



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

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

Material Handling Form to be submitted by: **January 25, 2012**

Freight accepted at advance warehouse: **January 16, 2012** **TO** **February 3, 2012**

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #
Booth Size

See next pages for shipping labels.

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

	<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			
Total Weight			

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>	<i>90</i>	<i>/ 100</i>	<i>0.9</i>	<i>2</i>	<i>X</i>	<i>\$37.00</i>
<i>Example of shipments OVER 200 lbs.</i>	<i>859</i>	<i>/ 100</i>	<i>8.59</i>	<i>9</i>	<i>X</i>	<i>\$333.00</i>
Advanced Shipment		/ 100			\$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.						
Direct Shipment		/ 100			\$37.00	Service provided by Show Management
<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.						
Return to Warehouse		/ 100			\$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. Exhibitor is responsible for return shipping labels & Bill of Ladings.						

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**

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