

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
Unit#115 – 2325 Peardonville Road,
Abbotsford, BC V2T 6J8

Phone/Fax: 1-604-851-0224
Email: abbotsford@globalconvention.ca

BOOTH EQUIPMENT

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

- ** 8' high draped backwall and 3' high draped sidewalls.
- ** Note: The Trade Show floor is NOT carpeted. Please refer to the Carpet Order Form to rent carpet for your booth space.

ELECTRICAL:

- ** Electrical is NOT included as part of your booth package but can be ordered directly through Vancouver Convention Centre.

LARGE EXHIBITORS OVER 400 SQ. FT. - BULK CARPET ADVANCE PRICE DEADLINE

To receive discounted rates on Main Level Bulk Carpet Orders, order and payment must be submitted by:

November 14th, 2025

Orders received after this date will be subject to Retail Prices.

LARGE EXHIBITORS OVER 400 SQ. FT. - BULK CARPET ORDERING DEADLINE

Main Level Bulk Carpet Ordering for this event will only be available until:

November 28th, 2025

Please contact our Exhibitor Services Department for availability after this date.

ADVANCE PRICE DEADLINE

To receive discounted rates on selected items, order and payment must be submitted by:

December 19th, 2025

Orders received after this date will be subject to Retail Prices.

ORDERING DEADLINE

Ordering for this event will be available until:

January 6th, 2026

Please contact our Exhibitor Services Department for availability after this date.

EXHIBITOR MOVE-IN

CONTACT SHOW MANAGEMENT FOR YOUR ASSIGNED MOVE-IN DATE AND TIMES

SHOW HOURS

Wednesday	January 14th 2026	12:00 PM	-	8:00 PM
Thursday	January 15th 2026	10:00 AM	-	8:00 PM
Friday	January 16th 2026	10:00 AM	-	8:00 PM
Saturday	January 17th 2026	10:00 AM	-	8:00 PM
Sunday	January 18th 2026	10:00 AM	-	5:00 PM

EXHIBITOR MOVE-OUT

CONTACT SHOW MANAGEMENT FOR YOUR ASSIGNED MOVE-OUT DATE AND TIMES

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Monday December 8th, 2025 **END** Tuesday January 6, 2026

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.

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

Bulk Carpet Order Form for Large Exhibitors over 400sq.ft. ONLY

Bulk Carpet greater than 400 sq.ft. Includes installation and removal.

Colours subject to availability.

Select first and second desired colour (based on 10' x 10' increments) ie: 50' x 50'.

**** Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.**

1st Colour Choice:

☐ Black ☐ Blue ☐ Grey ☐ Red

2nd Colour Choice:

☐ Black ☐ Blue ☐ Grey ☐ Red

Bulk Carpet _____ ft. x _____ ft. = _____ sq. ft. at \$1.75 per sq.ft. = \$ _____

Protective Plastic _____ ft. x _____ ft. = _____ sq. ft. at \$0.75 per sq.ft. = \$ _____

Carpet Padding _____ ft. x _____ ft. = _____ sq. ft. at \$1.20 per sq.ft. = \$ _____

SUB-TOTAL BULK CARPET, PLASTIC & PADDING

\$ _____

**** NOTE:** Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

****To reserve and complete your order, payment must be made in full before by the Advance Deadline date above.****

STANDARD RATE will be applied to all orders not received and paid in full by November 28th, 2025

(Bulk Carpet only). We reserve the right to adjust orders calculated incorrectly.

***** Payment must be received with order. Orders will not be processed without payment. *****

***** It is the responsibility of the exhibitor to remove plastic prior to show opening.**

***** No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime.**

SPECIAL INSTRUCTIONS:

SUMMARY OF BULK CARPET, PLASTIC & PADDING

\$ _____

Carry this total to Method of Payment Form

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

VANC-VIBS (TS) Oct/2024

MAIN LEVEL EXHIBITORS BULK CARPET, PROTECTIVE PLASTIC & CARPET PADDING

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

EXHIBITS UNDER 400 SQ. FT. BOOTH & BULK CARPET, PROTECTIVE PLASTIC & CARPET PADDING

Colours subject to availability.

Select first and second desired colour.

** Exhibit booths over 400 sq. ft. are eligible to use "Bulk Carpet Order Form for Large Exhibitors". **

1st Colour Choice: ☐ Grey ☐ Black ☐ Blue ☐ Red ☐ Green

2nd Colour Choice: ☐ Grey ☐ Black ☐ Blue ☐ Red ☐ Green

Description	Quantity	Advance	Retail	Amount
Broadloom - 10' x 10'		\$175	\$228	
Broadloom - 20' x 10'		\$350	\$455	
Broadloom - 30' x 10'		\$525	\$683	
Broadloom - 20' x 20'		\$700	\$910	
Bulk Carpet, 10'x10' Increments * Size _____ x _____ =		\$1.75	\$2.28	
Custom Sized Bulk Carpet ** Size _____ x _____ =		\$2.50	\$3.25	
Protective Plastic *** : Size _____ x _____ =		\$0.75	\$0.98	
Carpet Padding - Size _____ x _____ =		\$1.20	\$1.56	
SUB-TOTAL CARPET, PLASTIC & PADDING				

*** Payment must be received with order.

*** It is the responsibility of the exhibitor to remove plastic prior to show opening.

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET, PLASTIC & PADDING

\$ _____

Carry this total to Method of Payment Form

ADVANCE DEADLINE:

December 19th, 2025

ORDERING DEADLINE:

January 6th, 2026

EVENT NAME

Vancouver International Boat Show

DATES

January 14 - 18, 2026

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' ()		\$59	\$77	
2'x4' Skirted Table-30" High (Vinyl Top, Skirted 3 Sides)		\$89	\$116	
2'x6' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$95	\$124	
2'x8' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$106	\$138	
30" High Extra Skirt (To Skirt 4th Side)		\$50	\$65	
Vinyl Top Table 40" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$69	\$90	
2'x4' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$107	\$139	
2'x6' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$111	\$144	
2'x8' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$125	\$163	
40" High Extra Skirt (To Skirt 4th Side)		\$58	\$75	
Meeting Table (30" Tall, 30" Dia)		\$95	\$124	
Cruiser Table (40" Tall, 30" Dia)		\$115	\$149	
Cruiser Table w/Black Spandex		\$155	\$201	

SUB-TOTAL TABLES

SEATING

**** Subject to availability**

Folding Chair (Black)		\$21	\$27	
Fabric Side Chair (Black, Padded Seat & Back)		\$58	\$75	
Bar Height Stool w/Wire Back (Padded Seat)		\$101	\$131	
Steno Chair (Grey, Padded Seat/Back, Casters, Gas Lift to Desk Height)		\$94	\$122	
Executive Chair (Black, Padded Seat, Back & Arms)		\$107	\$139	

SUB-TOTAL SEATING

PREMIUM SEATING

**** Subject to availability**

Leather Tufted Padded Stool White () Black ()		\$108	\$140	
Squared Back Leather Club Chair White () Black ()		\$350	\$455	
Squared Back Leather Loveseat White () Black ()		\$475	\$618	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES

** All items subject to availability*

Description	Qty	Advance	Retail	Amount
Literature Rack (Floor Model)		\$163	\$212	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$63	\$82	
Bag Holder (1m tall, 2 arms)		\$62	\$81	
Easel (Aluminum, Tri-Pod, Floor Model)		\$46	\$60	
Wastebasket		\$21	\$27	
Black Wood Ballot Box (12"x12"x40")		\$48	\$63	
Sign Holder (22"x28"x5"H)		\$70	\$91	
Gridwall, 2'x8', Black (Must order minimum of 2, per order)		\$33	\$43	
Plant (Tropical, 3'-4' High) * Specialty plants available upon request.		Contact Global office for quote		
Rolling Coat Rack, Chrome		\$85	\$110	
Coffee Table White () Black ()		\$150	\$195	

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Linear Foot

Blue () Green () Silver () Black () White () Red () Show ()

3' High Pipe & Drape, Per Linear Foot		7.00/ft	9.00/ft	
8' High Pipe & Drape, Per Linear Foot		9.00/ft	12.00/ft	
Steel Only-No Drape (Bases, 8' Uprights, Crossbar)-Per Linear Foot		5.00/ft	7.00/ft	

SUB-TOTAL DRAPE & HARDWARE

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Drape & Hardware	\$	
TOTAL	\$	

Carry this total to Method of Payment form

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

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)		\$205	\$267	
	b.	1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$310	\$403	
	c.	1/4 Round Counter, White - Open in Back		\$390	\$507	
	d.	White/Acrylic (1m long x 1/2m deep x 1m tall)		\$485	\$630	
	e.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White PVC Panels		\$234	\$304	
SUB-TOTAL COUNTER DISPLAYS						

PORTABLE DISPLAYS

	Item	Description	Qty	Advance	Retail	Amount
	f.	Posterboard (8'x4', Velcro Adaptable)		\$175	\$228	
SUB-TOTAL PORTABLE DISPLAYS						

HARDWALL BOOTH PACKAGES

	Included in 10' x 10' Hard wall Package: * White PVC Panels * One Black Lettered Company Header * Two Arm Lights (does not include power) * Booth carpet (Choice of Colour) * Includes Set Up & Dismantle	Included in 20' x 10' Hard wall Package: * White PVC Panels * Two Black Lettered Company Headers * Four Arm Lights (does not include power) * Booth carpet (Choice of Colour) * Includes Set Up & Dismantle	
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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		\$1,490	\$1,937	
20' x 10' Hardwall Booth Package		\$1,900	\$2,470	
Shelving (White Melamine, 1m long x 12" deep)		\$66	\$86	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Select Carpet Colour

Note: If colour is not indicated, grey will be provided.

☐ Grey ☐ Black ☐ Green ☐ Red ☐ Blue

Indicate how you would like your header(s) to read

Headers will be printed 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

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

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
BOOTH ID SIGNS ^^^ Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$39.90	\$51.85	
36" x 8" Coroplast Booth ID Sign		\$44.00	\$57.20	
44" x 7" Coroplast Booth ID Sign		\$50.90	\$66.15	
22" x 17" Coroplast Booth ID Sign		\$50.90	\$66.15	
28" x 14" Coroplast Booth ID Sign		\$50.90	\$66.15	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated				
22" x 28"		\$79.75	\$103.70	
44" X 28"		\$112.75	\$146.60	
40" X 30"		\$112.75	\$146.60	
Brass Grommets (Rings) for hanging- Per Sign		no charge	no charge	
Holes Drilled for hanging- Per Sign		no charge	no charge	
TOTAL SIGNAGE				

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
HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$275.00	\$357.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$390.00	\$507.00	
Graphic panel for lower rail sidewalls (price per panel)		\$320.00	\$416.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$160.00	\$208.00	
Graphic front panel for 1m curved front counter		\$175.00	\$228.00	
Graphic front panel for 1/4 round counter		\$250.00	\$325.00	
Graphic side panel for counters (price per panel)		\$80.00	\$104.00	
TOTAL CUSTOM SIGNAGE				

SUMMARY OF SIGNAGE

\$ _____

Carry this total to Method of Payment form

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

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. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$95.00	\$190.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$95.00	\$855.00

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	\$95.00	
DIRECT TO SHOW SITE		/ 100			X	\$110.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$95.00	

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: December 8th, 2025 - January 6, 2026

Freight Accepted at Show Site: January 27, 2025

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)	December 8th, 2025 TO January 6, 2026
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To: GLOBAL CONVENTION SERVICES
Unit #115 - 2325 Peardonville Road
Abbotsford, BC V2T 6J8

Show: **Vancouver International Boat Show**

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)	December 8th, 2025 TO January 6, 2026
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To: GLOBAL CONVENTION SERVICES
Unit #115 - 2325 Peardonville Road
Abbotsford, BC V2T 6J8

Show: **Vancouver International Boat Show**

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 !!!

January 27, 2025

To: GLOBAL CONVENTION SERVICES
C/O VCC West Building, Exhibition Level
1066 Canada Place
Vancouver, BC V6C 3C1

Show: **Vancouver International Boat Show**

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 !!!

January 27, 2025

To: GLOBAL CONVENTION SERVICES
C/O VCC West Building, Exhibition Level
1066 Canada Place
Vancouver, BC V6C 3C1

Show: **Vancouver International Boat Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

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 **\$90.00 per hour**
OT (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$135.00 per hour**
DT (Double Time- 2) All day Sunday & Holidays **\$180.00 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 INSTALLATION

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

Carry this total to Method of Payment form

EVENT NAME Vancouver International Boat Show **DATES** January 14 - 18, 2026

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 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
* 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.
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

CALCULATION OF ORDER

Bulk Carpet	\$
Booth Carpet	\$
Furnishings & Accessories	\$
Counters & Hardwall	\$
Signage	\$
Material Handling	\$
Installation & Dismantle	\$
	\$
	\$
	\$
Sub-Total of Items	\$
5% GST (on sub-total)	\$
7% PST (on sub-total)	\$
TOTAL	\$
2.75% Convenience Fee	\$
TOTAL ORDER (CDN)	\$

GST # 12259 9822 RT0001
PST # 10020723