



Atlantic Eye Symposium  
September 8-9, 2023  
Westin Nova Scotian Hotel  
Halifax, NS

Visit our website to view our on-line catalogue

EVENT INFORMATION

**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' wide x 8' deep exhibitor booth space consists of the following:

- \*\* 8' high draped backwall and 3' high draped sidewalls.
- \*\* One (1) 6' skirted table.
- \*\* Two (2) chairs.

\*\* Note: The Trade Show floor is carpeted.

**ELECTRICAL:**

\*\* Electrical is complimentary if ordered through show management during registration, onsite electrical orders will cost \$200

**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: Fri, August 25, 2023  
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, click on link, or go to, [www.globalconvention.ca](http://www.globalconvention.ca) then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: AES2023 Password: 2023

**On-line ordering available until:** Fri, September 01, 2023

**EXHIBITOR MOVE-IN**

Friday	September 8, 2023	9:00 AM	-	12:00 PM
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**SHOW HOURS**

Friday	September 8, 2023	12:00 PM	-	1:00 PM
Saturday	September 9, 2023	10:00 AM	-	1:00 PM

**EXHIBITOR MOVE-OUT**

Saturday	September 9, 2023	1:00 PM	-	4:00 PM
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**MATERIAL HANDLING**

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

**ADVANCED SHIPMENTS ACCEPTED**

**START** Friday August 11, 2023 **END** Friday September 1, 2023

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

**DIRECT TO SITE SHIPMENTS**

!!! Direct to site shipments to arrive during scheduled exhibitor move in times only!!!

Freight received at venue in advance of exhibitor move-in risk having their freight either refused by venue or re-directed to Global Advanced Warehouse, with expenses and fees billed back to exhibitor.



HALIFAX OFFICE:  
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Halifax, NS B3J 1K9  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:**  
**ORDERING DEADLINE:**

**August 25, 2023**  
**September 1, 2023**

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023

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

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

Description	Qty	Preshow	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$58	\$76	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$70	\$91	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$98	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$85	\$109	
29" High Extra Skirt (To Skirt 4th Side)		\$39	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$68	\$89	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$88	\$114	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$92	\$120	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$104	\$135	
39" High Extra Skirt (To Skirt 4th Side)		\$46	\$56	
Low Pedestal Table (30" Round, 30" High)		\$75	\$98	
Tall Pedestal Table (30" Round, 40" High)		\$85	\$111	
Spandex Cover for Tall Pedestal Table (Black)		\$28	\$38	

**SUB-TOTAL TABLES**

**SEATING**

**\*\* Subject to availability**

Description	Qty	Preshow	Retail	Amount
Fabric Side Chair (Grey, Padded Seat & Back)		\$43	\$57	
Bar Height Stool (Padded Seat with Wire Back)		\$89	\$116	
"Z" Stool		\$59	\$74	

**SUB-TOTAL SEATING**

**PREMIUM SEATING**

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

Description	Qty	Preshow	Retail	Amount
Squared Back Leather Club Chair White ( ) Black ( )		\$250	\$287	
Squared Back Leather Loveseat White ( ) Black ( )		\$370	\$420	
Padded, Tufted, Gas Lift Stool White ( ) Red ( ) Black ( )		\$89	\$116	

**SUB-TOTAL PREMIUM SEATING**

**ACCESSORIES**

**\* All items subject to availability**

Description	Qty	Preshow	Retail	Amount
40" TV Only <i>(Please contact Global office for connection information)</i>		\$452	\$588	
40" TV & Stand <i>(Please contact Global office for connection information)</i>		\$509	\$662	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$25	\$37	
Literature Rack (Floor Model)		\$121	\$157	
Coffee Table		\$90	\$145	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$36	\$47	
Bag Holder (1m tall, adjustable arms)		\$51	\$66	
Easel (Aluminum, Tri-Pod, Floor Model)		\$38	\$47	
Wastebasket		\$20	\$28	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$87	-	

**SUB-TOTAL ACCESSORIES**

**MISCELLANEOUS**

Description	Qty	Preshow	Retail	Amount

**SUB-TOTAL MISCELLANEOUS**

**SUMMARY OF FURNISHINGS**

Tables	\$
Seating	\$
Premium Seating	\$
Accessories	\$
Miscellaneous	\$
<b>TOTAL</b>	<b>\$</b>

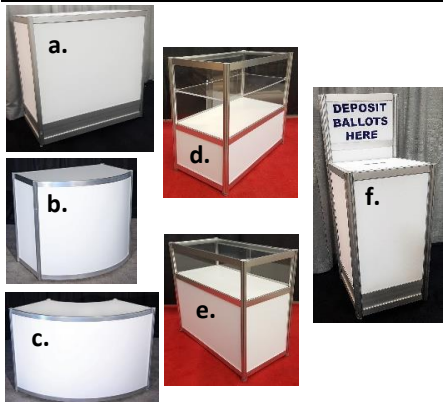
**Carry this total to Method of Payment form**

**FURNISHINGS & ACCESSORIES**

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023  
**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
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**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

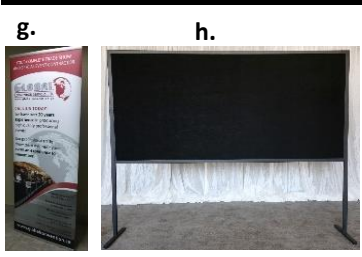
**COUNTER DISPLAYS**

Item	Description	Qty	Preshow	Retail	Amount
a.	1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$180	\$230	
b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$205	\$267	
c.	1/4 Round, White - Open in Back		\$263	\$342	
d.	1m Display Showcase, Double Shelf, White/Acrylic		\$325	\$423	
e.	1m Jewellery Display, Single Shelf, White/Acrylic		\$295	\$384	
f.	Ballot Box Display (1/2m x 1/2m x 4' tall)- White PVC Panels with Generic Header		\$142	\$185	
<b>SUB-TOTAL COUNTER DISPLAYS</b>					





**PORTABLE DISPLAYS**

Item	Description	Qty	Preshow	Retail	Amount
g.	Bannerstand Frame Rental (Includes graphic panel)		\$303	\$394	
h.	Posterboard (8'x4', Velcro Adaptable)		\$109	\$142	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>					



**HARDWALL BOOTH PACKAGES**

 <p><b>Included in 10' x 10' Hard wall Package:</b> * White PVC Panels * One Black Lettered Company Header * Two Arm Lights (does not include power) * Includes Set Up &amp; Dismantle</p>	<p><b>Included in 20' x 10' Hard wall Package:</b> * White PVC Panels * Two Black Lettered Company Headers * Four Arm Lights (does not include power) * Includes Set Up &amp; Dismantle</p>	
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**Custom headers & graphic panels available. See Signage Form for pricing and file information.**

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package, White PVC Panels <i>* Contact office for other colour options.</i>		\$1,100	\$1,400	
20' x 10' Hardwall Booth Package, White PVC Panels <i>* Contact office for other colour options.</i>		\$1,499	\$2,099	
Shelving (White Melamine, 1m long x 12" deep)		\$35	\$46	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**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 COUNTERS, PORTABLE & HARDWALL DISPLAYS**

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

*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

**PRE-SHOW DEADLINE:** August 25, 2023  
**ORDERING DEADLINE:** September 1, 2023

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023  
**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	Preshow	Retail	Amount
Broadloom - 10' x 10'	Trade show floor is carpeted	\$153	\$199	
Broadloom - 20' x 10'		\$306	\$398	
Broadloom - 30' x 10'		\$459	\$597	
Broadloom - 20' x 20'		\$556	\$723	
Bulk Carpet (*1): Size            x            =		\$1.57	\$2.04	
Custom Sized Bulk Carpet (*2): Size            x            =		\$2.15	\$2.80	
Protective Plastic (*3) : Size            x            =		\$0.66	\$0.86	
Carpet Padding: Size            x            =		\$1.12	\$1.46	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

- \*\* Booth spaces larger than 20' x 20' must use Bulk Carpet or Custom Sized Bulk Carpet pricing.
- \*1 Bulk carpet supplied in 10' x 10' increments.
- \*2 Custom Sized Bulk Carpet refers to custom-cut sized carpet that does not meet the 10'x10' increments criteria (example 25' x 35').
- \*3 It is the responsibility of the exhibitor to remove plastic prior to show opening.

**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 \$0.45	x 1	
2 Daily vacuum & empty waste baskets Includes initial vacuum prior to show opening.	x		x \$0.45	x	
<b>SUB-TOTAL BOOTH CLEANING</b>					

**SPECIAL INSTRUCTIONS:**

**SUMMARY OF CARPET & BOOTH CLEANING**

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

*Carry this total to Method of Payment Form*

**CARPET, PADDING & BOOTH CLEANING**



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**PRE-SHOW DEADLINE:** August 25, 2023  
**ORDERING DEADLINE:** August 18, 2023

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023

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

**BOOTH ID and SHOW SIGNAGE**

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

Description (Width x Height)	Qty.	Unit Price	RUSH	Amount
<b>BOOTH ID SIGNS ^^^ Non-Laminated &amp; Holes Drilled for Hanging (with exception of 11"x9" sign)</b>				
11" x 9" with easel back (for table)		\$26.00	\$34.00	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$20.00	\$26.00	
44" x 7" Coroplast Booth ID Sign		\$31.00	\$41.00	
36" x 8" Coroplast Booth ID Sign		\$28.00	\$37.00	
<b>SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)</b>				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$28.00	\$36.00	
22" x 28"		\$58.00	\$76.00	
24" x 36"		\$82.00	\$107.00	
44" X 28"		\$116.00	\$151.00	
40" X 30"		\$113.00	\$147.00	
Brass Grommets (Rings) for hanging- Per Sign		\$8.00	\$10.00	
Holes Drilled for hanging- Per Sign		no charge	no charge	
<b>TOTAL SIGNAGE</b>				

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

Description	Qty.	Unit Price	RUSH	Amount
<b>HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
10' Custom header (price per header)		\$120.00	\$156.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$298.00	\$388.00	
Graphic panel for lower rail sidewalls (price per panel)		\$112.00	\$146.00	
<b>COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
Graphic front panel for 1m standard counter		\$112.00	\$146.00	
Graphic front panel for 1m curved front counter		\$132.00	\$172.00	
Graphic front panel for 1/4 round counter		\$184.00	\$239.00	
Graphic side panel for counters (price per panel)		\$56.00	\$73.00	
<b>TOTAL CUSTOM SIGNAGE</b>				

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

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



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 Halifax, NS B3J 1K9  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**ORDERING DEADLINE: September 1, 2023**

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023

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

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

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

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

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

**CALCULATION OF ORDER**

\*\* A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

\*\* Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight		CWT (divided by 100 lbs.)	Round up to nearest whole #	X	Price per CWT (per 100 lbs.)	Estimated Total Cost (200 lb. Min.)
<u>Shipments 200 lbs. or LESS</u>	<u>75</u>	<u>/ 100</u>	<u>0.75</u>	<u>2</u>	<u>X</u>	<u>\$75.00</u>	<u>\$150.00</u>
<u>Shipments OVER 200 lbs.</u>	<u>859</u>	<u>/ 100</u>	<u>8.59</u>	<u>9</u>	<u>X</u>	<u>\$75.00</u>	<u>\$675.00</u>

Service Type	Total Weight		CWT (divided by 100 lbs.)	Round up to nearest whole #	X	Price per CWT (per 100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	\$75.00	
DIRECT TO SHOW SITE		/ 100			X	\$85.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$75.00	

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

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

\*\*\* Global Convention Services does not offer shipping services.

\*\*\* Global Convention Services does not offer customs or brokerage services.

\*\*\* Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days.

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

**Freight Accepted at Global Advanced Warehouse: August 11, 2023 - September 1, 2023**

**Freight Accepted at Show Site: September 8, 2023**

**SUMMARY OF MATERIAL HANDLING**

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

*Carry this total to Method of Payment form*

### CONDITIONS

- \* Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

### LIABILITY

- \* Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- \* Shipments should be insured by the exhibitor.
- \* The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- \* Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- \* The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

### IMPORTANT INFORMATION

- \* Material Handling Form must be submitted at least **14 days** prior to show.
- \* Collect shipments **will not** be accepted.
- \* All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- \* All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- \* Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- \* Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- \* **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- \* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

### ADVANCED WAREHOUSE MATERIAL HANDLING

- \* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- \* Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

### DIRECT TO SITE MATERIAL HANDLING

- \* **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- \* *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- \* Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

### OUTBOUND SHIPMENTS

- \* Exhibitor is responsible for repacking their freight.
- \* **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- \* Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- \* **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- \* The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- \* No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- \* **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

**NOTE: Freight will not be released to ground transport until account has been settled with Global.**

### POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- \* Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- \* Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- \* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- \* Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- \* **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- \* **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

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

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

**August 11, 2023** TO **September 1, 2023**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Halifax, NS, B3S 1B4

Show: **Atlantic Eye Symposium**

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

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

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

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Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

**August 11, 2023** TO **September 1, 2023**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Halifax, NS, B3S 1B4

Show: **Atlantic Eye Symposium**

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

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

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

**MATERIAL HANDLING - Shipping Labels --- Advance Warehouse**



**USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.**

**Complete & submit Material Handling form to order show site material handling service.**

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

**September 8, 2023**

To: GLOBAL CONVENTION SERVICES  
C/O Westin Nova Scotian Hotel  
1181 Hollis Street  
Halifax, NS, B3H 2P6

Show: **Atlantic Eye Symposium**

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 !!!**

**September 8, 2023**

To: GLOBAL CONVENTION SERVICES  
C/O Westin Nova Scotian Hotel  
1181 Hollis Street  
Halifax, NS, B3H 2P6

Show: **Atlantic Eye Symposium**

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

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

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

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



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1658 Market Street  
Halifax, NS B3J 1K9  
Tel. 902-425-1400 Fax. 902-423-4129  
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**ORDERING DEADLINE: September 1, 2023**

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023

**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 Pig  Ordered by \_\_\_\_\_  With Display

**FREIGHT- Installation:**  Global advance warehouse  **\*\*\*Direct to Show Site\*** Carrier: \_\_\_\_\_

Expected number of pieces & weight: \_\_\_\_\_

**FREIGHT- Dismantle**  Return to advance warehouse  Direct From Show Site Carrier: \_\_\_\_\_

**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	\$70.00	
				x			x	\$70.00	

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	\$70.00	
				x			x	\$70.00	

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**



**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:** August 25, 2023  
**ORDERING DEADLINE:** September 1, 2023

**EVENT NAME** Atlantic Eye Symposium **DATES** September 8-9, 2023

**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**  
 \* Send e-transfers to: [accounting@globalconvention.ca](mailto:accounting@globalconvention.ca)  
 \* Contact office for Bank Transfer details.  
 \* Customers are responsible for any bank processing fees

**CREDIT CARD**  
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor & material handling.

Visa     MasterCard     Amex  
 Purchase Order # (if applicable) \_\_\_\_\_  
**(P.O. is for vendor's reference only. Payment must accompany order.)**  
 Card # \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ CVV # \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Cardholder Telephone \_\_\_\_\_

**CALCULATION OF ORDER**

Furnishings & Accessories	\$	_____
Counters, Portable & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
<b>Total of Items</b>	<b>\$</b>	_____
<b>15% HST</b>	<b>\$</b>	_____
<b>TOTAL ORDER (CDN)</b>	<b>\$</b>	_____

HST # 12259 9822 RT0001

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129**

**METHOD OF PAYMENT**