

73rd Annual Convention
Congrès annuel

CANADIAN
PSYCHOLOGICAL
ASSOCIATION



SOCIÉTÉ
CANADIENNE
DE PSYCHOLOGIE

June 14-16 juin
2012

HALIFAX

WORLD TRADE AND CONVENTION CENTRE, HALIFAX, NOVA-SCOTIA

Exhibitor Information



Table of Contents

Eligibility to Exhibit	3
Exhibit Policies.....	3
a) Cancellation	3
b) Subletting	3
c) Failure to Occupy Exhibit Space.....	3
d) Liability and Insurance.....	3
Security.....	3
Allocation of Exhibit Booths.....	4
Exhibition Booth Information	4
Exhibit Decoration Services	4
Exhibitor On-Site Registration.....	4
Exhibit Hours	4
Installation and Dismantling	4
a) Site and location of exhibition.....	4
b) Set-up	4
d) Move-out day	4
Shipping.....	5
a) Within Canada (Advance, Move-In, Move-Out)	5
b) Customs (Outside Canada).....	5
Convention Hotel	6
APPENDICES	
Exhibit Space Floor Plan.....	A
Global Convention Services Ltd. – provides decorating/shipping for exhibitors	B



The Canadian Psychological Association (CPA) is pleased to welcome all Exhibitors to the 73rd Annual Convention. This information package is designed to answer all your questions while at the Convention.

Eligibility to Exhibit

All exhibits shall be to serve the scientific interests of the Canadian Psychological Association. CPA reserves the right to require the immediate withdrawal of an exhibit if the Chief Executive Officer believes it may be injurious to the purposes of the Association. Only professional equipment and services of interest to psychologists may be displayed.

Exhibit Policies

a) Cancellation

Exhibitors wishing to cancel must provide CPA written notification prior to **March 25th, 2012**. Upon receipt of cancellation notification, exhibitors will receive a 75% refund, of all payments connected with booth rental, refunds for exhibitor packages may vary due to advertising components. In the event the exhibit is cancelled due to circumstances beyond the control of CPA, all payments connected with booth rental will be refunded.

b) Subletting

Subletting space in the exhibit hall is not permitted.

c) Failure to Occupy Exhibit space

Exhibit space not occupied by the start of exhibit hours on Thursday, June 14, 2012 will be considered a no-show, and the space is forfeited by exhibitor. CPA will not issue a refund.

d) Liability and Insurance

As per the exhibitors terms of agreement, exhibitors agree that neither the *Canadian Psychological Association (CPA)*, any of its officers, staff members, nor the owners, employees or representatives of the *World Trade and Convention Center or Global Convention Services Ltd.*, will be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property, prior, during or subsequent to the CPA Convention, provided said injury, loss or damage is not caused by negligence or willful act of one or more of the aforementioned parties. *CPA, World Trade and Convention Center or Global Convention Services Ltd.*, will exercise reasonable care for the protection of the exhibitor's materials and displays; however, the exhibitor, on accepting the terms of agreement, expressly releases the foregoing named association, individuals, board and firms from, and agrees to indemnify same against any and all claims for such loss, damage or injury.

Security

CPA's 73rd Convention Exhibit area will be located in a securable hall. Access will be secured while exhibits are closed. Access to Exhibitor hall during "closed" hours will be limited to CPA staff. Every precaution will be taken to prevent losses of any kind. Loss or damage to goods is strictly the exhibitor's responsibility.

Allocation of Exhibit Booths

Booth space will be allocated on a first come, first serve basis with the exception of *Gold Package Exhibitor's*.

Exhibitors will be notified of space allocation via email by **April 1st, 2012** provided full payment and acceptance by the Convention department has been received.

Exhibition Booth Information

Each booth is 10' x 10' and comes equipped with pipe and draping, two (2) chairs, one (1) 6-foot decorated table and two (2) Convention Exhibitor passes. Exhibitors may also receive one (1) booth identification sign 7"x44 providing a written request is sent to CPA before **May 1st, 2012**.

Exhibit Decoration Services

Booth set-up and materials will be supplied by *Global Convention Services Ltd.*. To place an order for additional exhibit booth furniture, please refer to "Appendix B" for contact details.

Exhibitor On-Site Registration

Exhibitors are required to sign-in at the CPA Convention Registration Desk, located on the lower level of the WTCC, to receive their CPA Exhibitor Badges before locating their assigned booth. Exhibit personnel are required to wear and keep visible their exhibitor badge at all times.

Exhibit Hours

A minimum of one exhibitor is required to staff the booth during the exhibit show hours. The show hours are as follow:

Date	Open	Close
Thursday, June 14	11:00 am	6:00 pm
Friday, June 15	12:30 pm	5:00 pm
Saturday, June 16	10:00 am	2:00 pm

Installation and Dismantling

a) Site and Location of Exhibition

World Trade and Convention Centre
 Level 1, Room 100
 1800 Argyle Street, Halifax, NS B3J 2V9
 Tel: 1-902-421-8686 www.wtcchalifax.com

b) Set-up – Wednesday, June 13, 2012 and Thursday, June 14, 2012

Exhibitors' booth spaces will be ready for move-in on
 Wednesday, June 13, 2011 from 8:00 pm to 10:00 pm or
 Thursday, June 14, 2012 from 7:00 am to 9:00 am
 Displays must be completely set-up by 9:00 am, Thursday, June 14th, 2012.

c) Move-out Day – Saturday, June 16, 2012

Exhibitors' move-out will start on Saturday, June 16, 2011 at 2:00 pm.
 No dismantling of exhibit displays should start before this time.



Shipping

a) Within Canada

Advance Shipping

Please refer to "Global Convention Services Ltd." information package - Appendix B.

Move-In Day Shipping

World Trade & Convention Centre 1800 Argyle Street Attn: Duke Street Loading Dock Halifax, N.S. B3J 3N8	Hold For: [exhibitor's name] Booth Number: Event: CPA Convention Date: 13 – 14 June '12 Meeting Room: Room 100 Event Manager: Jeff Totten
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Move-Out Day Shipping

Arrangements are to be made via exhibitors preferred carrier. WTCC on-site shipping/receiving department can assist with questions and can supply most packing forms, but exhibitors will need to make the actual arrangements – WTCC cannot call the carrier on behalf of the exhibitor.

No freight may remain at WTCC past the prescribed move-out time. All stranded freight must be left with Global Convention Services Ltd. who will work with the exhibitor to arrange pick up. Global will have representatives on-site when move-out begins to assist.

b) Customs (Outside Canada)

CPA has obtained special privileges from Canada Border Services Agency in order to facilitate the entry of goods into Canada for exhibition purposes at the Convention. For the convenience of exhibitors who ship materials from the United States or other countries, arrangements have been made with **Mendelssohn Event Logistics** to handle Customs clearance.

For more information, please contact

Diane Labbé Deegan, National Director of Sales Direct: 514.987.2700 X 23 Email: dlabbe@mend.com	MENDELSSOHN EVENT LOGISTICS 276 rue St-Jacques West suite 818 Montreal, Qc H2Y 2G4 Telephone: 514.987.2700
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Convention Hotel

Delta Halifax Hotel

1990 Barrington Street
Halifax, Nova Scotia, B3J 3L6

Group Code (online): **GHGAL**
Group Code (Telephone/email): **HGALAN**

Delta Barrington (Downtown Halifax)

1875 Barrington Street
Halifax, Nova Scotia, B3J 3L6

Group Code (online): **GPSYC**
Group Code (Telephone/email): **BGPSYC**

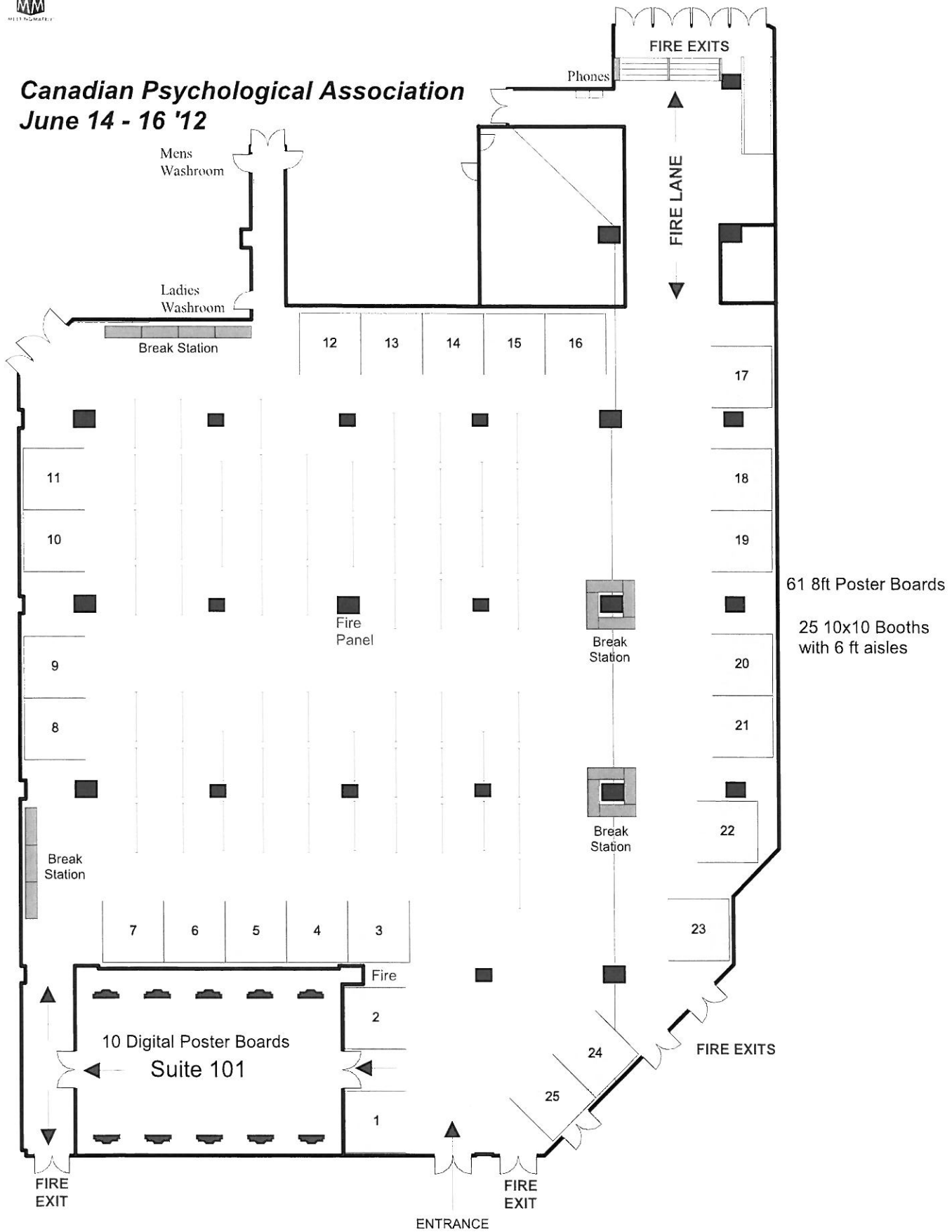
Reservations for both Delta's

Telephone: 1-888-423-3582 or
E-mail: hal.reservations@deltahotels.com or
Online: [Delta Barrington](#) or [Delta Halifax](#)



Level 1 Room 100

**Canadian Psychological Association
June 14 - 16 '12**





SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

Canadian Psychological Association
June 14-16, 2012
 World Trade & Convention Centre
 Halifax, NS

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES
 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

BOOTH EQUIPMENT

Each 10' x 10' booth space consists of an 8' high blue draped backwall and 3' high blue draped sidewalls, one 6' blue skirted table and two chairs. Please note that the trade show floor is carpeted. Electrical is not included as part of the booth package but can be ordered by filling in the inclosed 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 **May 31, 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:

PSYCHOLOGY

Password:

2012

EXHIBITOR MOVE-IN

Wednesday	June 13, 2012	8:00PM	-	10:00PM
Thursday	June 14, 2012	7:00AM	-	9:00AM

EXHIBITOR MOVE-OUT

Saturday	June 16, 2012	2:00PM		
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MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED at Global Warehouse

FROM **Monday May 14, 2012** TO **Friday June 8, 2012**

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.

Appendix "B"



HALIFAX OFFICE:
1800 Argyle Street, Suite 445
Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

EQUIPMENT & FURNISHINGS RENTAL

Event Name Canadian Psychologist Association **Date(s)** June 14-16, 2012

Pre-Show Price Deadline: May 31, 2012

Ordering Deadline: June 8, 2012

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' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$54	\$66	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$60	\$75	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$68	\$85	
2'x4' Raised Dressed Table (41" High)		\$76	\$95	
2'x6' Raised Dressed Table (41" High)		\$80	\$100	
2'x8' Raised Dressed Table (41" High)		\$90	\$112	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$34	\$43	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$38	\$47	
Show Table (30" Round Pedestal, 29" High)		\$56	\$69	
Bistro Table (30" Round, 39" High)		\$75	\$92	

SUB-TOTAL TABLES

SEATING - ** Subject to availability

Fabric Chair (Grey, Padded Seat & Back)		\$28	\$35	
Bistro Stool (Padded Seat with Back)		\$56	\$69	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$56	\$69	
Executive Chair (Grey, Padded Seat & Back, Arms **)		\$63	\$76	
Leather Tub Chair (Black) **		\$147	\$176	
Leather Loveseat (Black) **		\$315	\$378	

SUB-TOTAL CHAIRS

GROUPINGS - ** Subject to availability

Contemporary Grouping (Show Table/2 Chairs)		\$104	\$128	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$174	\$216	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$331	\$397	

SUB-TOTAL GROUPINGS

SPECIALTY ITEMS - All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$183	\$219	
19" Flat Screen Computer Monitor		\$378	\$454	
26" TV/DVD Combo		\$436	\$523	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$13	\$16	
Literature Rack (Floor Model)		\$119	\$143	
Coffee Table (Wood, Espresso in Colour)		\$85	\$103	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$37	\$44	

SUB-TOTAL SPECIALTY ITEMS

FURNISHINGS

Easel (Aluminum, Tri-Pod, Floor Model)		\$32	\$39	
Wastebasket		\$14	\$18	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$63	-	

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		3.89/ft	4.88/ft	
8' High Pipe & Drape		4.41/ft	5.51/ft	

SUB-TOTAL PIPE & DRAPE

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items	\$	
Furnishings	\$	
Pipe & Drape	\$	
TOTAL	\$	

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

TS - Revised Sept/11



Halifax Office:
 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

**CARPET & BOOTH
 CLEANING**

Event Name	Canadian Psychologist Association	Date(s)	June 14-16, 2012
Pre-Show Price Deadline:	May 31, 2012		
Ordering Deadline:	June 1, 2012	Contact office for availability after this date	

Exhibiting Company: _____ Booth #

Contact Name: _____ Booth Size

Phone #: _____

CARPET / CARPET PADDING

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'		\$113	\$144	
Broadloom - 10' x 20'		\$223	\$277	
Broadloom - 10' x 30'		\$336	\$419	
Carpet Padding - Size	=	\$0.91	\$1.02	
Bulk Carpet - Size	=	\$1.20	\$1.48	
Special Cutting Charge ¹	=	\$1.84	\$2.30	
SUB-TOTAL CARPET & PADDING				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.
 Booth carpet & bulk carpet supplied in 10' x 10' increments.

¹ Applied to cut carpets only.
¹ Special cutting charge is in addition to bulk carpet pricing.
¹ 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	
SERVICE PROVIDED BY FACILITY						
2 Daily vacuum & empty waste baskets	x		x \$0.37	x		
SPECIAL INSTRUCTIONS:					SUB-TOTAL BOOTH CLEANING	

	SUMMARY OF CARPET & BOOTH CLEANING \$ _____ Carry this total to Method of Payment Form
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Fax completed form along with Method of Payment to 902-423-4129

TS - Revised Sept/11

Appendix "B"



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Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

DISPLAYS

Event Name **Canadian Psychologist Association** Date(s) **June 14-16, 2012**

Pre-Show Price Deadline: **May 31, 2012**

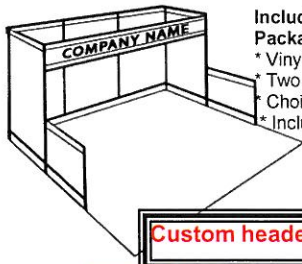
Ordering Deadline: **June 1, 2012** Contact office for availability after this date

Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____

PORTABLE DISPLAYS

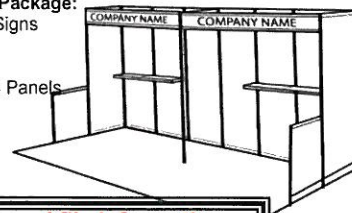
Description	Quantity	Pre-Show	Retail	Amount
Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary		\$201	\$240	
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$440	\$528	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$545	\$654	
Economy System (3 Panel, Grey Fabric, Velcro Adaptable)- Each Panel: 1m wide x 1.5m tall		\$289	\$347	
Bannerstand Frame Rental (Does not include graphic panel)		\$84	\$105	
Posterboard (4' x 8', Velcro Adaptable)		\$116	\$139	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$110	\$132	
SUB-TOTAL PORTABLE DISPLAYS				

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)		\$870	\$1,045	
Grey Fabric Panels (Velcro Adaptable)		\$975	\$1,171	
Colour PVC Panels Blue Black		\$1,070	\$1,284	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

10' x 20' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,248	\$1,498	
Grey Fabric Panels (Velcro Adaptable)		\$1,458	\$1,750	
Colour PVC Panels Blue Black		\$1,599	\$1,919	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$28	\$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 902-423-4129

Appendix "B"



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Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

SIGNAGE

Event Name	Canadian Psychologist Association	Date(s)	June 14-16, 2012
Ordering Deadline:	May 23, 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	
TOTAL VINYL SIGNAGE				

Width _____ x Height _____
 Vinyl Colour (1 colour) _____
W

Width _____ x Height _____
 Vinyl Colour (1 colour) _____
W

H	Insert Text in Box(es)	H
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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	
TOTAL CUSTOM SIGNAGE					

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

Fax completed form along with Method of Payment to 902-423-4129



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 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

**ELECTRICAL &
 LIGHTING**

Event Name **Canadian Psychologist Association** Date(s) **June 14-16, 2012**

Pre-Show Price Deadline: **May 31, 2012**

Ordering Deadline: **June 8, 2012** Contact office for availability after this date

Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____ Booth Size

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

- * Electrical outlets are supplied to the back of the booth.
- * Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
- * Borrowing power from an adjoining booth is not permitted.
- * We recommend the use of power bars with surge protectors.
- * Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: _____

Special Electrical Power (OPTION B)

Equipment Operating: ***** Complete and fax to 902-423-4129 for quote *****

of Volts? _____ Single Phase or 3 Phase? _____ # of Amps? _____
 Do you require your equipment hardwired? _____
 If no, please specify type of connector required. _____
 Draw plug configuration below: _____

LIGHTING

Description	Quantity	Pre-Show	Retail	Amount
Clip on Spot Light (65 Watt)** #		\$28.00	\$36.00	
Quartz Flood Light (on 8' Upright, 150 Watt)**		\$49.00	\$62.00	
Quartz Arm Light (150 Watt)**#		\$49.00	\$62.00	

ELECTRICAL

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (Option A)		\$74.00	\$89.00	
Special electrical power (Option B)				
5m, 3 prong, extension cord **		\$28.00	\$36.00	
Power Bar **		\$23.00	\$29.00	

**** Items do not include power.**

items cannot be attached to pipe & drape walls

SUMMARY OF ELECTRICAL & LIGHTING

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129 TS - Revised Sept/11



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Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

Appendix "B"

MATERIAL HANDLING

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 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 SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES*****

- * Shipments that have been pre-arranged with Global Convention Services are 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 Advance Warehouse with fee charge to the 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.**



HALIFAX OFFICE:
1800 Argyle Street, Suite 445
Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

MATERIAL HANDLING

Event Name	Canadian Psychologist Association	Date(s)	June 14-16, 2012
Material Handling Form to be submitted by:		May 31, 2012	
Freight accepted at advance warehouse:		May 14, 2012	TO June 8, 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 *****

Carrier Name	Description Example: Crate	(L x W x H) 6' x 3' x 4'	Weight 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>	90	/ 100	0.9	2	X	\$37.00	\$73.50
<i>Example of shipments over 200 lbs.</i>	859	/ 100	8.59	9	X	\$37.00	\$330.75
Advanced Shipment		/ 100			X	\$37.00	
Return to Warehouse		/ 100			X	\$37.00	

Description: 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.

Description: 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.**

All Direct Shipments must be pre-arranged with Global Convention Services

SUMMARY OF MATERIAL HANDLING
 \$ _____
 Carry this total to Method of Payment form

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSEFreight accepted at advance
warehouse:**May 14, 2012**

TO

June 8, 2012

To: GLOBAL CONVENTION SERVICES
 120 Crane Lake Drive
 Bayer's Lake Business Park
 Halifax, NS, B3S 1B4

Show: Canadian Psychologist Association

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSEFreight accepted at advance
warehouse:**May 14, 2012**

TO

June 8, 2012

To: GLOBAL CONVENTION SERVICES
 120 Crane Lake Drive
 Bayer's Lake Business Park
 Halifax, NS, B3S 1B4

Show: Canadian Psychologist Association

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



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DISPLAY INSTALLATION & DISMANTLE

Event Name **Canadian Psychologist Association** Date(s) **June 14-16, 2012**

Ordering Deadline: **June 8, 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, 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 MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES*****

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

Fax completed form along with Method of Payment to 902-423-4129 TS - Revised Sept/11



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METHOD OF PAYMENT

Event Name Canadian Psychologist Association **Date(s)** June 14-16, 2012

Exhibiting Company Information

Exhibiting Company: _____	Booth # _____
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 and Cleaning	\$	_____
Signage	\$	_____
Electrical & Lighting	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____

Total of Items	\$	_____
15% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds

**Payment must be submitted with order forms
 Fax completed forms to 902-423-4129**