accompany your Sign & Banner Hanging order.**
- \* **Diagram required exhibitor booth size with banner placement within booth along with any special requirements.**

Back of Booth - Adjacent Booth # \_\_\_\_\_

Adjacent  
Booth #  
\_\_\_\_\_



Adjacent  
Booth #  
\_\_\_\_\_

Front of Booth

Special Requirements / Notes:

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**Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129**

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**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

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

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

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

**ON-SITE CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

### IMPORTANT INFORMATION

- \* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
- \* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
- \* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.
- \* If you require a forklift, a driver will be assigned to operate the forklift.
- \* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
- \* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
- \* **Exhibitor must check forklift/driver in and out at Global service desk.**
- \* Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.
- \* Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

### ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$130	
			X			\$130	

Contact office for weekly forklift rental quote & scissor lift rental quote.

**SUB-TOTAL INSTALLATION**

### ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$130	
			X			\$130	

Contact office for weekly forklift rental quote & scissor lift rental quote.

**SUB-TOTAL DISMANTLE**

### SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

\$

Carry this total to Method of Payment form



**EVENT NAME** Canadian Ophthalmological Society **DATES** June 10-12, 2022

**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**

☐ **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 \_\_\_\_\_  
Cardholder Name \_\_\_\_\_  
Cardholder Signature \_\_\_\_\_  
Cardholder Telephone \_\_\_\_\_

**CALCULATION OF ORDER**

Furnishings	\$	_____
Portable & Hard wall Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
<b>Total of Items</b>	<b>\$</b>	_____
<b>15% HST</b>	<b>\$</b>	_____
<b>TOTAL ORDER</b>	<b>\$</b>	_____

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**

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**METHOD OF PAYMENT**