



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



MATERIAL HANDLING CONDITIONS

Global Convention Services Ltd. must be notified 14 days in advance of any individual piece that exceeds 5000 lb. 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.

PRESHOW SHIPPING

If you wish to pre-ship any materials, please complete the Global Convention Services Material Handling form and submit at least 14 days prior to the show. Global Convention Services will not accept COLLECT shipments.

LIABILITY

Global Convention Services has a limited liability for damage caused to shipments while being handled and will not be 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 for coverage. 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.

OUTBOUND SHIPMENTS

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Global Convention Services 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.

The right is reserved to reroute any outbound shipment not picked up, within the allotted move-out period, by Exhibitor specified carrier. Exhibitor must arrange for carrier. Exhibitor material remaining after move-out period without forwarding instructions will be forwarded to the permanent address of the exhibitor or his agent, freight collect and no liability of any nature shall attach to Exhibit Management or Global Convention Services, in any event. Global Convention Services will not be liable for exhibit materials abandoned at the exhibit site.

SHIPMENT WEIGHTS

Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.

IMPORTANT INFORMATION

- * 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 (AS SHOWN BELOW).
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Outbound freight must contain **return shipping labels & waybills.**
- * Exhibitor is responsible for repacking their freight.
- * Exhibitor to make arrangements with shipper to have freight picked up at time of move out.
- * Any freight returned to warehouse will be subject to post-show material handling charges.
- * Exhibitor material remaining after move-out period, without forwarding instructions, will be forwarded to the permanent address of the exhibitor or his agent, freight collect.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.

ADVANCE MATERIAL HANDLING

- * Advance shipments to Global warehouse accepted: **September 14 - October 2** during normal business hours of Monday - Friday, 9:00 AM - 4:30 PM.
- * Receive & store shipment in advance warehouse.
- * Delivery of shipment from advance warehouse to show site.
- * Removal, and return, of empty containers.
- * Reloading of shipment from booth onto designated outbound carrier (from show facility).

ON-SITE MATERIAL HANDLING

- * Shipments to arrive during scheduled move-in times only.
- * Delivery of shipment from facility shipping area to booth.
- * Removal, and return, of empty containers.
- * Reloading of shipment from booth onto designated outbound carrier (from show facility).

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 waybills.**
- * Exhibitor is responsible for repacking their freight.
- * Exhibitor to make arrangements with shipper to have freight picked up from advance warehouse the next business day between 12:00 noon - 4:30 PM.

LABELING FOR ADVANCED WAREHOUSE

VetHealth Global 2009

Piece _____ of _____

Exhibiting Company Name & Booth #
c/o Global Convention Services
46 Kensington Road
Charlottetown, PE C1A 5H7

LABELING FOR DIRECT SHIPMENTS

VetHealth Global 2009

Piece _____ of _____

Exhibiting Company Name & Booth #
c/o Global Convention Services / Delta Prince
Edward Hotel
18 Queen Street
Charlottetown, PE C1A 8B9



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METHOD OF PAYMENT

Event Name VetHealth Global 2009 **Date(s)** October 6 - 8, 2009

Exhibiting Company: _____ **Booth #**
 Contact: _____
 Mailing Address: _____

City / Province: _____ Postal Code: _____
 Telephone: _____ Fax: _____ Email: _____

INFORMATION

- * Payment must accompany order.
- * Pre-Show pricing available until the date specified above when accompanied with payment. After this date, Global reserves the right to invoice at retail prices.
- * Prices are based on duration of event and include site delivery, installation, and collection.
- * Prices are in Canadian dollars.
- * Exhibitors are responsible for damage or loss of rental material.
- * Copy of invoice sent on request only. Mail Fax Email
- * CANCELLATION OF ORDERS:
 - * Cancellation prior to move in - subject to a 25% cancellation fee
 - * If full service has been provided - subject to a 100% cancellation fee (no refund)

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. Please complete the information requested below.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Material Handling \$ _____

Total of Items \$	_____
5% GST \$	_____
Sub-Total \$	_____
10% PST \$	_____
TOTAL ORDER \$	_____

Canadian Funds

Fax completed forms to 506-658-0509
 CS-Revised July/2008