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SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
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BOOTH EQUIPMENT

10' x 10' to 10' x 60' EXHIBITOR BOOTH SPACE consists of the following:

- ** 8' high black & silver draped backwall and 3' high black draped sidewalls. (Note, colours subject to change without notice)
- ** Grey booth carpet. (Note, colour subject to change without notice)
- ** Daily booth vacuuming.
- ** Forklift service (up to 5000 lbs) to and from facility loading dock ((does not include special lifting equipment or in-booth forklift service or moving of equipment)).
- ** Empty container storage.

BULK BOOTH SPACE EXHIBITORS (700 sq.ft. and over) will receive the following:

- ** Forklift service (up to 5000 lbs) to and from facility loading dock ((does not include special lifting equipment or in-booth forklift service or moving of equipment)).
- ** Empty container storage.
- ** Bulk booth spaces do NOT receive booth carpet but can be ordered by completing the enclosed Carpet Form.

ELECTRICAL:

- ** Electrical is NOT included as part of your booth package but can be ordered by completing the applicable attached Electrical Form (based on location of booth space - inside or outside).

Rolls of shrink-wrap will be available for purchase, along with skid/pallet wrapping services, during show dismantle. See onsite Global service desk to place your order.

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 17, 2019**.
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 <https://www.globalconvention.ca/2018-online-ordering.asp> and enter the username and password supplied below.

Username: **ATS0607** Password: **2019**

On-line ordering available until: May 30, 2019

EXHIBITOR MOVE-IN

Wednesday June 5, 2019 By appointment only. Schedule to be supplied by Master Promotions.
Thursday June 6, 2019 9:00 AM - 6:00 PM

EXHIBITOR MOVE-OUT

Saturday June 8, 2019 4:00 PM - 12:00 Midnight

IMPORTANT: If freight is still on the show floor at midnight, Show Management reserves the right to ship your freight with the Official Show Carrier with all costs being billed to the exhibitor. If you are using another carrier and expect a problem with evening pick up, contact Show Management.

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday May 6, 2019** TO **Friday May 31, 2019**

*** NOTE: Warehouse will be closed Monday, May 20, 2019 ***

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 Advance Warehouse, with expenses and fees billed back to exhibitor.