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Atlantic 2025 Gift & Home Market  
 March 9-11, 2025  
 Moncton Coliseum Complex  
 Moncton, NB

EVENT INFORMATION

**SERVICE CONTRACTOR CONTACT**

<b>GLOBAL CONVENTION SERVICES</b>	Phone: 1-888-799-EXPO (3976)
P.O. Box 2329	Fax: 1-506-658-0509
Saint John, NB, E2L 3V6	Email: <a href="mailto:info@globalconvention.ca">info@globalconvention.ca</a>

**BOOTH EQUIPMENT**

Each 10' wide x 10' deep exhibitor booth space consists of the following:

\*\* 8' high draped backwall and two 8' high draped sidewalls.

**ELECTRICAL:**

\*\* Electrical is NOT included with your booth space but can be ordered using page 5.

**ADVANCE PRICE DEADLINE**

In order to receive discounted rates on selected items, we must receive your order and payment by: February 21, 2025  
 Orders received after this date will be subject to Retail Prices.

**ORDERING DEADLINE**

Ordering for this event will be available until: February 28, 2025  
 Please contact our Exhibitor Services Department for availability after this date.

**EXHIBITOR MOVE-IN**

<b>Friday</b>	<b>March 7, 2025</b>	<b>8AM</b>	<b>-</b>	<b>5PM</b>
<b>Saturday</b>	<b>March 8, 2025</b>	<b>8AM</b>	<b>-</b>	<b>4PM</b>

**EXHIBITOR MOVE-OUT**

<b>Tuesday</b>	<b>March 11, 2025</b>	<b>3PM</b>	<b>-</b>	<b>11PM</b>
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**MATERIAL HANDLING**

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

**ADVANCED SHIPMENTS ACCEPTED**

**START** Monday February 10, 2025 **END** Monday March 3, 2025  
 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.

**IMPORTANT INFORMATION REGARDING VENUE:**



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

**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28, 2025

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

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

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

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

Description	Qty	Advance	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$52	\$68	
2'x4' Skirted Table-30" High (Vinyl Top, Skirted 3 Sides)		\$70	\$91	
2'x6' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$75	\$98	
2'x8' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$85	\$111	
30" High Extra Skirt (To Skirt 4th Side)		\$39	\$51	
Vinyl Top Table 40" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$62	\$81	
2'x4' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$88	\$114	
2'x6' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$92	\$120	
2'x8' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$104	\$135	
40" High Extra Skirt (To Skirt 4th Side)		\$46	\$60	
Meeting Table (30" Tall, 30" Dia)		\$75	\$98	
Cruiser Table (40" Tall, 30" Dia)		\$85	\$111	
Cruiser Table w/Black Spandex		\$113	\$147	

**SUB-TOTAL TABLES**

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

Description	Qty	Advance	Retail	Amount
Folding Chair (Black)		\$19	\$25	
Fabric Side Chair (Padded Seat & Back)		\$43	\$56	
Bar Height Stool w/Wire Back (Padded Seat)		\$89	\$116	
"Z" Stool		\$49	\$64	

**SUB-TOTAL SEATING**

**PREMIUM SEATING**  
**\*\* All items subject to availability**

Description	Qty	Advance	Retail	Amount
Leather Tufted Padded Stool White ( ) Black ( )		\$89	\$116	
Squared Back Leather Club Chair White ( ) Black ( )		\$252	\$328	
Squared Back Leather Loveseat White ( ) Black ( )		\$399	\$519	

**SUB-TOTAL PREMIUM SEATING**

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

Description	Qty	Advance	Retail	Amount
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$18	\$23	
Literature Rack (Floor Model)		\$121	\$157	
Coffee Table		\$90	\$117	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$36	\$47	
Easel (Aluminum, Tri-Pod, Floor Model)		\$38	\$49	
Wastebasket		\$18	\$23	
Bag Holder (1m tall, 2 arms)		\$51	\$66	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		Contact Global office for quote		
Rolling Coat Rack, Chrome		\$65	\$85	

**SUB-TOTAL ACCESSORIES**

**MISCELLANEOUS**

Description	Qty	Advance	Retail	Amount

**SUB-TOTAL MISCELLANEOUS**

**SUMMARY OF FURNISHINGS**

Tables	\$	_____
Seating	\$	_____
Premium Seating	\$	_____
Accessories	\$	_____
Miscellaneous	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____
<b>Carry this total to Method of Payment form</b>		

**FURNISHINGS & ACCESSORIES**

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

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



**COUNTER DISPLAYS**

Item	Description	Qty	Advance	Retail	Amount
a.	1m Standard Counter w/Sliding Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$180	\$234	
b.	1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$205	\$267	
c.	1/4 Round Counter, White - Open in Back		\$260	\$338	
d.	1m Display Showcase, Double Shelf, White/Acrylic		\$325	\$423	
e.	1m Jewellery Display, Single Shelf, White/Acrylic		\$285	\$371	
f.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White or Black PVC Panels and Acrylic ( ) White ( ) Black		\$185	\$240	
<b>SUB-TOTAL COUNTER DISPLAYS</b>					

**PORTABLE DISPLAYS**

Item	Description	Qty	Advance	Retail	Amount
g.	Bannerstand Frame Rental (Includes graphic panel)		\$375	\$488	
h.	Posterboard (8'x4', Velcro Adaptable)		\$150	\$195	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>					

**HARDWALL BOOTH PACKAGES**

	<p><b>Included in 10' x 10' Hard wall Package:</b></p> <ul style="list-style-type: none"> <li>* White PVC Panels</li> <li>* One Black Lettered Company Header</li> <li>* Two Arm Lights <b>(does not include power)</b></li> </ul>	<p><b>Included in 20' x 10' Hard wall Package:</b></p> <ul style="list-style-type: none"> <li>* White PVC Panels</li> <li>* Two Black Lettered Company Headers</li> <li>* Four Arm Lights <b>(does not include power)</b></li> <li>* Includes Set Up &amp; Dismantle</li> </ul>	
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**Custom headers & graphic panels available. See Signage Form for pricing.**

Description	Quantity	Advance	Retail	Amount
10' x 10' Hardwall Booth Package		\$1,100	\$1,430	
20' x 10' Hardwall Booth Package		\$1,615	\$2,099	
Upgrade PVC panel to Pegboard Panel (per 1m x 2.5m panel)		\$95	\$124	
Upgrade PVC panel to Slatwall Panel (per 1m x 2.5m panel)		\$140	\$182	
LED Arm Light for Hardwall Displays		\$48	\$62	
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 20' x 10' systems)

\_\_\_\_\_

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

\_\_\_\_\_

**SUMMARY OF COUNTERS, PORTABLE & HARDWALL DISPLAYS**

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



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**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28, 2025

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025  
**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
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**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	Advance	Retail	Amount
Broadloom - 10' x 10'		\$153	\$199	
Broadloom - 20' x 10'		\$306	\$398	
Broadloom - 30' x 10'		\$459	\$597	
Broadloom - 20' x 20'		\$556	\$723	
Bulk Carpet, 10'x10' Increments *: Si	x =	\$1.57	\$2.04	
Custom Sized Bulk Carpet **: Size	x =	\$2.15	\$2.80	
Protective Plastic *** : 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 pricing.
- \* Booth carpet & bulk carpet supplied in 10' x 10' increments.
- \*\* Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- \*\*\* It is the responsibility of the exhibitor to remove plastic prior to show opening.

**BOOTH CLEANING**

Service Option	Booth Size	Total Sq. Ft.	X	Advance	Retail	Total
<b>A</b> Initial vacuum before first day only	x		x	\$0.45	\$0.59	
<b>B</b> 2 Day Service: Daily vacuum & empty waste basket	x		x	\$0.90	\$1.18	
<b>C</b> 3 Day Service: Daily vacuum & empty waste basket	x		x	\$1.35	\$1.77	
<b>SUB-TOTAL BOOTH CLEANING</b>						

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_

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

Send completed form along with Method of Payment to info@globalconvention.ca

**CARPET, PADDING & BOOTH CLEANING**



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**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28, 2025

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

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

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

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

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

\* **Ordered outlets will be placed at the back of the booth space.**

- \* 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 or email to office for quote \*\*\***

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

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

If no, please specify type of receptacle required or receptacle number: \_\_\_\_\_

Draw plug configuration  
(as shown on your equipment):



**COMPLETE YOUR ELECTRICAL ORDER HERE**

Description	Quantity	Advance	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (*1) --- <u>Option A</u>		\$95.00	\$105.00	
Special electrical power (*2) --- <u>Option B</u> -- To be quoted. Contact office.				
Power Placement In Booth (Labour Only) - PER PLACEMENT (*3) (*4) Does not include flat extension cord rental or electrical outlet.		\$70.00	\$91.00	
5m, 3 prong, extension cord (*5)		\$29.00	\$38.00	
5m, flat extension cord (*5)		\$38.00	\$49.00	
Power Bar (*5)		\$24.00	\$31.00	

- \*1 Power is placed at the back of the booth space unless power placement is requested.
- \*2 Submit your requirements, along with picture or sketch of plug configuration to Global for quote.
- \*3 Power Placement Service (Under Carpet or Flooring): Power will be placed prior to any carpet/flooring being installed. Any installed flooring will need to be removed at the cost to the Exhibitor before electrical cords can be installed. Layout must be provided. The Exhibitor or Exhibitor-Appointed-Contractor (EAC) will be responsible to cut the flooring to allow access to the outlet. The Exhibitor or EAC will be responsible to install the power in built structures.
- \*4 Power Placement Service (Non-Carpeted or Non-Flooring Booth): Layout must be provided. The Exhibitor or EAC will be responsible to install the power in built structures.
- \*5 Rental does not include power or power placement.

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

Send completed form along with Method of Payment to info@globalconvention.ca

EAST (CS) July/2024

**ELECTRICAL**



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**ORDERING DEADLINE: February 13, 2025**  
 Orders received after this date will be subject to RUSH pricing

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

**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 ^^^ Holes Drilled for Hanging (with exception of 11"x9" sign). Non-Laminated.</b>				
11" x 9" with easel back (for table)		\$26.00	\$34.00	
36" x 8" Coroplast Booth ID Sign		\$28.00	\$37.00	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$20.00	\$26.00	
44" x 7" Coroplast Booth ID Sign		\$31.00	\$41.00	
22" x 17"		\$37.00	\$48.00	
28" x 14"		\$40.00	\$52.00	
<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- <b>Per Sign</b>		no charge	no charge	
Holes Drilled for hanging- <b>Per Sign</b>		no charge	no charge	
<b>TOTAL SIGNAGE</b>				

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

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

H

H

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

**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)		\$145.00	\$189.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$369.00	\$480.00	
Graphic panel for lower rail sidewalls (price per panel)		\$139.00	\$181.00	
<b>COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated</b>				
Graphic front panel for 1m standard counter		\$139.00	\$181.00	
Graphic front panel for 1m curved front counter		\$154.00	\$200.00	
Graphic front panel for 1/4 round counter		\$220.00	\$418.00	
Graphic side panel for counters (price per panel)		\$68.00	\$88.00	
<b>TOTAL CUSTOM SIGNAGE</b>				

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

Send completed form along with Method of Payment to info@globalconvention.ca



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**ORDERING DEADLINE:** February 28, 2025

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

**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 (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$65.00	\$130.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$65.00	\$585.00

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	\$65.00	
DIRECT TO SHOW SITE		/ 100			X	\$75.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$65.00	

**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:** February 10, 2025 - March 3, 2025

**Freight Accepted at Show Site:** March 7, 2025

**SUMMARY OF MATERIAL HANDLING**

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

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EAST (CS) July/2024

**MATERIAL HANDLING - Order Services**

### 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)

**February 10, 2025** TO **March 3, 2025**

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

Show: **Atlantic 2025 Gift & Home Market**

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

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

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

.....

**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)

**February 10, 2025** TO **March 3, 2025**

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

Show: **Atlantic 2025 Gift & Home Market**

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 !!!**

**March 7, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O Moncton Coliseum  
377 Killam Drive  
Moncton, NB E1C 3T1

Show: **Atlantic 2025 Gift & Home Market**

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 !!!**

**March 7, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O Moncton Coliseum  
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Show: **Atlantic 2025 Gift & Home Market**

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

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

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

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



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

**ADVANCE DEADLINE:** February 21, 2025  
**ORDERING DEADLINE:** February 28, 2025

**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

**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 2 hour call out, per man, on labour and stand-by, thereafter charged in 1/2 hour increments.
- \* Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- \* **Supervised labor must check in at service desk.**
- \* Start time guaranteed only at start of working day.
- \* Global supervised jobs will be completed at our discretion prior to show opening.

**DISPLAY BOOTH INFORMATION**

**Type of System** \_\_\_\_\_ **System Size** \_\_\_\_\_  
**Special tools required for installation?** \_\_\_\_\_ **Please specify in detail:** \_\_\_\_\_

**POWER:**  Included in Booth Pkg  Ordered by Exhibitor  Ordered by Display House  Not Applicable  
**CARPET:**  Hall Carpeted  Included in Booth Pkg  Ordered by \_\_\_\_\_  With Display  
**FREIGHT- Installation:**  Global advance warehouse  **\*\*\*Direct to Show Site\*** Carrier: \_\_\_\_\_  
 Expected number of pieces & weight: \_\_\_\_\_

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

**RATES:** **ST** (Standard Time- 1) 8:00am - 4:30pm Monday to Friday **\$70.00 per hour**  
**OT** (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$105.00 per hour**  
**DT** (Double Time- 2) All day Sunday & Holidays **\$140.00 per hour**

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Rate (see above)	Estimated Cost
				x			x		
				x			x		

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	Rate (see above)	Estimated Cost
				x			x		
				x			x		

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**



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

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

**INSTRUCTIONS**

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

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

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

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

Description of Labor	# of Banners	x	Up to Advance	After Advance	Total
			Deadline	Deadline	
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$505	\$656	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	

**\*\* Electrical form must be completed if banner/sign requires power.**

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

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

**SUMMARY OF SIGN & BANNER HANGING**  
\$ \_\_\_\_\_  
**Carry this total to Method of Payment form**

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca



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

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

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

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

**DIAGRAM SPECIFICATIONS**

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

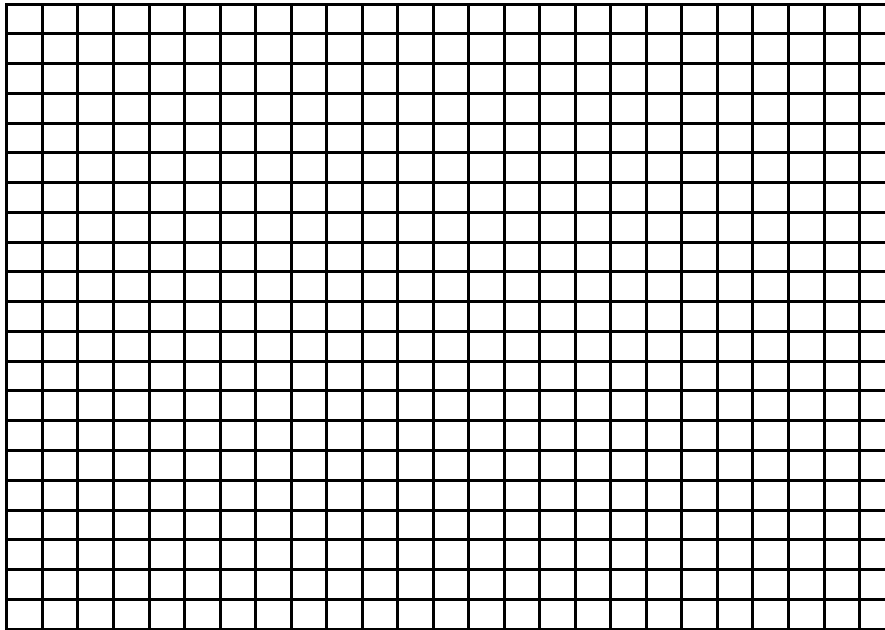
**Back of Booth - Adjacent Booth #** \_\_\_\_\_

**Adjacent Booth #**

\_\_\_\_\_

**Adjacent Booth #**

\_\_\_\_\_



**Front of Booth**

Special Requirements / Notes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca

EAST (CS) July/2024



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**EVENT NAME** Atlantic 2025 Gift & Home Market **DATES** March 9-11, 2025

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

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

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

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

**IMPORTANT INFORMATION**

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

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$135	
			X			\$135	

Contact office for weekly forklift rental quote & scissor lift rental quote **ESTIMATED INSTALLATION**

**ESTIMATED DISMANTLE REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$135	
			X			\$135	

Contact office for weekly forklift rental quote & scissor lift rental quote **ESTIMATED DISMANTLE**

**SUMMARY OF IN-BOOTH FORKLIFT & DRIVER**

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

Carry this total to Method of Payment form

**IN-BOOTH FORKLIFT & DRIVER**



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**METHOD OF PAYMENT**

**Exhibiting Company Information**

Exhibiting Company: _____	<b>Booth #</b>
Exhibiting Company Billing 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.

**CALCULATION OF ORDER**

Furnishings & Accessories	\$	_____
Counters, Portable & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
	\$	_____

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

Visa     MasterCard     Amex    2.75% Convenience Fee to be applied  
 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 \_\_\_\_\_

<b>Total of Items</b>	\$	_____
<b>15% HST</b>	\$	_____
<b>TOTAL</b>	\$	_____
<b>2.75% Convenience Fee</b>	\$	_____
<b>TOTAL ORDER (CDN)</b>	\$	_____

HST # 12259 9822 RT0001

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca**