

EXHIBITOR CHECK LIST & DEADLINES

- | | | | |
|--------------------------|---|--|---|
| <input type="checkbox"/> | Final Payment Due | <u>Aug. 15</u> | Payable to Alberta Snowmobile Association, call 780-427-2695 |
| <input type="checkbox"/> | Certificate of Insurance | <u>Sept. 30</u> | Minimum \$2,000,000 Liability required (see Manual for more info) |
| <input type="checkbox"/> | Exhibitor Accreditation | <u>Sept. 30</u> | Wristband Form attached - email to info.edmsledshow@gmail.com |
| <input type="checkbox"/> | Equipment/Decor Order Form Global Convention Services | <u>Sept. 30</u> | See attached Global Order Forms Contact - Dave Shaw 780-446-2050 |
| <input type="checkbox"/> | Electrical Order Form Showtech Power & Lighting | <u>Sept. 25</u> <i>1 outlet included</i> | Form attached or use link below - 780-429-1162 Expresso by SHOWTECH (showtechordering.com) |
| <input type="checkbox"/> | VIP Guest Passes <i>Discounted Passes</i> | <u>Sept. 25</u> | See Order Form - Passes available for \$10 each/reg \$15 These can be mailed to you or picked up at move in |
| <input type="checkbox"/> | WI-FI / Internet / AV Services Paid Service | <u>Sept. 25</u> | Provided by Encore Services - ORDER FORM Attached Free wifi available in the lobby only |
| <input type="checkbox"/> | Hotel Reservations <i>2 Host Hotels</i> | <u>Sept. 30</u> | Host Hotel information (see Manual for more info) |
| <input type="checkbox"/> | Exhibitor Parking Passes <i>1 - two day pass provided</i> | <u>Oct. 10</u> | Additional passes are available on line only, in advance. Link Below https://parking.honkmobile.com/hourly/zones/EXPOX |
| <input type="checkbox"/> | Edmonton Expo Centre Policies Expo Venue Guide | <i>please review</i> | https://edmontonexpocentre.com/exhibitors/ |

EXHIBITOR HANDBOOK

QUICK LINKS

- Admission Fee
- Electrical
- Exhibitor Accreditation
- Floor Plan/Booth List
- Host Hotel & Accommodations
- Important Dates & Times
- Included In Your Exhibit Space Cost
- Materials Handling & Equipment
- Move-In
- Move-In Schedule
- Move-Out
- Move-Out Schedule
- Official Service Contractor & Show Decorator
- Overnight Trailer Parking
- Parking
- Shipping
- Show Hours
- Show Location
- Show Management
- Show Office
- Storage
- VIP Passes
- Wi-Fi / Internet & A/V Services
- Rules & Regulations
 - Booth & Height Restrictions
 - Building Floor
 - Carpet
 - Competitions, Draws & Contests
 - Damage To Property
 - Fire Regulation
 - Insurance/Liability & Indemnity
 - Janitorial Service
 - Loading Area
 - Payment Terms
 - Propane
 - Safety Measures & Regulations
 - Security
 - Selling Products
 - Show Terms & Conditions
 - Signs & Banners
 - Smoking & Alcohol
 - Soliciting, Samples & Souvenirs
 - Sound Systems/Noise Levels
 - Vehicles in the Building

Show presented by:

Alberta Snowmobile Association
11759 Groat Road
Edmonton, AB T5M 3K6



SHOW MANAGEMENT

ATR Productions
Bus: 780.667-6355
Show Director: Peri Price
Email: peri.edmsledshow@gmail.com
www.albertasnowmobileshow.ca

ADMISSION FEE

Adults - \$15
Youth and Seniors \$12
Children 12 and under are free

IMPORTANT DATES & TIMES

Move-In

Oct. 16th – by Appointment Only
Oct. 17th – General Move in 8am – 7pm
Oct. 18th – 8am – NOON

Show Hours

Oct. 18th – 1:00pm – 8:00pm **Note New Show Hours!*
Oct. 19th – 10:00am – 7:00pm

Move-Out

Oct. 19th – 7:00pm - Midnight
Oct. 20th – 8:00am – Noon **Must be out by Noon!*

SHOW LOCATION

Edmonton Expo Centre
7515 – 116th Avenue
Edmonton, AB T5B 0J2
www.edmontonexpocentre.com

SHIPPING

Shipments being sent directly to the Edmonton Expo Centre will be received ONLY from 8:00 a.m. on

Thursday, October 17th.

Make out the Bill of Lading and consign to the following shipping and receiving address as indicated below:

Alberta Snowmobile Show

C/O GCS Canada
(please indicate)

Hall #, Booth #,

Company Name, Contact and Cell

Edmonton Expo Centre
7515 – 116th Avenue
Edmonton, AB T5B 0J2

All inbound shipments must be **prepaid**, labeled and accompanied with a Bill of Lading or Delivery Receipt showing the number of pieces, weight and description of merchandise.

For delivery prior to October 17th, GES can provide Material Handling assistance. For additional information and cost, please contact GES directly.

All outbound shipments / exhibit materials must be labeled with complete outbound shipping information. Previous shipping labels must also be removed. Global Convention Services accepts no responsibility for misdirected shipments due to old shipping labels.

MOVE-IN SCHEDULE

Oct. 16th – by Appointment Only

Oct 17th – General Move in 8am – 7pm

Oct 18th – 8am – NOON

NO vehicles will be allowed in the building on Oct. 18th. You can off load and dolly in from the load in doors only. Sled dollies are not available, please bring your own. Regular dollies and forklifts will be available to assist with exhibitor move-in.

ALL EXHIBITS MUST BE COMPLETED BY NOON ON FRIDAY, OCTOBER 18th

**Show opens at 1pm!*

After NOON pm on Friday, October 18th, any materials will be cleared from the site by the show cleaners. All dollies, packing materials and surplus equipment or constructional materials must be removed from the show floor by NOON.

During the installation and removal of exhibits or the construction of booths, the show aisle ways must not be used at any time for the storage of plants, materials or debris of any description.

Move-in & Move-out Personnel

No one under the age of 15 is allowed on the show floor for set up or tear down. This is a Facility Rule and will be reinforced by Expo Staff.

They will be asked to remain in your vehicle while you unload.

Pressure Washer will **NOT** be available on site for exhibitors. Wash Bays are available at Hughes Station across the street (NE Corner of 118 Ave & Gretzky)



MOVE-OUT SCHEDULE

Oct. 19th – 7:00pm – Midnight

***Hall F must be out by Midnight, no exception.**

Oct. 20th – 8:00am – 11:00am

***Hall G & H Extended Move-out.**

Dismantling must not commence until the show closes:
7:00 p.m. on Saturday, October 19th.

Products left in hall after designated move-out will be relocated to another Hall at your expense.

Forklifts, dollies, etc. collecting goods will not be allowed to enter the hall until the public has cleared the show floor. Exhibitors must leave their site in the same condition in which they found it. Booth sites must be completely cleared by no later than 11am on Sunday. Show Management may have any objects found on booth sites removed and the cost will be charged to the Exhibitor.

Show Management will not be responsible for any damage to property in these circumstances. After displays have been dismantled, all waste must be removed by Exhibitors. Disposal bins will be available. Any waste remaining in an Exhibitor's booth area will be removed at the Exhibitor's expense.

SHOW OFFICE

Show Management will maintain a Show Office on-site, throughout the show in the Hall H Gallery Rooms (*outside Hall H*).

Contractor Service Desks will be located at the front of Hall F, in the F Gallery Room and back of hall at overhead doors.

EXHIBITOR ACCREDITATION – Wrist Bands

Wrist Bands will be provided for personnel who are staffing the exhibit space and must be pre-ordered. Bands are not available in advance. These bands must be worn for both show days.

2 Day Wrist Bands are allocated as follows:

- 100 – 200 sqft booth – up to 4 bands
- 201sq ft – 400 sq ft booth - up to 6 - bands
- 401sqft + booth - up to 8 bands

Extra Bands may be purchased in advance at \$7.00each
Additional or replacement wrist bands ordered on-site will cost \$10, regardless of whether they are lost, stolen or misplaced.

VIP PASSES:

Save \$5 – Order Form attached

Tickets are available for guests and customers at a discounted rate of \$10. These are available in advance only and can be mailed or picked up at move in.

EXHIBITOR CHECK IN

Please check in at the Show Office to pick up wrist bands & Parking Pass(es) and confirm your location prior to set up. Exhibitors must always wear the wrist bands during show hours for Security identification.

FLOOR PLAN/BOOTH LIST

A copy of the floor plan and Booth List is available on-line at <https://www.albertasnowmobileshow.ca>

HOST HOTEL /ACCOMMODATIONS

Official Host Hotel:

Chateau Louis Hotel

11727 Kingsway Ave NW, Edmonton, AB (appx 10 mins to Venue)

1.800.661.9843

chateaulouis.com

Rooms start at \$116

**use promo code "Snowmobile" when booking*

Alternate Hotel:

Chateau Nova Yellowhead

13920-Yellowhead Trail, Edmonton, AB (appx 10 mins to Venue)

780-454-5441

novahotels.ca/chateau-nova-yellowhead/

Rooms start at \$119

Free Parking and wifi

OFFICIAL SERVICE CONTRACTOR & SHOW DECORATOR

Global Convention Services (GCS)

Contact - Dave Shaw 780-446-2050

**Order Form attached*

Services Include:

- Booth Cleaning
- Carpet, Tables, Chairs, Pipe and Drape
- Exhibit System rentals
- Furniture & Accessories
- Graphics and Signage
- Installation/Dismantling Labour
- Plants & Foliage
- Advanced Shipping and Storage



ELECTRICAL

SHOWTECH Power & Lighting

Contact: Christina Parks 780.429.1162

**1 power outlet is included with booth rental*

Services Include:

- Electrical, lighting,
- water, drainage, air, gas hookups,
- Sign/banner hanging/removal manlift services.

To order additional services

<https://e.showtechordering.com/ST-00067101>

(Early Deadline: October 4th)

Electrical Safety Code Requirements

All electrical connections, installations, assemblies, motors or any electrical operating gear must conform to the Canadian Standards Association or the Alberta Electrical Approval requirements. It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about your booth complies with the above regulations. This includes electrical merchandise as well as lighting and exhibit equipment. Should any of this equipment not comply, it is recommended that you request temporary permission to exhibit while the necessary electrical approvals and certification is being sought.

Electrical equipment for which approval is sought, should be submitted to: Canadian Standards Assoc: Ph:780-450-2111 #303, 1707 - 94 Street, Edmonton, AB T6N 1E6

WIFI / INTERNET & A/V SERVICES

ENCORE Services

Contact: Contact: Meysam Bashiri, (780) 246-1495

Meysam.Bashiri@encoreglobal.com

**Order Form attached*

Please order 2 weeks before show to avoid on-site pricing

Complimentary wifi is only available in the Expo Concessions area.

Exhibitors requiring a/v for their booth should contact Encore direct (or use another supplier of your choice.)

MATERIALS HANDLING AND EQUIPMENT

GES Canada

Contact (780) 469-7767

Services Include:

- Freight handling and scheduling
- Forklifts consisting of loads up to 3,000 lbs are included in your booth rental up to 15 min service.

Other services include unloading of freight and delivery to booth. Pickup, store and return empty shipping containers. Reload freight for return with your specified carrier.

The above services are supplied up to a max of 3,000 lbs/exhibitor at no additional charge. Any exhibitor bringing more than 3,000 lbs and or needing more than 15 mins of service will be liable for additional freight handling charges.

PARKING

- Move-In: Parking is complimentary.
After unloading on move-in day, you will be required to park in the West Lot for the remainder of the weekend.
- Show Hours: A 2-day parking pass is included with your booth.
This parking pass is for the Exhibitor West Parking Lot only.

The lots behind each hall are restricted parking and reserved for event staff and expo vehicles only.

Additional parking passes will be available for sale online only: <https://parking.honkmobile.com/hourly/zones/EXPOX>
Refer to the link above for a map and more information.

OVERNIGHT TRAILER PARKING

Parking for trailers and other oversized vehicles is available in the West Parking Lot. All trailers must use foot pads and wheel chocks (bring your own) when parked. Failure to comply may result in additional fees or fines. Trailers must also pay for parking. If you have a truck and a trailer, you will need to purchase parking for both the truck and the trailer. All plates must be registered in the system.

STORAGE

Global Convention is responsible for crate removal, storage and return at the conclusion of the Show.

When crates are empty and ready for storage, please obtain crate storage labels from GCS.

IN LARGE CLEAR LETTERS, please identify your Company by Name and Booth. If you have more than one crate, be sure to further identify i.e. 1 of 3, 2 of 3, 3 of 3, etc. Exhibitors are asked to leave empty crates in the aisle to be picked up. Show Management will then remove crates, store them in an approved location and return them to your booth location at the show closing. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited.



RULES & REGULATIONS

Show Terms & Conditions

Show Management reserves the right, at any time, without prior notification, to alter aisles, common carpet, features sizes or to reject or prohibit exhibitors or exhibits, which Show Management considers objectionable, or to relocate exhibits and exhibitors when in Management's opinion such moves are necessary to maintain the character and/or good order of the show. Management's decision in this regard will be final.

Payment Terms

NO Exhibitor will be permitted to move into the Exposition unless space cost is paid in full in advance. Show Management reserves the right to resell the same space unless full payment is received in advance. Failure on the part of the exhibitor to occupy space during the show will result in forfeiture of all exhibit space fees paid to Show Management on behalf of the Exposition Organizers. No exhibit space will be cancelled unless written notice is received by Alberta Snowmobile Association.

For cancellations occurring less than 90 days prior to the scheduled opening, 100% of the exhibitor's total contract obligation shall be entitled to the ASA (whether or not the space is resold).

In the event that the Alberta Snowmobile Show is cancelled due to a pandemic outbreak, the AB Snowmobile Association will refund monies paid to date for exhibit space. Late arrivals and No Shows or any space not claimed and occupied prior to , may be resold or reassigned by Show Management without any obligation on the part of the ASA for any refund whatsoever.

Soliciting, Samples and Souvenirs

Exhibitor personnel or representatives distributing samples, souvenirs and promotional material or soliciting business, must do so in the confinement of their exhibit space. Such activities are not permitted in aisles, restaurants, registration areas, hallways or other exhibits.

Competitions, Draws and Contests

If Exhibitors are planning to host competitions, draws or contests, etc. from their booth during the Show, the Show Management requires notification. Sales, promotion and competitions conducted by Exhibitors in conjunction with their exhibits must be free of any obligation on the part of the winner. The schedule of prizes and terms of the competitions must be approved by Show Management prior to the show and comply with all existing government regulations. All draws must be conducted during show hours. All contests conducted must not violate any provincial or federal laws or regulations in effect at that time.

Damage to Property

The Exhibitor is responsible for ensuring the care of Expo Centre property during the show.

No material of any kind may be affixed to the ceiling or to any walls, whether painted, wooden or vinyl, by any method whatsoever. Proper precautions must be taken as not to deface or damage Expo Centre property; otherwise repairs and cleaning will be carried out at the expense of the Exhibitor.

Security

Each exhibitor is solely responsible for insuring their exhibit material against loss or damage during the show. Please put all small items of value out of sight each night. All property of an exhibitor is understood to remain within the exhibitor's care, custody and control in transit to, from or within the exhibit hall. Exhibitor wrist bands will be provided to all identified exhibitor personnel. Show Management, ASA or Expo Centre cannot guarantee against loss or damage of any kind but will endeavor to protect Exhibitors by providing general security on a 24-hour basis from the start of move-in to the end of move-out.

Security Tips for Exhibitors

Move-In

- Use plain boxes, containers and labels that do not identify the products.
- Have adequate personnel present at the booth to receive the shipment and take inventory.
- Report any discrepancy in goods received to the shipper immediately.
- Ensure you have



proper insurance coverage. During the Show • Pack small items in boxes out of sight, or remove them from the booth overnight. • Never leave your booth unattended. Samples or briefcases are easily taken. • Report all security and safety incidents to Show Management immediately.

Move-Out

• Have proper exhibitor identification on all goods. • Remain with your shipment until it is removed from your booth. • Don't leave booths unattended. Many outsiders have access to the booth area during this busy time.

Insurance/Liability and Indemnity

Exhibitors must carry their own fire, theft, liability, property damage or other insurance. The Show Management, ASA and Edmonton Expo Centre shall take reasonable precautions to prevent losses and to protect the interests of the Exhibitors; however, under no circumstances will the Show Management, ASA or EEDC, be liable for such losses howsoever caused. In addition, the Exhibitor agrees to hold harmless the Show Management, ASA and City of Edmonton from any and all claims for loss or damage asserted against the aforementioned by any person as a result of or in any way connected with, the wrongful acts or negligence of the Exhibitor.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the Show Management/ASA and the City of Edmonton, the employees thereof and their representatives and agents against all claims for the loss, damage, theft or injury. Indemnification includes the period of storage prior to, immediately following (as well as throughout) the show. The Exhibitor, on signing the contract, releases the foregoing from all claims for loss, theft, damage or injury.

All exhibitors are requested to check their own booth insurance to ensure sufficient liability coverage.

The Edmonton Expo Centre is not responsible for loss, theft, disappearance of or damage to Exhibitor's materials. Security Service is provided to help protect Exhibitor's property.

ALL EXHIBITORS MUST HOLD A \$2,000,000 MINIMUM IN LIABILITY INSURANCE.

To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Alberta Snowmobile Association, the City of Edmonton, Edmonton Expo Centre as additional insured. 7515 – 116th Avenue Edmonton, AB T5B 0J2.

Please send a copy of your Insurance (COI) to: info.edmsledshow@gmail.com

There should be no additional cost from your insurance provider for this service.

Please Note:

This is an official request, if proof of Insurance is not attained, The Alberta Snowmobile Association/Show will not be held liable.

Carpet

Carpet may be supplied by either you (exhibitor) or Global Convention Services, the show contractor, but must remain within the dimensions of the booth space as outlined on the floor plan.

Selling Products

A receipt (cash register or manual) must be issued, and the product must be bagged and wrapped.

Sound Systems/Noise Levels

If you will be demonstrating equipment that causes noise, you must confine your operation to suitable intervals so you don't impose on neighboring exhibits. Watch your own booth to be sure the noise level from your demonstration or sound system is kept to a minimum and not interfering with others.

Show Management reserves the right to determine when sound constitutes interference with others and to shut the system down.

Building Floor

The following is STRICTLY PROHIBITED by the Expo Centre:

- Drilling holes in the floor;
- Attachments to, painting or any other defacement of the floor;
- Adhering tile, floor covering or any other structure directly to the building floor; Using ramset fasteners or masonry nails to fasten display material to the floor; Fastening/nailing strips to any of the building walls or floors by any means.

Booth & Height Restrictions

Contracting companies may NOT extend the length of their 10' foot sidewalls to the aisles whether a standard draped booth is supplied by Show Management or it is a prefabricated or custom designed booth. Sidewalls may NOT be higher than 8 feet and may NOT extend out from the back-wall by more than 4 feet. The height restriction of the exhibit booth in the exhibition hall is 8 feet. *Please have your designer contact Show Management to arrange approval of any exhibit over 8 feet high.*

Signs & Banners

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions of your area. For signs/banners requiring manlift service, please refer to SHOWTECH Power & Lighting.

Fire Regulation

Fire regulations require that all material used in exhibits and stand construction must comply with the Edmonton Fire Department Safety Requirements. All decorating materials used including artificial flowers, foliage, textiles, etc. must be flame proof. If you have questions, please contact Show Management.

Propane

Strict guidelines for the storage of propane tanks on-site are in place as is the use of propane at Northlands Expo Centre. If propane is being brought into the building, containers cannot be more than half full and maximum weight must not exceed 5lbs. The tank shall NOT be connected to their propane tanks and shall be securely sealed against leakage. No spare bottles are permitted in the trade hall for storage purposes.

Vehicles in the Building

Fire regulations prohibit the operation of gasoline, propane or diesel fuel engines during Show hours. However, equipment may be operated when necessary, during move-in and move-out. Ignition systems must be kept locked. If locking is not possible, battery cables must be removed. Fuel levels in tanks or cylinders cannot be more than ¼ full, and all such tanks or cylinders must be equipped with a lock-on fuel cap and locked at all times when equipment is in the building or taped over. Keys must be left with Show Management.

Note: No wet or muddy vehicles with studded tires will be allowed on the show floor.

Safety Measures & Regulations

Safety Measures - Exhibitors who are showing equipment in a moving, operating condition are required to provide every possible precaution for the safety of show visitors, their operators and exhibit personnel. Every exhibitor is responsible for the protection of the public from any hazard that exists within his exhibit, i.e. shock electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and Show Management reserves the right to declare any exhibit unsafe and order its correction or removal. Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property. EXTREMELY IMPORTANT!!

All personnel working and operating equipment at the show site must comply to all general safety regulations as set out by the Alberta Occupational Health & Safety under Act 448/83. FAILURE TO COMPLY WITH OCCUPATIONAL HEALTH & SAFETY REGULATIONS COULD MEAN THAT WORK ON SETTING UP YOUR BOOTH CAN BE SHUT DOWN.

Smoking By-Law & Alcoholic Beverage

The City of Edmonton has a by-law regarding smoking in public areas

NO alcoholic beverages shall be brought in to or consumed in space leased by the exhibitor. Prosecutors could be fined.



Loading Area

There are over head doors and loading docks available.

All move-in items must come through the overhead doors. We encourage offloading to occur outside of the building to keep traffic moving inside and keep aisles unblocked as a courtesy to all.

During show hours, material delivery will NOT be accepted at the overhead doors or the man doors beside each one. If deliveries have to be made during show hours, they have to be directed to the Show Office.

Janitorial Service

Show Management will be responsible for cleaning public areas only (i.e. walkways and aisles). If you would like your booth cleaned, please contact GCS. Cleaning services will be wiping high touch surfaces throughout the show. Exhibitors are responsible to sanitize high touch surfaces within their booths.

INCLUDED IN YOUR EXHIBIT SPACE COST

- Basic exhibitor package (10' x 10' booth) includes:
- 8' high draped backwall and 3' high draped sidewall
- 1 power outlet
- 1 two-day parking pass
- 24-hour general show security
- Exhibitor wrist bands
- Promotional support
- Crate removal, storage and return to exhibit
- On-site material handling - Forklift Service
Up to 3000 lbs or 15mins use.
Additional charges over these guidelines will be incurred by the Exhibitor.

The following are examples of items **NOT included** in either exhibitor's package:

- Booth carpeting and cleaning
- Desk, counter and shelf rentals
- Exhibitor signage
- In-Booth security
- Liability insurance
- Telephone lines, and internet connections
- Booth décor
- Shipping
- Materials handling (over 3000 lbs)
- Additional electrical requirements



COMPANY NAME _____



EXHIBITOR WRIST BANDS

Pls Print Clearly

Exhibitors Receive:
4 Complimentary Bands per 100sqft
6 Complimentary Bands per 200 – 400 sqft
8 Complimentary Bands per 401sq ft and up

Extra Wrist may be purchased at \$7 each.

Please provide the **Names** of any Exhibitors working your Booth.
Any additional wrist bands may be purchased for \$7each + gst.

| | |
|--------------------|-----------|
| Exhibitor #1 _____ | #7 _____ |
| #2 _____ | #8 _____ |
| #3 _____ | #9 _____ |
| #4 _____ | #10 _____ |
| #5 _____ | #11 _____ |
| #6 _____ | #12 _____ |

Please complete Visa/MasterCard # when ordering additional Bands. **Thank you!**

All wrist bands will be picked up at the Show Office during move-in.



PLEASE COMPLETE and return this form BY October 1st, 2024

PAYMENT INFORMATION: email to info.edmsledshow@gmail.com

_____ Visa _____ Mastercard

Credit Card # _____ Expiry _____ CVV Code _____

Name on Card: _____ Signature: _____

Email all information to:

info.edmsledshow@gmail.com



Exhibitor Services - Internet Services

Encore Representative:
 Meysam Bashiri
 meysam.bashiri@encoreglobal.com
 1 (780) 246-1495

COMPANY: _____
 STREET: _____
 CITY: _____
 PROV / STATE: _____
 POSTAL/ZIP: _____
 E-MAIL: _____
 PHONE: _____
 ORDERED BY: _____
 PO #: _____

SHOW NAME: _____
 VENUE: Edmonton EXPO | 7515 118 Ave NW
 BOOTH #: _____
 INSTALLATION DATE: _____ TIME: _____
 EXHIBIT START DATE: _____ TIME: _____
 EXHIBIT END DATE: _____ TIME: _____
 CONTACT ON-SITE: _____
 CONTACT ON-SITE PHONE: _____

Please carefully read the following terms & conditions:

Unless otherwise specified, all items listed below are designed for Personal Computers or devices with a Web Browser.
 Once form is completed in full, please email to the listed encore representative above.
 All prices are subject to applicable sales taxes. Additional Labour Charges may apply. Labour rates subject to change without notice during seasonal peaks.
 Once this request form is submitted, an Encore Representative will provide you an official document for review, signature & payment details.

| QTY | EQUIPMENT/SERVICE | RATE | TOTAL |
|--|---|------------|-------|
| WIRELESS INTERNET (SHOW RATES, UP TO 7 DAYS) | | | |
| | Exhibitor Wireless Connect Wi-Fi Basic (Max. 2 Activations per Item Ordered, Non Transferable) | \$244.75 | |
| | Exhibitor Wireless Connect Wi-Fi Plus (Max. 2 Activations per Item Ordered, Non Transferable) | \$342.50 | |
| | Wi-Fi POS Terminal Wireless Network Connection, DHCP (Max. 1 Device, Non Transferable) | \$294.75 | |
| WIRELESS NETWORK PRINTING NEEDS? PLEASE CONTACT US FOR DETAILS | | | |
| WIRED INTERNET (SHOW RATES, UP TO 7 DAYS) | | | |
| | Exhibitor Single Line Wired Basic (Max. 1 Device per Item Ordered, Non Transferable) | \$463.75 | |
| | Exhibitor Single Line Wired Plus (Max. 1 Device per Item Ordered, Non Transferable) | \$561.75 | |
| | Exhibitor Single Line Wired Enhanced (Max. 1 Device per Item Ordered, Non Transferable) | \$1,638.00 | |
| SUPPLYING YOUR OWN ROUTER? REFER TO THE OPTIONS BELOW AND CONTACT US TO ENSURE ACCURATE INSTALLATION. NEED UNDER CARPET INSTALLATION? PLEASE CONTACT US FOR DETAILS | | | |
| EXHIBITOR PROVIDED ROUTER INTERNET CONNECTION (SHOW RATES, UP TO 7 DAYS) | | | |
| | Exhibitor Router Connection, Private IP Lease via DHCP Reservation (Includes Wired Enhanced Internet) | \$1,807.50 | |
| | Exhibitor Router Connection, Public Static IP (Includes Wired Enhanced Internet) | \$2,011.13 | |
| NEED UNDER CARPET INSTALLATION? PLEASE CONTACT US FOR DETAILS | | | |
| OTHER SERVICES | | | |
| | VoIP Line Adapter (EXCLUDES HANDSET) | \$381.80 | |
| | Static Private IP Reservation Lease - per Reservation | \$203.55 | |
| | Static Public IP Lease - per additional IP Address | \$316.00 | |
| | Equipment/Service | | |
| | Labour | | |
| | Taxes | | |
| | TOTAL DUE | | |

BASIC USAGE (up to 5mbps)

Browse occasionally during event.
 Usage is not integral to the event experience.
 Checking email is for basic read/send only.

Content - basic non-embedded video presentation, media pre-loaded; Video Collaboration - not recommended

PLUS USAGE (up to 7mbps)

Anticipated to use social media, read/send email with attachments and/or use cloud services.
 Digital Engagement Platform usage limited to apps expected to have only minor updates throughout the event.
 Live language translations, captioning, & sign language interpretations

Content - embedded videos, engagement tools
 Video Collaboration - Zoom, Teams, WebEx etc.

ENHANCED USAGE (up to 10mbps)

Video centric social media (Facebook, Instagram, TikTok, Snapchat).
 Digital Engagement Platforms with live interactivity (e.g. Chime Live from Encore).
 Optimal if attendees are expected to be uploading and downloading large amounts of content over the internet.
 Second screen event solutions may require a higher bandwidth allocation.

Content - live downloads, live software demos
 Video Collaboration - High-definition with sharing on Zoom, Teams, WebEx etc.



VIP GUEST PASS (VIP) ORDER FORM

TICKETS \$10 (SAVE \$5)

Treat your customers and friends

Please send me _____ # of VIP passes at the reduced rate of \$10ea. (GST incl.)

Company _____

Booth # _____

Contact _____

Please select a payment method below for the following amount:

of tickets _____ x \$10.00(gst incl.) = \$ _____ (total amount)

Charge my Credit Card: Visa Mastercard

CC # _____ Exp ____/____

Name on Card _____ CVV _____

Signature _____

Please email this form to: info.edmsledshow@gmail.com

Cheques should be payable to:

Alberta Snowmobile Association

11759 Groat Road, Edmonton, AB T5M 3K6



Visit our website to view our on-line catalogue

2024 Alberta Snowmobile, ATV & Off Road Show
October 18 & 19, 2024
Edmonton EXPO Centre
Edmonton, Alberta

EVENT INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
6030 - 83 Street NW
Edmonton, AB T6E 5B9

Phone: (587) 324-4821
Email: edmonton@globalconvention.ca

BOOTH EQUIPMENT

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

** 8' High Black Backwall Drapes and 4' High Black Sidewall Drapes.

ELECTRICAL:

** Electrical is provided by the venue.

ADVANCE PRICE DEADLINE

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

October 4, 2024

ORDERING DEADLINE

Ordering for this event will be available until:

October 15, 2024

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

EXHIBITOR MOVE-IN

| | | | | | |
|-----------|------------------|----------|---|----------|--|
| Wednesday | October 16, 2024 | 11:00 AM | - | 6:00 PM | Large Exhibitors (by appointment ONLY) |
| Thursday | October 17, 2024 | 8:00 AM | - | 7:00 PM | |
| Friday | October 18, 2024 | 8:00 AM | - | 12:00 PM | |

Notes:

SHOW HOURS

| | | | | |
|----------|------------------|----------|---|---------|
| Friday | October 18, 2024 | 1:00 PM | - | 8:00 PM |
| Saturday | October 19, 2024 | 10:00 AM | - | 7:00 PM |

EXHIBITOR MOVE-OUT

| | | | | |
|----------|------------------|---------|---|----------|
| Saturday | October 19, 2024 | 7:00 PM | - | 11:59 PM |
| Sunday | October 20, 2024 | 8:00 AM | - | 12:00 PM |

Notes:

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Friday September 13, 2024 **END** Friday October 4, 2024

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.



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ADVANCE DEADLINE:
ORDERING DEADLINE:

October 4, 2024
October 15, 2024

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

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) | | \$36 | \$47 | |
| 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) | | \$67 | \$87 | |
| Cruiser Table (40" Tall, 30" Dia) | | \$85 | \$111 | |
| Cruiser Table w/Black Spandex | | \$111 | \$145 | |

SUB-TOTAL TABLES

SEATING
**** Subject to availability**

| Description | Qty | Advance | Retail | Amount |
|---|-----|---------|--------|--------|
| Folding Chair (Black) | | \$19 | \$25 | |
| Bar Height Stool (Grey Fabric, Padded Seat) | | \$89 | \$116 | |

SUB-TOTAL SEATING

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

| Description | Qty | Advance | Retail | Amount |
|--|-----|---------|--------|--------|
| Leather Tufted Padded Stool White () Black () | | \$86 | \$112 | |
| Squared Back Leather Club Chair White () Black () | | \$195 | \$254 | |
| Squared Back Leather Loveseat White () Black () | | \$255 | \$332 | |
| Leather Sofa White () Black () | | \$457 | \$594 | |

SUB-TOTAL PREMIUM SEATING

ACCESSORIES
*** All items subject to availability**

| Description | Qty | Advance | Retail | Amount |
|--|-----|---------------------------------|--------|--------|
| Literature Rack (Floor Model) | | \$121 | \$157 | |
| Coffee Table | | \$90 | \$117 | |
| Retractable Tape Stanchions- Price per Section (2 Stanchions) | | \$55 | \$72 | |
| Easel (Aluminum, Tri-Pod, Floor Model) | | \$38 | \$49 | |
| Wastebasket | | \$20 | \$26 | |
| Bag Holder (1m tall, 2 arms) | | \$51 | \$66 | |
| Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request | | Contact Global office for quote | | |
| 2' x 8' Black Gridwall (Customer to supply accessories) | | \$25 | \$33 | |
| Posterboard (8' x 4', Velcro Adaptable) | | \$145 | \$189 | |
| Hand Sanitizer Dispenser (Self-standing) | | \$109 | \$142 | |

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Linear Foot

| Description | Qty | Advance | Retail | Amount |
|--|-----|---------|---------|--------|
| Blue () Green () Grey () Black () Show () | | | | |
| 4' High Pipe & Drape, Per Linear Foot | | 6.00/ft | 7.80/ft | |
| 8' High Pipe & Drape, Per Linear Foot | | 7.00/ft | 9.10/ft | |
| Steel Only-No Drape (Bases, 8' Uprights, Crossbar)-Per Linear Foot | | 4.00/ft | 5.20/ft | |

SUB-TOTAL DRAPE & HARDWARE

SUMMARY OF FURNISHINGS

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

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES

ORDERING DEADLINE: September 30, 2024

Orders received after this date will be subject to RETAIL pricing

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

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

COUNTER DISPLAYS



| Item | Description | Qty | Advance | Retail | Amount |
|-----------------------------------|---|-----|---------|--------|--------|
| a. | 1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall) | | \$180 | \$234 | |
| b. | 1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall) | | \$205 | \$267 | |
| c. | 1/4 Round Counter, White - Open in Back | | \$260 | \$338 | |
| SUB-TOTAL COUNTER 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)

Included in 10' x 20' Hard wall Package:
* White PVC Panels
* Two Black Lettered Company Headers
* Four Arm Lights (does not include power)
* Booth carpet (choice of colour)



Custom headers & graphic panels available. See Signage Form for pricing.

| Description | Quantity | Advance | Retail | Amount |
|---|----------|---------|---------|--------|
| 10' x 10' Hardwall Booth Package | | \$1,253 | \$1,629 | |
| 10' x 20' Hardwall Booth Package | | \$1,652 | \$2,148 | |
| Shelving (White Melamine, 1m long x 12" deep) | | \$35 | \$46 | |
| 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 Blue Red

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 10' x 20' systems)

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

SUMMARY OF COUNTERS & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form

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



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ADVANCE DEADLINE: October 4, 2024
ORDERING DEADLINE: October 15, 2024

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability
1st Color Choice: Blue Red Grey Black
2nd Color Choice: Blue Red Grey Black

| Description | Quantity | Advance | Retail | Amount |
|---------------------------------------|----------|---------|--------|--------|
| Broadloom - 10' x 10' | | \$153 | \$199 | |
| Broadloom - 10' x 20' | | \$306 | \$398 | |
| Broadloom - 10' x 30' | | \$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 | |
| SUB-TOTAL CARPET & PADDING | | | | |

- * ** 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 |
|---|------------|---------------|---|---------|--------|-------|
| A Initial vacuum before first day only | x | | x | \$0.45 | \$0.59 | |
| B 2 Day Service: Daily vacuum & empty waste basket | x | | x | \$0.90 | \$1.18 | |
| C 3 Day Service: Daily vacuum & empty waste basket | x | | x | \$1.35 | \$1.77 | |
| SUB-TOTAL BOOTH CLEANING | | | | | | |

SPECIAL INSTRUCTIONS:

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

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

EDMTN (CS) Jan/2024

CARPET, PADDING & BOOTH CLEANING



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ORDERING DEADLINE: September 30, 2024
 Orders received after this date will be subject to RUSH pricing

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

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) | | \$36.25 | \$47.15 | |
| 36" x 8" | | \$40.00 | \$52.00 | |
| 44" x 7" | | \$46.25 | \$60.15 | |
| 22" x 17" | | \$46.25 | \$60.15 | |
| 28" x 14" | | \$46.25 | \$60.15 | |
| SHOW SIGNAGE ^^^ Custom Floor Graphics (based on 1 sq.ft. each) | | | | |
| Arrows, Stop Signs, complete with logo | | \$19.25 | \$29.25 | |
| SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated | | | | |
| 22" x 28" | | \$72.50 | \$94.25 | |
| 44" X 28" | | \$102.50 | \$133.25 | |
| 40" X 30" | | \$102.50 | \$133.25 | |
| Brass Grommets (Rings) for hanging- Per Sign | | included | included | |
| Holes Drilled for hanging- Per Sign | | included | included | |
| 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) | | \$165.00 | \$215.00 | |
| Graphic panel for backwall and/or sidewalls (price per panel) | | \$375.00 | \$488.00 | |
| Graphic panel for lower rail sidewalls (price per panel) | | \$150.00 | \$195.00 | |
| COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated | | | | |
| Graphic front panel for 1m standard counter | | \$150.00 | \$195.00 | |
| Graphic front panel for 1m curved front counter | | \$165.00 | \$215.00 | |
| Graphic front panel for 1/4 round counter | | \$225.00 | \$293.00 | |
| Graphic side panel for counters (price per panel) | | \$75.00 | \$98.00 | |
| TOTAL CUSTOM SIGNAGE | | | | |

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

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

EDMTN (CS) Jan/2024

SIGNAGE (Show Signs & Custom Booth Graphics)



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ORDERING DEADLINE: October 15, 2024

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

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 | \$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, customs or brokerage services.

*** Global Convention Services Post-Show Return to Warehouse: Additional storage fees will be applied after 5 business days on close of event.

*** 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: September 13, 2024 - October 4, 2024

Freight Accepted at Show Site: October 16, 2024

SUMMARY OF MATERIAL HANDLING

\$ _____
 Carry this total to Method of Payment form

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

EDMTN (CS) Jan/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)

September 13, 2024 TO October 4, 2024

To: GLOBAL CONVENTION SERVICES
6030 - 83 Street NW
Edmonton, AB T6E 5B9
587-855-0531

Show: **2024 Alberta Snowmobile, ATV & Off Road 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)

September 13, 2024 TO October 4, 2024

To: GLOBAL CONVENTION SERVICES
6030 - 83 Street NW
Edmonton, AB T6E 5B9
587-855-0531

Show: **2024 Alberta Snowmobile, ATV & Off Road Show**

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 !!!

October 16, 2024

To: GLOBAL CONVENTION SERVICES
C/O Edmonton EXPO Centre
7515 118 Avenue NW
Edmonton, AB T5B 0J2

Show: **2024 Alberta Snowmobile, ATV & Off Road 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 !!!

October 16, 2024

To: GLOBAL CONVENTION SERVICES
C/O Edmonton EXPO Centre
7515 118 Avenue NW
Edmonton, AB T5B 0J2

Show: **2024 Alberta Snowmobile, ATV & Off Road Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ADVANCE DEADLINE: October 4, 2024
ORDERING DEADLINE: October 15, 2024

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

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 4 hour call out, per man, on labor and stand-by.
- * 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: _____

ESTIMATED INSTALLATION REQUIREMENTS

| Date(s) Required | Start Time | Completion Time | # of Men | x | # of Hours Per Man | Total Hours | x | Hourly Advance | Hourly Retail | Estimated Cost |
|---|------------|-----------------|----------|---|--------------------|-------------|---|--------------------------------|---------------|----------------|
| | | | | x | | | x | \$70.00 | \$91.00 | |
| | | | | x | | | x | \$70.00 | \$91.00 | |
| Global Supervised <input type="checkbox"/> | | | | | | | | SUB-TOTAL | | |
| Exhibitor/Display House Supervised <input type="checkbox"/> | | | | | | | | 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 Advance | Hourly Retail | Estimated Cost |
|---|------------|-----------------|----------|---|--------------------|-------------|---|--------------------------------|---------------|----------------|
| | | | | x | | | x | \$70.00 | \$91.00 | |
| | | | | x | | | x | \$70.00 | \$91.00 | |
| Global Supervised <input type="checkbox"/> | | | | | | | | SUB-TOTAL | | |
| Exhibitor/Display House Supervised <input type="checkbox"/> | | | | | | | | Add 25% Global Site Supervisor | | |
| Supervisor Name & Cell # _____ | | | | | | | | ESTIMATED DISMANTLE | | |

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____
 Carry this total to Method of Payment form

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

EDMTN (CS) Jan/2024

DISPLAY INSTALLATION & DISMANTLE



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ORDERING DEADLINE: October 15, 2024

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

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

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

EDMTN (CS) Jan/2024

IN-BOOTH FORKLIFT & DRIVER



6030 - 83 Street NW, Edmonton, AB T6E 5B9
 Tel/Fax: (587) 324-4821
 E-mail: edmonton@globalconvention.ca

ADVANCE DEADLINE: October 4, 2024
ORDERING DEADLINE: October 15, 2024

EVENT NAME 2024 Alberta Snowmobile, ATV & Off Road Show **DATES** October 18 & 19, 2024

METHOD OF PAYMENT

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.

CALCULATION OF ORDER

| | | |
|---------------------------|----|-------|
| Furnishings & Accessories | \$ | _____ |
| Counters & Hardwall | \$ | _____ |
| Carpet & Booth Cleaning | \$ | _____ |
| Signage | \$ | _____ |
| Material Handling | \$ | _____ |
| Installation & Dismantle | \$ | _____ |
| In-Booth Forklift | \$ | _____ |

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

Visa MasterCard Amex

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 _____

| | | |
|--------------------------|-----------|-------|
| Total of Items | \$ | _____ |
| 5% GST | \$ | _____ |
| TOTAL | \$ | _____ |
| TOTAL ORDER (CDN) | \$ | _____ |

GST # 12259 9822 RT0001

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