



Atlantic Motorcycle & ATV Show

# Exhibitor Information Manual

February 10 – 12, 2012



The Maritimes' Centre Stage  
Point de mire des Maritimes

Moncton, New Brunswick

## **CONTRACT TERMS AND CONDITIONS FOR EXHIBITORS**

1. The Exhibitor agrees to pay the price indicated on or before the due date.
2. The Exhibitor shall insure his own merchandise against fire, theft and all perils. Exhibitors are required to maintain public liability insurance to a minimum of \$1,000,000.00. Proof of insurance is required.
3. Master Promotions Ltd., or Event Sponsor (Sponsors), are not responsible for any loss incurred by any Exhibitor.
4. Exhibit space will be made available for Exhibitor's use, on a scheduled basis up to 48 hours before opening.
5. Exhibit to be completed by the Exhibitor by **9:00 p.m., Thursday, February 9, 2012.**
6. Preparation of the Exhibit will be at the Exhibitor's expense.
7. Exhibit will remain intact until **5:00 p.m., Sunday, February 12, 2012.** No removal or dismantling of the Exhibit or Exhibit Material is permitted before this time.
8. All booth decorations must be kept within the confines of the rented booth dimensions. Eight foot high sidewalls will not exceed six feet in depth unless prior approval is obtained from Show Management. Installation of eight foot high sidewall will be at the expense of the Exhibitor. No booth decoration will block the visibility of another Exhibit.
9. Painting or fastening to walls, floors, ceiling or any part of the building is not permitted. Attaching signs or display material to the show contractor's equipment will be by approved methods only. Any damage to the building or show dressings will be the responsibility of the Exhibitor.
10. Balloons, stick-on decals, or similar products will not be permitted within the building.
11. Final allotment of Booth space will be at the discretion of Show Management.
12. Space is to be used for products and purpose of Exhibitor and cannot be sublet or used by other than the Exhibitor without written consent of Show Management.
13. A non-refundable deposit of 50% at the time of application is required. The balance will become due, and payable, on or before **December 16, 2011.** All monies received prior to the completion of the event will be considered a deposit. When payments for space are not paid when due, deposits may be forfeited and the space re-allocated.
14. Cancellation Policy – The Exhibitor will be required to pay in full for the contracted amount on any cancellation received after **November 18, 2011.** Cancellations must be received in writing.
15. The Exhibitor must occupy the space allocated to him during his scheduled move-in time, unless other wise approved by Show Management.
16. Goods may not be delivered, or removed, from the building during show hours.
17. All applicable Provincial and Federal Taxes at the time of the event are the sole responsibility of the exhibitor.
18. The sale of raffle tickets, lotteries and/or gambling is not permitted.



**A T L A N T I C**  
**Motorcycle & ATV**  
**SHOW**

**FEBRUARY 10 – 12, 2012**

**TOP TEN LIST FOR EXHIBITORS**

- |                          |  |
|--------------------------|--|
| <b>December 16, 2011</b> | <b>1.</b> Final Booth Payment due. All balances must be cleared by December 16, 2011 as per your space contract                      |
| <b>December 31, 2011</b> | <b>2.</b> Book your hotel rooms. ROOMS ARE LIMITED!  |
| <b>January 10, 2012</b>  | <b>3.</b> Consider an Ad in the Showguide.   |
| <b>January 25, 2012</b>  | <b>4.</b> Order furniture, etc (tables, chairs, extra power, TV, etc—Global Convention Services). Costs increase past pre-order date |
| <b>February 3, 2012</b>  | <b>5.</b> Order your show badges   |
| <b>February 3, 2012</b>  | <b>6.</b> Place your order for Admit One Passes for Special Customers  |
| <b>Prior to Show</b>     | <b>7.</b> Check move-in, move-out times and show hours   |
| <b>Prior to Show</b>     | <b>8.</b> Review, sign and fax in the Compliance with the NB Occupational Health and Safety Act document                             |
| <b>Prior to Show</b>     | <b>9.</b> Return your Certificate of Insurance Form  |
| <b>Prior to Show</b>     | <b>10.</b> Contact the show carrier or assign someone on your staff to arrange for shipment of booth materials                       |



## General Information Atlantic Motorcycle & ATV Show

### Location/Shipping Address

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**Moncton Coliseum Complex**  
377 Killam Drive, Moncton, NB, E1C 3T1

**Please Note:** Shipments to the Coliseum must be prepaid and scheduled to arrive no earlier than 8:30am, Wednesday, February 8th. Collect shipments, or those arriving prior to February 8th will not be accepted by Coliseum Staff.

### Show Dates & Times

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Friday, February 10	Noon – 9pm
Saturday, February 11	10am – 9pm
Sunday, February 12	10am – 5pm

### Show Producer

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**Master Promotions Ltd. (Head Office)**  
PO Box 565 • Saint John, NB • E2L 3Z8  
Toll Free: 1-888-454-7469  
E-mail: [info@masterpromotions.ca](mailto:info@masterpromotions.ca) • Website: [www.masterpromotions.ca](http://www.masterpromotions.ca)  
**In Halifax, Phone 902-468-4999 Fax 902-468-2795**

### Show Personnel

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**Scott Sprague, Show Manager**  
[ssprague@mpltd.ca](mailto:ssprague@mpltd.ca)

**Catherine MacNutt, Marketing & Operations Manager**  
[cmacnutt@mpltd.ca](mailto:cmacnutt@mpltd.ca)

Master Promotions Ltd. show personnel will maintain a show office and show personnel will be available on the floor during move-in, all show hours and move-out

### Exhibitor Training

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Please visit <http://www.masterpromotions.ca/manuals/exhibitors/exhibit-like-a-pro.pdf> to find out how to effectively train yourself and your staff so you get the most out of your investment

### Show Contractor

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**Global Convention Services Ltd**  
Phone: 506-658-0506 • Fax: 506-658-0509  
E-mail: [info@globalconvention.ca](mailto:info@globalconvention.ca)  
Please see enclosed forms

## **Booth Shipment / Material Handling**

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Material handling equipment will be available on site. Drayage to and from booth, container storage and fork lift service to 5,000 lbs is provided at no charge.

A storage area will be available for empty containers. Be sure to ask for an "EMPTY STICKER" at the Global Service desk for your empty containers.

## **Official Carrier**

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Armour Transportation Systems/ TST Overland

All Atlantic Canadian Exhibitors (NB, NS, PE & NF), please contact:

Armour Transportation 1-800-561-7987

Contact: Norman Bourque

All other Exhibitors, please contact:

TST Overland

905-206-2243

Contact: David LaForty

## **Electrical Power, Water & Air**

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**1 shared 110 Volt electrical outlet is provided at no charge. Should you require more than one plug please contact Global Convention Services for your additional requirements.** (Please see enclosed form).

Special power, water or air requirements are available (prices available upon request). Should you require more than one outlet or have additional requirements; the enclosed form must be filled out and returned

## **On-Site Wireless and Telephone Temporary Service**

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### **Stay Connected While at the Moncton Coliseum**

The Moncton Coliseum is pleased to offer FREE Aliant WIFI high speed internet access to our valued clients. This service is now complimentary.

**Should you require hard wire service, please contact Bell Aliant directly**

**ALLOW 10 DAYS IN ADVANCE TO ORDER**

Bell Aliant Business Office

[Aliant.business@bellaliant.ca](mailto:Aliant.business@bellaliant.ca)

1-800-565-6283

Contact: General Business

## Exhibitor Badges

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Please complete and return the enclosed Exhibitor Badge Form by February 2nd

**BADGES MUST BE PRE-ORDERED BY THAT DATE**

**You get 5 badges / 100 sq. ft. Additional badges cost \$5.00 each**

## Official Show Guide

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Atlantic Specialty Publishing

Sales Manager

Tel: 902-354-5411

[dvlbusiness@eastlink.ca](mailto:dvlbusiness@eastlink.ca)

Deadline: January 10, 2012

## Included with your Exhibit Price

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8' drapery Backwall

3' Drapery Sidewalls

Booth Carpeting (100 – 399 sq. ft. only)

Aisle Carpeting

Free Parking

Daily Booth Cleaning

Free forklift service to and from booth (up to 5000 lbs)

Listing in the Official Showguide

5 Exhibitor Badges / 100 sq. ft. booth space

## Web Banner & Discount Coupon

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Why not promote your presence in the show to your customers? Here's how...

1. Add a link on your website to the show site
2. Download a Camera Ready Web Banner & link back to the Show Site. Click [HERE](#)

The two options are just a click away. Visit:

[www.AtlanticBikeandATVShow.ca](http://www.AtlanticBikeandATVShow.ca)

[www.motorcycleshows.ca](http://www.motorcycleshows.ca)

## **IMPORTANT NOTES ON EXHIBITING**

If your exhibit includes a vehicle, Show Management must be informed so we can schedule a move in time. You must have a locking gas cap and you must disconnect the battery. Please leave the keys at the show office.

It is your responsibility to arrange to ship your exhibit to the show and back to your place of business, after the show is over. Please ship during the posted move-in/move-out hours only.

No trucks, signs or mobile signs of any kind will be allowed in the parking lot, once the show is open.

During move-in/move-out, please do not block the loading doors with your vehicle.

It is not permissible to give out helium-filled balloons.

You are not allowed to solicit in the aisles.

Please do not block your neighboring booths with an 8' sidewall. No 8' sidewalls are permitted past 6' from your backwall, without permission of Show Management.

### Fire Marshal

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1. Do not block the exits
2. Electrical installation shall be used and maintained so as not to constitute an undue fire hazard and must be ULC or CSA approved
3. Portable electrical equipment will be inspected by the Fire Marshal
4. A minimum of 1 meter shall be maintained from electrical panels or any other emergency utility shut off at all times
5. ANY cooking, reheating, candle lighting, cut trees or non-treated booth material must be approved by the fire marshal
6. Any equipment or material that doesn't meet fire service requirements will be removed immediately from the site

NON-COMPLIANCE MAY RESULT IN A STEEP FINE



## MOVE IN / MOVE OUT SCHEDULE

### MOVE IN

The move-in schedule will be as follows:

Wednesday, February 8 8:00am – 8:00pm (BY APPOINTMENT ONLY)  
Thursday, February 9 8:00am – 7:00pm

Set up must be completed by 7pm on Thursday, February 9th

**Note: Based upon location in building, bulk space exhibitors will be moved in on a scheduled basis. Schedule will be sent to exhibitors by Friday, February 2, 2012**

Non Bulk Space Exhibitors booths move in Thursday, February 9th

### MOVE-OUT

Move out will begin immediately following show closing at 5pm. All exhibitor's displays and products must be removed from the facility by 12 NOON on Monday February 13<sup>th</sup>, 2012

**NOTE: No exhibit may be removed in part or in whole prior to the close of the Trade Show at 5pm, Sunday, February 12th**



**EXHIBITOR BADGE LIST**

**YOU GET 5 BADGES PER 100 SQ. FT. ADDITIONAL COST \$5.00 EACH**

**ALL PERSONNEL WORKING IN YOUR BOOTH MUST HAVE AN EXHIBITOR BADGE. PLEASE COMPLETE AND RETURN THIS FORM BY FAX BEFORE FEBRUARY 3rd**

**FAX # (902) 468-2795**

**Company Name: \_\_\_\_\_**

List must be received by February 3rd

**Please PRINT CLEARLY. ILLEGIBLE FORMS WILL BE RETURNED**

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**FAX (902) 468-2795**



DISCOUNT COUPON  
REQUEST FORM

We print coupons and counter posters for your retail outlet. These coupons give your customers a dollar discount off of their admission to the show. Here's how you can use them:

- 1. Display them on your counter in your store or office
- 2. Include them in your statements to customers

If you would like Discount Coupons for your retail outlet or to include in your mail-outs please complete this form and fax back to **(902) 468-2795**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

NUMBER OF COUPONS \_\_\_\_\_

NUMBER OF COUNTER STAND WITH PADDED COUPONS \_\_\_\_\_

NUMBER OF ADDITIONAL PADDED COUPONS (PADS OF 100) \_\_\_\_\_

**DEADLINE TO ORDER JANUARY 21**

If you prefer an electronic version of the coupon that you can add to your website or email to customers, go to [www.AtlanticBikeandATVShow.ca](http://www.AtlanticBikeandATVShow.ca)



ADMIT ONE PASSES

**You may order Admit One passes at 50% off if you are an exhibitor  
Fax this form with credit card information by February 3rd to  
(506) 658-0750**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Tickets Required: \_\_\_\_\_ @ \$5.00 = \$ \_\_\_\_\_

**Method of Payment**

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Please fax this form to (506) 658-0750**

**WE WILL MAIL YOUR PASSES UP TO February 3rd  
AFTER THAT YOU MUST PICK THEM UP AT THE SHOW OFFICE**



**RADIO FACT SHEET  
FAX BACK TO 902-468-2795**

**The number one question asked by the Media is WHAT'S NEW?**

**If you have News...Tell Us& we'll give it to the Media**

**Why Not...POTENTIAL FREE COVERAGE FOR YOU!**

**COMPANY:** \_\_\_\_\_

**WHAT'S NEW AT YOUR BOOTH? What are your show specials?**

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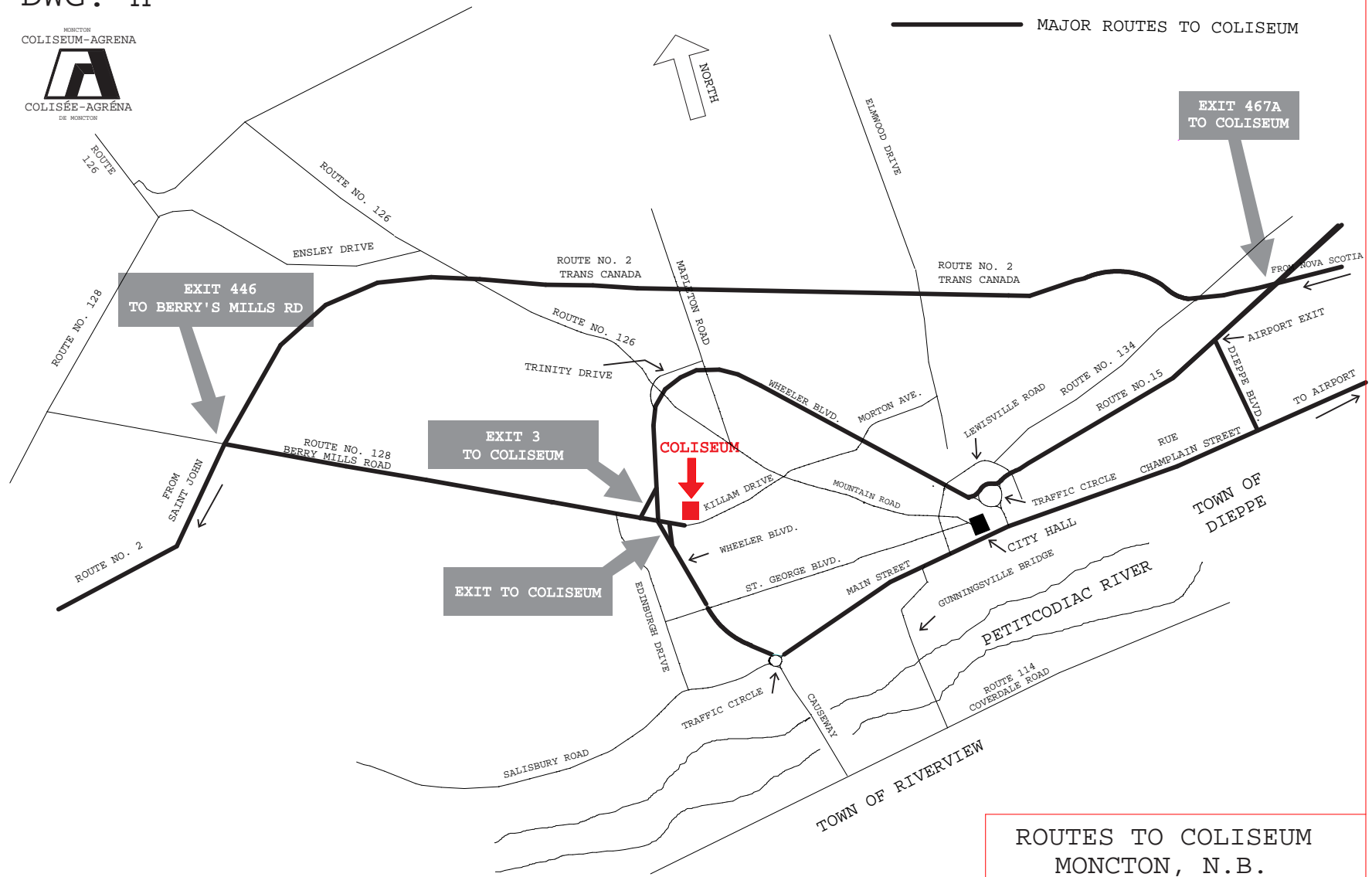
**DISPLAY CONTACT:** \_\_\_\_\_

# DWG. H



## LEGEND

MAJOR ROUTES TO COLISEUM



ROUTES TO COLISEUM  
MONCTON, N.B.  
NOT TO SCALE

## Accommodations



### Comfort Inn Moncton

2495 Mountain Rd.

Phone: 506-384-3175

**\$88.00** -OR-

### Comfort Inn Moncton Dieppe

20 Maplewood Dr.

Phone: 506-859-6868

**\$90.00**



### Travelodge

2475 Mountain Rd.

Phone: 506-852-7000

**\$89.00**



### Holiday Inn Express

2515 Mountain Rd.

Phone: 506-384-1050

**Traditional/Suites \$99.00/\$119.00**



### Crown Plaza Moncton Downtown/Centreville

1005 Main Street

Phone: 506-853-5285

Toll Free: 1-866-854-4656

**\$129.00**



**When making reservations at the Hotels listed above please state you are with the Atlantic Motorcycle & ATV Show (Master Promotions) in order to receive the preferred rate.**

**DEADLINE TO BOOK IS December 31, 2012**

# ***IMPORTANT - Please take care of immediately!***

## **RE: CERTIFICATE OF LIABILITY INSURANCE**

As you may know, as an Exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$1,000,000** limit to protect the Exhibitors, the attending public, the show organizer and yourself.

**Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance for your participation at...**

Event name: **Atlantic Motorcycle & ATV Show 2012**  
Event Location: **Moncton Coliseum 377 Killam Drive Moncton NB**  
Exact dates of the show: **February 10-12, 2012. Plus Move-in and Move-out dates.**

**There are two (2) ways to arrange the required insurance:**

### **OPTION #1: Your own Insurance Company**

You can have your insurance company prepare a certificate of insurance, which must have the following:

- **Master Promotions Ltd. and Global Convention Services Ltd.** listed as an additional Insured
- Effective dates must cover show dates plus *Move-in* and *Move-out* dates
- Comprehensive General Liability of \$1,000,000
- Bodily Injury and Property Damage Liability
- Subject to \$1,000 (maximum) Bodily Injury & Property Damage-Inclusive each occurrence
- Products and Completed Operations Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability Clause
- Severability of Interest Clause
- Personal Injury Liability

### **OPTION #2: With Canfinse Group Inc.**

Alternatively, **Master Promotions Ltd** has appointed **Canfinse Group Inc.** as the official insurance contractor for exhibitors.

The "Exhibitor Insurance" program satisfies all of the Insurance requirements.

**The "Exhibitor Insurance" form and list of coverages are included in this package for your convenience.**

You can also save time and order **on line at: [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com)** go to

**Exhibitors On-line Ordering** and scroll down to **Atlantic Motorcycle & ATV Show 2012.**

***Note: Our office must receive your Certificate of Insurance (Master Promotions Ltd., PO Box 565, Saint John, NB, E2L 3Z8 or fax 506-658-0750) prior to the show set-up date. You can also email to Laura Clements, Insurance Coordinator – [lclements@mpltd.ca](mailto:lclements@mpltd.ca).***

*Your understanding and compliance with this is greatly appreciated. We thank you in advance for ensuring the well-being of all concerned. Have a prosperous and safe show.*

Yours truly,

Show Management, Master Promotions Ltd.



CANFINSE GROUP INC.

www.canfinse.com

**EXHIBITORS INSURANCE APPLICATION**

**ORDER ONLINE IN LESS THAN 2 MINUTES: [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com)**

I - Exhibitor Company Name:				Tel:			
Type of Business:				Fax:			
Mailing address:	Unit/Ste	City	Province	Postal Code			
(*) Email address (PLEASE INCLUDE YOUR EMAIL ADDRESS – REQUIRED TO RECEIVE YOUR INVOICE AND CERTIFICATE OF INSURANCE):							

II - Show Organizer (Complete legal Name(s) to be added on certificate as additional insured):

**MASTER PROMOTIONS LTD. and Global Convention Services**

Address: PO BOX 565	Unit/Ste	City SAINT JOHN	Province NB	Postal Code E   2   L   -   3   Z   8				
Event Name: ATLANTIC MOTORCYCLE & ATV SHOW 2012 Address: MONCTON COLISEUM, 377 KILLAM DRIVE	Unit/Ste	City MONCTON	Province NB	Booth#:				
Event Dates:	s	dd 10	mm 02	yyyy 2012	TO	dd 12	mm 02	yyyy 2012

**SCHEDULE OF COVERAGES**

**\$25,000** Property of Every Description (At the designated booth space) – Broad Form. **\$25,000 In Transit Coverage** (3 days before and after the show) Subject to \$1,000 Deductible and a 90% Co-Insurance. Higher limits available for an additional premium. **Optional Coverage** – applies only if purchased. Higher limits available – contact us for pricing.

**\$2,000,000** Comprehensive General Liability – Bodily injury and Property Damage Liability, Subject to \$1,000 BI, PD and Expenses Deductible. Products and Completed Operations Liability (\$2,000,000 aggregate limit), Employees as additional insureds, Volunteers as additional insureds, Owners, Managers or Lessors of Premises as additional Insured. **\$250,000** Tenants Legal Liability – Broad Form. Higher limits available – contact us for pricing.

- Coverage is subject to underwriting review. Limited coverages available for non qualifying risks. Asbestos Exclusion, Mold Fungi Exclusion, Data, War, Nuclear, Property flood and earthquake exclusion. Coverage limited to Event Premises. Territory Restriction – Canada Only. Suits brought in Canada Only.

**Ineligible Risks:** Children's Toys, Chemicals, Fertilizers, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Firearms, Pesticides, Fireworks, Computers, Alcoholic beverages, Games, Licensed or Unlicensed Motorized Vehicles- including but not limited to: Motorcycles, Watercrafts, All terrain Vehicles, and Tractors. Note: **There is no Liability coverage for Vehicles in Motion.**

**Property excluded:** EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts valued at \$5,000 per item or greater. **Insurer: Various Insurers through Canfinse Group Inc.**

**Note:** I hereby appoint Canfinse Group Inc. as my authorized representative for this program. I am applying for insurance based on the information provided above. With respect to this application or any change in coverages, I authorize you to collect, use and disclose information as permitted by law for the purposes necessary to assess the risk, investigate and settle claims, and detect and prevent fraud, and analyzing business results.

Please Print Owner's Name (if Sole Proprietorship):	Signature:	dd	mm	yy
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**Note:** The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Note: Completion of this application does not automatically bind coverage. We reserve the right to review all risks following online binding for underwriting compliance. Premium and fee are minimum, retained and fully earned. Coverage is void if payment is returned N.S.F. **NSF fee of \$50 will apply.** A full copy of this policy is available upon request or online at [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com).

**A copy of the certificate is available to your Show Organizer upon their request.**

**III - PAYMENT TERMS AND CONDITIONS - \* higher property limits available upon request**

▼ Please Select ►		<input type="checkbox"/> Liability Only - *** NEW ***	<input type="checkbox"/> Liability + Property <b>\$25,000*</b>
<input type="checkbox"/> Preferred Rate	Payment received <b>at least 14 days before the opening day of show</b>	Premium \$50 + Fee \$91 + RST = <b>\$145</b>	Premium \$75 + Fee \$89.00 + RST = <b>\$170</b>
<input type="checkbox"/> Regular Rate	Payment received <b>13 days or less before the opening day of show</b>	Premium \$50 + Fee \$111+ RST = <b>\$165</b>	Premium \$75 + Fee \$108.00 + RST = <b>\$189</b>
<b>TOTAL ►</b>		<b>\$</b>	<b>\$</b>

**Payment type:**

If mailing a cheque, please remit payment to:

Card# \_\_\_\_\_ Expiry Date   /

(The payment due on the Credit Card statement will be in the name of [www.ExhibitorInsurance.com](http://www.ExhibitorInsurance.com))

**Name of the Credit Card Holder:** \_\_\_\_\_

**Important:** \*Fill in your credit card billing address if it is different from mailing address above, to process your payment:

\_\_\_\_\_

Cheque
  Money Order (Please make **Cheque** or **Money Order** payable to **Canfinse Group Inc.**)

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Cardholder Signature** \_\_\_\_\_

*I agree to pay above total according to my card issuer agreement.*

**Canfinse Group Inc.**  
 434 North Rivermede Rd.,  
 Concord, ON  
 L4K 3M9  
 Suite 3  
 Tel: 905-695-2971  
 Fax: 905-760-2260

## **IMPORTANT EXHIBITOR INFORMATION NEW BRUNSWICK OCCUPATIONAL HEALTH & SAFETY ACT**

Dear Exhibitor,

Master Promotions Ltd. wants to ensure the safety of all those participating in the **Atlantic Motorcycle & ATV Show**.

In New Brunswick, Worksafe New Brunswick requires that all employers and employees adhere to the Act and Health and Safety Regulations outlined by the New Brunswick Occupational Health & Safety Act. To this end and based upon our understanding of the legislation, we have developed the following guidelines for exhibitors/employers/employees (including any persons hired by an exhibitor) to follow while at our show.

All exhibitors are required to ensure the health and safety of their employees and inform them of these requirements prior to move-in.

Show management will be monitoring the show floor to ensure a healthy and safe work environment. Should you observe a hazard or unsafe work practice on the show floor, we request that you notify show management immediately.

Any fines or costs incurred due to the enforcement of the law by New Brunswick Health and Safety Act enforcement officers will be at the sole expense of the exhibitor.

For a full copy of the New Brunswick Occupational Health & Safety Act, please click [HERE](#)

### **HEALTH AND SAFETY BEST PRACTICE GUIDELINES**

The Canadian Association of Exposition Management (CAEM) has recognized the need to establish guidelines for best practice regarding health and safety for the Canadian Exposition Industry.

In March of 2006 the CAEM established a Health and Safety Standards Task Force. The purpose of the task force was to work on the development of health and safety guidelines for the Canadian Exposition Industry. The focus of these guidelines is to address health and safety hazards and risk during the move-in and move-out phases of a show.

To view a copy of the CAEM Health & Safety guidelines, please click [HERE](#).

### **General Safety Regulations that must be followed:**

1. In all areas of the contracted show space where a person may be exposed to a foot injury, that person must wear CSA approved steel toe foot protection appropriate to the circumstances. This applies to any person walking in or around forklifts/scissorlifts/manlifts.
2. Under no circumstances will children 15 years of age or younger be permitted in the exhibit area during move-in, set-up, tear down or move-out.
3. If you are working around or under any equipment that is used for working at heights such as scissor lifts, manlifts or zoom-boom lifts the following personal protective equipment (P.P.E) must be worn by all staff both working near or around that equipment:
  - a. CSA approved Hard hat
  - b. CSA approved steel toed safety boot
  - c. CSA approved Fall Arrest Equipment
4. You should stay alert and keep away from overhead work whenever possible. Do not walk under any zoom booms, ladders, scaffolds, or man lifts. Obey caution tape and all warning signs, where used.
5. Forklift operators have distractions and blind spots to contend with while operating the forklifts. Do not assume they always will see you. Give them lots of room to maneuver around all the activity. When not in use, forklifts must be stored in the down position.
6. When constructing large booths or structures, the area must be cordoned off by caution tape or stanchions. P.P.E. must be worn by anyone working inside the area.

**REMEMBER!**

ONLY UP-TO-DATE TRAINED PERSONS ARE TO OPERATE LIFTING EQUIPMENT AND THEY MUST FOLLOW THE PROCEDURES OUTLINED IN THEIR TRAINING.

IF YOU ARE AN EXHIBITOR AND ARE WORKING AS AN OPERATOR OF LIFTING EQUIPMENT (FORKLIFTS, SCISSORLIFTS AND MANLIFTS) IT IS YOUR RESPONSIBILITY TO ENSURE THAT NO PERSONS ARE WORKING UNDER YOUR EQUIPMENT OR SO CLOSE TO YOUR WORK ACTIVITY THAT THEY MAY BE INJURED SHOULD ANYTHING FALL FROM ABOVE. THERE ARE NO EXCEPTIONS TO THIS RULE!

- A. TOOLS ARE NOT TO BE LEFT ON LIFTS, SCAFFOLDS, LADDERS OR OVERHEAD WORKING SPACES WHEN NOT IN USE.
- B. WHERE WORK IS BEING PERFORMED OVERHEAD ON LIFTS, SCAFFOLDS OR LADDERS, CONTAINERS SHALL BE USED TO HOLD TOOLS TO PREVENT THEIR FALLING.
- C. TOOLS ARE NOT TO BE DROPPED FROM ONE LEVEL TO ANOTHER. TOOLS AND MATERIALS ARE TO BE LOWERED USING SUITABLE CONTAINERS AND ROPES.
- D. IT IS MANDATORY THAT P.P.E.- SEAT BELTS MUST BE WORN BY OPERATORS WHEN DRIVING A FORKLIFT; OPERATORS MUST TIE-OFF WHEN WEARING A SAFETY HARNESS.

IF THE WORK AREA IS SO BUSY THAT YOU, AS THE OPERATOR OF THE LIFTING EQUIPMENT CAN NOT EFFECTIVELY CONTROL THE ACTIVITY OF PEOPLE IN YOUR AREA, IT IS YOUR RESPONSIBILITY TO TAKE CONTROL OF THE AREA. THIS CAN BE ACCOMPLISHED BY DISPLAYING SIGNAGE THAT STATES "CAUTION" OR "BE AWARE OF OVERHEAD WORK", CORDONING OFF THE WORK AREA, OR HAVING SOMEONE (A SPOTTER) ON THE FLOOR DIRECTING PEOPLE AWAY FROM THE WORK AREA.

**Other Safety Rules to follow:**

- Hand tools must be used properly. Use them in the way they were intended to be used.
- Do not leave a machine running unattended, shut off the power.
- Machine guards must be in place before operation of that machine
- Wear safety glasses when cutting something or whenever necessary.
- Beware of Slips, Trips and Falls -- Watch your step, and look where you are going.
- Use ladders safely, inspect them to ensure they are safe to use, use 3 point contact when climbing and if you need to step on the last 2 steps, the ladder is not big enough, get a bigger ladder. Do not leave tools on a ladder. Use containers to prevent falling.
- Do not climb on displays that are not designed to support your weight.
- Keep the floor clean and clear of hazards, Spills should be reported to event management immediately so the spill can be properly cleaned up by the event cleaners.
- Report any unsafe condition or accident hazards of which you have knowledge to a security guard or an event management employee.
- Aisles, fire exits, fire extinguishers and fire hose cabinets must be kept clear at all times.
- Do not block access to any fire protection equipment, electrical panels and outside entrances.
- Ensure any equipment that is operating has adequate ventilation for exhaust fumes. Carbon monoxide levels need to be kept at acceptable levels at all times.
- Read and obey all posted notices and warnings, including the non-smoking provisions. These are provided for your protection.
- Chemicals to be used during the move-in and move-out must be approved by show management and as MSBS must be made available upon request

**Move-In and Move-Out**

Exhibit materials must be securely crated and/or packaged to avoid damage during move-in and move-out. Palletizing is strongly recommended and larger crates should have wheels mounted on them.

### **Enforcement of Regulations**

Any infraction of these "Safety Rules and Regulations" can result in you being removed from the show. In this event, your booth fee will be forfeited.

### **Interpretation of Regulations**

The event manager and the facility reserve the right to make such changes, amendments and additions to the regulations that are considered necessary for the safe conduct of events and will inform you of these changes. Interpretation of these "Rules and Regulations" will rest with the facility and event manager and this decision is final.

**(Note to Exhibitors: Any contractor involved in the set-up of your display must receive a copy of these Rules and Regulations. If you would like a copy e-mailed to your contractor, please contact Show Management.)**

### **LADDERS SAFETY RULES**

#### **Safety Rules to follow when using Ladders:**

- Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.
- When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- Remember the "3-Point Rule": At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
- Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

**(Note to Exhibitors: Any contractor or employee involved in the set-up of your display using Ladders must receive a copy of this document.)**



**COMPLIANCE WITH THE NEW BRUNSWICK  
OCCUPATIONAL HEALTH AND SAFETY ACT  
AT THE ATLANTIC MOTORCYCLE & ATV SHOW**

Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

***I HEREBY UNDERTAKE THAT I HAVE READ AND UNDERSTOOD THE MEMO "IMPORTANT EXHIBITOR INFORMATION NEW BRUNSWICK OCCUPATIONAL HEALTH & SAFETY ACT" AND THAT MY COMPANY AND ASSOCIATED CONTRACTORS WILL COMPLY WITH THESE DIRECTIONS AND THE REGULATIONS AS SET FORTH IN THE OCCUPATIONAL HEALTH & SAFETY ACT***

**BY SIGNING BELOW, YOU AGREE WITH WORKERS COMPENSATION IN YOUR LOCAL JURISDICTION**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS DOCUMENT TO THE ATLANTIC MOTORCYCLE & ATV SHOW, FAX 506-658-0750, PRIOR TO MOVE-IN.**

Official Carriers for:  
**Master Promotions Events**

**Outside of Atlantic Canada**

To ship to or from anywhere within Canada,  
or cross-border between Canada and the  
USA, contact:

**TST Overland Express**

[www.tstoverland.com](http://www.tstoverland.com)

Kelly Miller  
[kmiller@tstoverland.com](mailto:kmiller@tstoverland.com)

**Solutions Centre**  
**1-888-TST-5561**



**Within Atlantic Canada**

To pick-up or deliver within the Atlantic  
provinces, contact:

**ARMOUR**  
TRANSPORTATION SYSTEMS

Normand Bourque (800) 561-7987

[www.armor.ca](http://www.armor.ca)



**SHOW INFORMATION**

Visit our website to view our on-line catalogue

**EVENT INFORMATION**

**Atlantic Motorcycle & ATV Show**  
**February 10 - 12, 2012**  
**Moncton Coliseum Complex**  
**Moncton, NB**

**EXHIBITOR SERVICES DEPARTMENT**

**GLOBAL CONVENTION SERVICES**  
**P.O. Box 2329**  
**Saint John, NB E2L 3V6**  
**Tel. 888-799-3976 Fax. 506-658-0509**  
**E-mail: info@globalconvention.ca**

**BOOTH EQUIPMENT**

**EACH EXHIBITOR BOOTH SPACE (10' X 10' BOOTHS)** will receive an 8' high black & grey draped backwall, 3' high draped sidewall, black booth carpet, daily booth vacuuming, forklift service to and from booth from facility loading dock up to 5000 lbs. (does not include special lifting and/or in-booth moving of equipment) and container storage.

**EACH BULK BOOTH SPACE EXHIBITOR (400 SQ.FT. AND OVER)** will receive forklift service to and from booth from facility loading dock up to 5000 lbs (does not include special lifting and/or in-booth moving of equipment) and container storage. Booth does not include carpet. Bulk booth carpet can be ordered by completing the enclosed Carpet form.

**POWER - 10' x 10' Exhibitor Booth Spaces:** Each exhibitor (NOT per booth) will receive one 110v, 750 watt outlet (1 plug). To order additional outlets (110v, 1500 watt duplex) complete the enclosed Electrical form.

**POWER - Bulk Booth Spaces:** Power is NOT supplied to bulk booth spaces. To order complete the enclosed Electrical form.

**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 **January 25, 2012**. 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 "Place an Order", and enter the login and password supplied below.

Login: **AMAS** Password: **2012**

**EXHIBITOR MOVE-IN**

Refer to Exhibitor Manual provided by Show Management for detailed move in dates & times.

**EXHIBITOR MOVE-OUT**

Refer to Exhibitor Manual provided by Show Management for detailed move out dates & times.

**MATERIAL HANDLING**

**ADVANCE SHIPMENTS ACCEPTED**

FROM **Monday January 16, 2012** TO **Friday February 3, 2012**

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

**DIRECT TO SITE SHIPMENTS**

**Direct to site shipments to arrive during scheduled move-in dates ONLY!!!**

**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** Atlantic Motorcycle & ATV Show **Date(s)** February 10 - 12, 2012

**Pre-Show Price Deadline:** January 25, 2012

**Ordering Deadline:** February 6, 2012 **Orders after this date must be placed on-site**

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

**TABLES - Dressed tables are show colour unless otherwise specified**

Description	Qty.	Pre-Show	Retail	Amount
2'x4' Undressed Table (29" High)		\$25	\$30	
2'x6' Undressed Table (29" High)		\$30	\$37	
2'x8' Undressed Table (29" High)		\$38	\$46	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$50	\$62	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$56	\$68	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$64	\$79	
2'x4' Raised Dressed Table (41" High)		\$69	\$85	
2'x6' Raised Dressed Table (41" High)		\$75	\$91	
2'x8' Raised Dressed Table (41" High)		\$84	\$104	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$30	\$37	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$34	\$41	
Table Dressing (Vinyl & 29" High Skirt Only)		\$34	\$41	
Show Table (30" Round Pedestal, 29" High)		\$50	\$62	
Bistro Table (30" Round, 39" High)		\$66	\$82	

**SUB-TOTAL TABLES**

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

Fabric Chair (Grey, Padded Seat & Back)		\$22	\$26	
Bistro Stool (Padded Seat with Back)		\$50	\$62	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$50	\$62	
Executive Chair (Grey, Padded Seat & Back, Arms **)		\$58	\$69	
Leather Tub Chair (Black) **		\$121	\$145	
Leather Loveseat (Black) **		\$289	\$347	

**SUB-TOTAL CHAIRS**

**GROUPINGS - \*\* Subject to availability**

Contemporary Grouping (Show Table/2 Chairs)		\$84	\$103	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$149	\$185	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$257	\$309	

**SUB-TOTAL GROUPINGS**

**SPECIALTY ITEMS - All items subject to availability**

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$166	\$200	
19" Flat Screen Computer Monitor		\$331	\$397	
26" TV/DVD Combo		\$386	\$464	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$13	\$16	
Literature Rack (Floor Model)		\$95	\$113	
Coffee Table (Wood, Espresso in Colour)		\$78	\$93	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$32	\$42	

**SUB-TOTAL SPECIALTY ITEMS**

**FURNISHINGS**

Easel (Aluminum, Tri-Pod, Floor Model)		\$22	\$28	
Wastebasket		\$9	\$13	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$47	-	

**SUB-TOTAL FURNISHINGS**

**PIPE & DRAPE - Rented by Lineal Foot**

Specify Colour Choice:	Show Colour	Blue	Green			
	Red	Grey	Burgundy	White	Black	Teal
3' High Pipe & Drape		3.68/ft	4.57/ft			
8' High Pipe & Drape		4.20/ft	5.25/ft			

**SUB-TOTAL PIPE & DRAPE**

**SUMMARY OF EQUIPMENT & FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items	\$	
Furnishings	\$	
Pipe & Drape	\$	
<b>TOTAL</b>	<b>\$</b>	

Carry this total to Method of Payment form

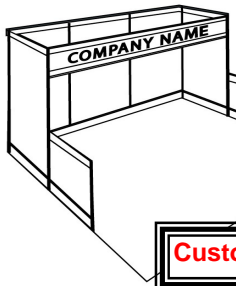
**DISPLAYS**

<b>Event Name</b>	<b>Atlantic Motorcycle &amp; ATV Show</b>	<b>Date(s)</b>	<b>February 10 - 12, 2012</b>
<b>Pre-Show Price Deadline:</b>	<b>January 25, 2012</b>		
<b>Ordering Deadline:</b>	<b>January 31, 2012</b>	<b>Contact office for availability after this date</b>	
<b>Exhibiting Company:</b>	_____	<b>Booth #</b>	_____
<b>Contact Name:</b>	_____	<b>Booth Size</b>	_____
<b>Phone #:</b>	_____		

**PORTABLE DISPLAYS**

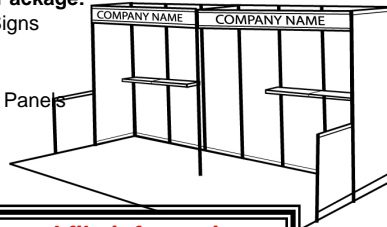
Description	Quantity	Pre-Show	Retail	Amount
Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary		\$177	\$213	
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$419	\$503	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$524	\$629	
Economy System (3 Panel, Grey Fabric, Velcro Adaptable)- Each Panel: 1m wide x 1.5m tall		\$282	\$339	
Bannerstand Frame Rental (Does not include graphic panel)		\$79	\$95	
Posterboard (4' x 8', Velcro Adaptable)		\$104	\$125	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$98	\$118	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**



- Included in 10' x 10' Hardwall Package:**
- \* Vinyl Lettered Company Sign
  - \* Two Arm Lights
  - \* Choice of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle

- Included in 10' x 20' Hardwall Package:**
- \* Two Vinyl Lettered Company Signs
  - \* Four Arm Lights
  - \* 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' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$776	\$931	
Grey Fabric Panels (Velcro Adaptable)		\$881	\$1,057	
Colour PVC Panels <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Blue <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Black		\$975	\$1,171	
Shelving (White Melamine, 1m long x 12" deep)		\$25	\$30	

**10' x 20' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,101	\$1,322	
Grey Fabric Panels (Velcro Adaptable)		\$1,311	\$1,574	
Colour PVC Panels <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Blue <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Black		\$1,453	\$1,744	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$25	\$30	

**SUB-TOTAL HARDWALL BOOTH PACKAGES**

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Headers:** Black vinyl lettering on white PVC (ALL CAPS)

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

\_\_\_\_\_

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

\_\_\_\_\_

**SUMMARY OF PORTABLE & HARDWALL DISPLAYS**

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

Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 506-658-0509**

**CARPET & BOOTH  
CLEANING**

Event Name **Atlantic Motorcycle & ATV Show** Date(s) **February 10 - 12, 2012**

Pre-Show Price Deadline: **January 25, 2012**

Ordering Deadline: **January 31, 2012** Contact office for availability after this date

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

**CARPET / CARPET PADDING**

**NOTE: Carpet is NOT supplied in Bulk Booth Spaces 400 sq.ft. and over.  
Complete below to place your bulk carpet order.**

Subject to availability  
1st Colour Choice: Blue Red Green Burgundy Charcoal Black  
2nd Colour Choice: Blue Red Green Burgundy Charcoal Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'	Black booth carpet supplied in 10' x 10' booths only.	\$96	\$118	
Broadloom - 10' x 20'		\$170	\$211	
Broadloom - 10' x 30'		\$230	\$284	
Carpet Padding - Size _____ x _____ = _____		\$0.83	\$0.89	
Bulk Carpet - Size _____ x _____ = _____		\$0.83	\$1.02	
Bulk Carpet - Size _____ x _____ = _____		\$0.83	\$1.02	
Bulk Carpet - Size _____ x _____ = _____		\$0.83	\$1.02	
Mandatory Plastic <sup>1</sup> _____ x _____ = _____		\$0.26	\$0.33	
Special Cutting Charge <sup>2</sup> _____ x _____ = _____		\$1.42	\$1.76	
<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> Plastic is mandatory with all bulk carpet orders to protect carpet during move in.
  - <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.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	INCLUDED IN BOOTH PACKAGE				
2 Daily vacuum & empty waste baskets	INCLUDED IN BOOTH PACKAGE				
<b>SUB-TOTAL BOOTH CLEANING</b>					

SPECIAL INSTRUCTIONS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Fax completed form along with Method of Payment to 506-658-0509**



HEAD OFFICE:  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**ELECTRICAL &  
LIGHTING**

**Event Name** Atlantic Motorcycle & ATV Show **Date(s)** February 10 - 12, 2012

**Pre-Show Price Deadline:** January 25, 2012

**Ordering Deadline:** February 6, 2012 Contact office for availability after this date

<b>Exhibiting Company:</b> _____	<b>Booth #</b>	
<b>Contact Name:</b> _____		
<b>Phone #:</b> _____	<b>Booth Size</b>	

**Single 110 volt, 15 amp, duplex outlet (OPTION A)**

- \* One 110 volt, 7.5 amp outlet (1 plug), per Exhibitor (NOT booth space), 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 506-658-0509 for quote \*\*\*

# of Volts? \_\_\_\_\_ Single Phase or 3 Phase? \_\_\_\_\_ # of Amps? \_\_\_\_\_

Do you require your equipment hardwired? \_\_\_\_\_

If no, please specify type of connector required. \_\_\_\_\_

Draw plug configuration below: \_\_\_\_\_

LIGHTING				
Description	Quantity	Pre-Show	Retail	Amount
Clip on Spot Light (65 Watt) ** #		\$26.00	\$33.00	
Quartz Flood Light (on 8' Upright, 150 Watt)**		\$41.00	\$51.00	
Quartz Arm Light (150 Watt) ** #		\$41.00	\$51.00	
ELECTRICAL				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (Option A)		\$68.00	\$84.00	
Special electrical power (Option B)				
5m, 3 prong, extension cord **		\$26.00	\$31.00	
Power Bar **		\$21.00	\$26.00	

\*\* Items do not include power.  
 # Items cannot be attached to pipe & drape walls.

<b>SUMMARY OF ELECTRICAL &amp; LIGHTING</b>
\$ _____
Carry this total to Method of Payment form

**SIGNAGE**

**Event Name** Atlantic Motorcycle & ATV Show **Date(s)** February 10 - 12, 2012  
**Ordering Deadline:** January 18, 2012 **Contact office for availability after this date**

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

**VINYL LETTERED SIGNS**

- \* Prices listed reflect 10 words or less - ONE colour only (no logos).
- \* Quote will be issued for text over 10 words.
- \* Standard font is "Arial Black", all caps, unless otherwise specified by exhibitor.
- \* Vinyl lettering on white corex (corrugated plastic).
- \* Vinyl colours available - black, blue, green, red.
- \* Sizes listed are standard sizes. Quote can be issued for size not shown.

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)		\$25.00	\$32.50	
36" x 8"		\$21.00	\$27.30	
44" x 7"		\$26.00	\$33.80	
22" x 17"		\$30.00	\$39.00	
28" x 14"		\$35.00	\$45.50	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$48.00	\$62.40	
44" X 28"		\$93.00	\$120.90	
40" X 30"		\$93.00	\$120.90	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$32.50	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	
<b>TOTAL VINYL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
**W**

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
**W**

H

Insert Text  
in Box(es)

H

**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth, pop up and banner stand rental with custom hardwall panels & headers, graphic pop up panels and graphic banner stand panel.
- \* Also check out our other display options such as vinyl banners and full colour show signage. Contact our office for pricing.
- \* Global features 2 in-house graphic designers (\$75 per hour) or you can supply print ready files either in the form of CD or upload to our ftp site.

**Contact our office for panel sizes, file specifications and deadline date for artwork.**

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header		x	\$140.00	\$182.00	
Graphic Hardwall Panels		x	\$364.00	\$473.20	
8' Pop Up Panels (3 panels)	3	x	\$469.00	\$609.70	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	
<b>TOTAL CUSTOM SIGNAGE</b>					

**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 SHIPMENTS -- REFER TO SHOW MANAGEMENT EXHIBITOR MANUAL \*\*\***

- \* Shipments to arrive during scheduled move-in times only. Refer to Show Management Exhibitor Manual for dates and times.
- \* Freight received prior to this date risk having their freight refused by the facility, or redirected to Advance Warehouse with fee charge 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.
- \* 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 charges 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 must be made in advance or prior to show closing
- \* Outbound freight must contain **return shipping labels (on all pieces) and return Bill of Ladings.**



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**MATERIAL HANDLING**

<b>Event Name</b>	Atlantic Motorcycle & ATV Show	<b>Date(s)</b>	February 10 - 12, 2012
<b>Material Handling Form to be submitted by:</b>		<b>January 25, 2012</b>	
<b>Freight accepted at advance warehouse:</b>		<b>January 16, 2012</b>	<b>TO February 3, 2012</b>

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

<b>Booth #</b>
<b>Booth Size</b>

**See next pages for shipping labels.**

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

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

**RETURN TO WAREHOUSE SERVICE**

Will you require return to warehouse material handling service?  Yes  No  
 If yes, please include in calculation of order

**CALCULATION OF ORDER**

A material handling charge based on CWT (per 100 lbs with a minimum 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd.

Service	Total Weight	CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)	
<i>Example of shipments LESS than 200 lbs.</i>	90	/ 100	0.9	2	X	\$37.00	\$74.00
<i>Example of shipments OVER 200 lbs.</i>	859	/ 100	8.59	9	X	\$37.00	\$333.00
<b>Advanced Shipment</b>		/ 100			X	\$37.00	
<i>Description:</i> Sending of your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking.							
<b>Direct Shipment</b>		/ 100			X	<b>Service provided by Show Management</b>	
<i>Description:</i> Sending of your freight directly to the event site. This must be done during the <i>scheduled Exhibitor move in and move out times</i> . Global Convention Services will accept your pre-paid freight at the site loading dock and place it in your booth space, collect your empties and store them until the event is over, then returned for your repacking.							
<b>Return to Warehouse</b>		/ 100			X	\$37.00	
<i>Description:</i> Returning of your freight back to our Advanced Warehouse after the event. Exhibitor is responsible to schedule pick up with your carrier from our warehouse location. <b>Exhibitor is responsible for return shipping labels &amp; Bill of Ladings.</b>							

**SUMMARY OF MATERIAL HANDLING**

\$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE**

Freight accepted at advance  
warehouse:

**January 16, 2012** TO **February 3, 2012**

To: GLOBAL CONVENTION SERVICES  
106 Beaverbrook Street  
Moncton, NB E1C 9S7

Show: **Atlantic Motorcycle & ATV Show**

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

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

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

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE**

Freight accepted at advance  
warehouse:

**January 16, 2012** TO **February 3, 2012**

To: GLOBAL CONVENTION SERVICES  
106 Beaverbrook Street  
Moncton, NB E1C 9S7

Show: **Atlantic Motorcycle & ATV Show**

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

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

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

**USE THESE LABELS ONLY IF SHIPPING DIRECT TO SHOW SITE**

*Freight to arrive on site during scheduled move in time only!*

**Wednesday, February 8, 2012**

To: Moncton Coliseum Complex  
377 Killam Drive  
Moncton, NB E1C 3T1

Show: **Atlantic Motorcycle & ATV Show**

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

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

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

**USE THESE LABELS ONLY IF SHIPPING DIRECT TO SHOW SITE**

*Freight to arrive on site during scheduled move in time only!*

**Wednesday, February 8, 2012**

To: Moncton Coliseum Complex  
377 Killam Drive  
Moncton, NB E1C 3T1

Show: **Atlantic Motorcycle & ATV Show**

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

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

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

**DISPLAY INSTALLATION & DISMANTLE**

Event Name **Atlantic Motorcycle & ATV Show** Date(s) **February 10 - 12, 2012**  
**Ordering Deadline: February 6, 2012 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 2 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 TO ARRIVE DURING SCHEDULED MOVE IN TIMES ONLY\*\*\***

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	\$52.50	
				x			x	\$52.50	
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	\$52.50	
				x			x	\$52.50	
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

**SIGN & BANNER  
HANGING**

<b>Event Name</b>	Atlantic Motorcycle & ATV Show	<b>Date(s)</b>	February 10 - 12, 2012
<b>Ordering Deadline:</b>	February 6, 2012	Orders after this date must be placed on-site	

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

**Contact Name:** \_\_\_\_\_

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

**ON-SITE CONTACT & 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 and under. Banners over 25 lbs will be custom quoted.
- \* **All signs/banners must be made available for start of exhibitor set up.**
- \* 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.

**DIAGRAM & SPECIFICATIONS**

<b>Booth Size:</b> _____	<b># of Signs/Banners to be Hung:</b> _____
--------------------------	---

Banner Size (length x height): _____	# of Hanging Points: _____
Banner Material: _____	Banner Weight: _____
Banner Height From Ground: _____	<b>Is power required:</b> _____
Banner Placement (ie centred with table): _____	

Banner Size (length x height): _____	# of Hanging Points: _____
Banner Material: _____	Banner Weight: _____
Banner Height From Ground: _____	<b>Is power required:</b> _____
Banner Placement (ie centred with table): _____	

Description of Labour	# of Banners	x	Prior to Order Deadline	After Order Deadline	Total
Banners (25 lbs & under)		x	\$368	\$473	
Banners (over 25 lbs) - To Be Quoted		x			
110 Volt, 15 amp duplex outlet		x	\$68	\$84	
Special Power (refer to Electrical Form)		x			
<b>Installation to be completed by:</b> _____					

**SUMMARY OF SIGN & BANNER HANGING**

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

Carry this total to Method of Payment form



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

## In-Booth Forklift & Driver Form

<b>Event Name</b>	Atlantic Motorcycle & ATV Show	<b>Date(s)</b>	February 10 - 12, 2012
<b>Ordering Deadline:</b>	February 6, 2012	<b>Contact office for availability after this date</b>	

<b>Exhibiting Company:</b> _____	<b>Booth #</b>	
<b>Contact Name:</b> _____		
<b>Phone #:</b> _____	<b>Booth Size</b>	
<b>ON-SITE CONTACT &amp; CELL NUMBER:</b>		

### 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 labour 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 labour and equipment is one (1) hour per worker and equipment. Equipment and labour 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			\$116	
			X			\$116	
<b>Contact office for weekly forklift rental quote &amp; scissor lift rental quote.</b>						<b>SUB-TOTAL INSTALLATION</b>	

ESTIMATED DISMANTLE REQUIREMENTS							
Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$116	
			X			\$116	
<b>Contact office for weekly forklift rental quote &amp; scissor lift rental quote.</b>						<b>SUB-TOTAL DISMANTLE</b>	

<b>SUMMARY OF IN-BOOTH FORKLIFT</b>
\$ _____
Carry this total to Method of Payment form

**METHOD OF PAYMENT**

**Event Name** Atlantic Motorcycle & ATV Show **Date(s)** February 10 - 12, 2012

**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 Labour/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**  
 \* Contact our office for banking information  
 \* 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 labour & material handling.

Visa   
  Mastercard   
  Amex  
 Purchase Order # (if applicable) \_\_\_\_\_  
 Card # \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Cardholder Telephone \_\_\_\_\_

Equipment & Furnishings	\$	_____
Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Electrical & Lighting	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
<b>Total of Items</b>		<b>\$</b> _____
<b>13% HST</b>		<b>\$</b> _____
<b>TOTAL ORDER</b>		<b>\$</b> _____

Canadian Funds

**Payment must be submitted with order forms  
 Fax completed forms to 506-658-0509**