

MANUEL DE L'EXPOSANT

Du 29 au 31 octobre 2023

L'Hôtel Delta Fredericton
225, rue Woodstock,
Fredericton (Nouveau-Brunswick)

CONDITIONS ET RÈGLEMENTS RELATIFS AUX EXPOSANTS

Bienvenue à la conférence EMP 2023!

Le présent manuel est conçu pour vous aider à planifier tous les aspects de la participation de votre entreprise à titre d'exposant à la conférence Exploration et exploitation minière et pétrolière (EMP). Il devrait répondre à vos questions concernant les préparatifs et le montage du kiosque sur les lieux, et vous renseigner sur vos responsabilités à titre d'exposant. Tous les exposants sont tenus de respecter les politiques et lignes de conduite énoncées dans le manuel.

Veillez-vous reporter aux formulaires pour commander les services qui répondent aux divers besoins des exposants. Global Convention Services est le fournisseur officiel des services d'exposition.

Trousse de l'exposant :

Compris

Chaque trousse de l'exposant de 3 m (10 pi) de large, de 1,8 m (6 pi) de profondeur et de 2,4 m (8 pi) de haut contient :

- Un rideau noir d'arrière-plan de 4 (hauteur) x 3 m (largeur) (8 x 10 pi);
- Un rideau noir latéral de 0,9 (hauteur) x 3 m (largeur) (3 x 10 pi);
- Une table munie d'une jupe de 0,6 x 1,2 m (2 x 4 pi) et deux chaises;
- Accès Internet haute vitesse sans fil gratuit (Fred-E-Zone);
- Deux pass gratuits (ne donne pas accès au banquet).

Marketing et publicité

- Mention de l'exposant dans le programme de la conférence (le paiement des frais de location du kiosque doit être reçu d'ici **le 6 octobre 2023**)

Non compris

L'exposant doit acheter ou louer les éléments énumérés ci-dessous auprès de Global Convention Services, s'il y a lieu : *(voir les formulaires ci-joints)*

- | | |
|---|-------------------------------------|
| • Structure de kiosque à parois rigides | • Manutention du matériel |
| • Location de matériel audiovisuel | • Expédition |
| • Décor de kiosque | • Entreposage |
| • Location d'ordinateurs | • Tables et chaises supplémentaires |
| • Conception personnalisée de kiosque | • Lignes et postes téléphoniques |
| • Signalisation d'exposant | • Poubelle(s) |
| • Sécurité interne de kiosque | • Connexion à Internet par câble |

Renseignements sur le kiosque :

1. Chaque kiosque de 3 m de long (10 pi) comprend un rideau noir d'arrière-plan standard résistant au feu de 2,4 m (8 pi) de haut et un rideau noir latéral de 0,9 m (3 pi) de haut **(parois rigides non comprises)**.
2. Chaque espace d'exposition de 3 m (10 pi) de long est assorti de 2 insignes d'exposant. D'autres insignes peuvent être achetés au tarif de la conférence pour délégué individuel.
3. Les présentoirs et expositions ne peuvent nuire aux kiosques voisins. Tous les présentoirs, comptoirs et tables ne peuvent excéder une hauteur de 1,2 m (4 pi) sauf le long du mur arrière où une hauteur maximale de 2,4 m (8 pi) est autorisée, à moins d'une approbation préalable à l'effet contraire des responsables de la conférence EMP.
4. Les espaces d'exposition sont attribués selon le principe du premier arrivé, premier servi (suivant la disponibilité). EMP se réserve le droit de modifier l'espace attribué si cela est jugé nécessaire dans le meilleur intérêt de la conférence. Les numéros de kiosque seront confirmés par courriel.
5. EMP se réserve le droit de déterminer l'admissibilité de n'importe quelle entreprise et de n'importe quel produit ou service, ainsi que le droit de restreindre ou d'expulser tout exposant ou d'interdire ou de retirer tout produit portant atteinte au caractère ou à l'intérêt de la conférence. EMP se réserve également le droit d'expulser de sa propriété toute personne qui, à son avis, perturbe ou entrave la bonne marche ou gestion de la conférence.
6. L'exposant doit payer les dommages qu'il cause à la propriété. Il est interdit à l'exposant de peindre, de coller avec du ruban, de clouer, de visser, d'agrafer ou de percer pour fixer quoi que ce soit aux murs, aux colonnes, au plancher et au plafond de l'immeuble.
7. EMP assure la sécurité pendant l'événement de trois jours, mais seulement pendant les heures d'ouverture de l'exposition. EMP décline toute responsabilité à l'égard des pertes ou dommages que pourrait subir le kiosque ou le matériel de l'exposant. Il appartient à l'exposant d'assurer la garde et la surveillance de ses biens sur les lieux de l'exposition et pendant leur transport.
8. L'exposant ne doit pas laisser son kiosque sans surveillance.

9. EMP recommande à l'exposant de faire affaire avec le fournisseur officiel de services d'exposition Global Convention Services. Les formulaires nécessaires sont inclus dans ce document.
10. Ni EMP ni l'hôtel Delta ne sont responsables du matériel d'exposition. Si l'exposant ne confie pas à Global Convention Services l'expédition du matériel à son kiosque, il doit s'assurer que des membres de son personnel sont présents sur les lieux pour recevoir ce matériel.
11. Les livraisons sur les lieux d'exposition ne sont pas acceptées avant l'événement, à moins d'une entente préalable à cet effet avec Global Convention Services.
12. Le quai de chargement du l'hôtel Delta se situe au niveau du sol de sorte qu'une rampe puisse être nécessaire pour le chargement et le déchargement des véhicules de livraison.
13. EMP et l'hôtel Delta ne prendront aucune disposition pour l'emballage et l'expédition du matériel laissé sur les lieux par l'exposant après la conférence. L'exposant peut toutefois laisser du matériel avec des directives de ramassage suivant une entente avec Global Convention Services, en s'assurant de fournir les renseignements complets de livraison, à défaut de quoi des frais d'administration peuvent lui être imposés.
14. L'exposant doit retirer tout son matériel des lieux à la fin de la conférence. Ni EMP ni l'hôtel Delta ne sont responsables de quelque matériel que ce soit laissé sur place par l'exposant.
15. **Annulations** : Un remboursement complet moins des frais d'administration de 25 % par espace d'exposition sera accordé si une demande d'annulation écrite est reçue avant **le 2 octobre 2023**. Si la demande d'annulation parvient entre **le 2 octobre et le 6 octobre 2023**, des frais d'administration de 50 % seront soustraits du remboursement complet. Après le **6 octobre 2023**, aucun remboursement n'est accordé et l'exposant est tenu d'acquitter les frais de location en entier et la taxe de vente harmonisée qui s'applique.

Aide-mémoire :

Renseignements sur la conférence :

Conférence Exploration et exploitation minière et pétrolière
Du 29 au 31 octobre 2023
L'hôtel Delta Fredericton
225, rue Woodstock, Fredericton (Nouveau-Brunswick) E3B 2H8

Montage et démontage du kiosque :

Montage : le dimanche 29 octobre – de 13 h à 17 h
Démontage : le mardi 31 octobre – de 16 h à 17 h

Heures d'exposition pendant la conférence :

Le dimanche 29 octobre, de 19 h à 21 h
Le lundi 30 octobre, de 9 h à 17 h
Le mardi 31 octobre, de 9 h à 16 h

Prestations de service :

Global Convention Services est le fournisseur officiel des services de la conférence. (Voir les formulaires ci-joints.)

Global Convention Services Ltd.

C. P. 2329
Saint John (Nouveau-Brunswick) E2L 3V6
Téléphone : 506-658-0506; télécopieur : 506-658-0509
Courriel : info@globalconvention.ca

Pour de plus amples renseignements, communiquer avec :

Rhonda Doiron, coordonnatrice
Conférence Exploration et exploitation minière et pétrolière au Nouveau-Brunswick
Ressources naturelles et du Développement de l'Énergie
C. P. 6000
Fredericton (Nouveau-Brunswick) E3B 5H1
Téléphone : 506 453-8825 Courriel : Rhonda.Doiron@gnb.ca



Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
P.O. Box 2329
Saint John, NB, E2L 3V6

Phone: 1-888-799-EXPO (3976)
Fax: 1-506-658-0509
Email: info@globalconvention.ca

BOOTH EQUIPMENT

Each exhibitor booth space consists of the following:

- ** 10' high black back drape.
- ** One (1) 4' skirted table.
- ** Two (2) chairs.

- ** Note: The Trade Show floor is carpeted.

Any other materials or equipment will be the responsibility of the Exhibitor.

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:
October 16, 2023 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, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: EMP2023 Password: 2023

On-line ordering available until: October 25, 2023

EXHIBITOR MOVE-IN

Sunday	October 29, 2023	1:00PM	-	5:00PM
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SHOW HOURS

Sunday	October 29, 2023	7:00PM	-	9:00PM
Monday	October 30, 2023	9:00AM	-	5:00PM
Tuesday	October 31, 2023	9:00AM	-	4:00PM

EXHIBITOR MOVE-OUT

Tuesday	October 31, 2023	4:00PM	-	5:00PM
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MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Friday October 13, 2023 **END** Wednesday October 25, 2023

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.

IMPORTANT INFORMATION REGARDING VENUE:



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

PRE-SHOW DEADLINE: October 16, 2023
ORDERING DEADLINE: October 25, 2023

EVENT NAME EMP - Exploration, Mining, and Petroleum 2023 **DATES** October 29-31, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

TABLES
Dressed tables are show color unless otherwise requested

Description	Qty	Preshow	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$34	\$44	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$64	\$83	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$69	\$90	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$79	\$103	
29" High Extra Skirt (To Skirt 4th Side)		\$41	\$53	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$44	\$57	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$88	\$114	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$92	\$120	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$104	\$135	
39" High Extra Skirt (To Skirt 4th Side)		\$48	\$62	
Low Pedestal Table (30" Round, 30" High)		\$66	\$86	
Tall Pedestal Table (30" Round, 40" High)		\$89	\$116	
Spandex Cover for Tall Pedestal Table (Black)		\$18	\$23	

SUB-TOTAL TABLES

SEATING
 ** Subject to availability

Folding Chair (Black)		\$16	\$21	
Fabric Side Chair (Grey, Padded Seat & Back)		\$33	\$43	
Bar Height Stool (Padded Seat with Wire Back)		\$71	\$92	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$75	\$98	
"Z" Stool		\$55	\$72	

SUB-TOTAL SEATING

PREMIUM SEATING
 ** All items subject to availability

Squared Back Leather Club Chair White () Black ()		\$246	\$320	
Squared Back Leather Loveseat White () Black ()		\$374	\$486	
Padded, Tufted, Gas Lift Stool White () Red () Black ()		\$101	\$132	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES
 * All items subject to availability

Description	Qty	Preshow	Retail	Amount
40" TV Only (Please contact Global office for connection information)		\$524	\$681	
40" TV & Stand (Please contact Global office for connection information)		\$582	\$757	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$19	\$25	
Literature Rack (Floor Model)		\$135	\$176	
Coffee Table		\$99	\$129	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$45	\$59	
Bag Holder (1m tall, adjustable arms)		\$51	\$66	
Easel (Aluminum, Tri-Pod, Floor Model)		\$38	\$49	
Wastebasket		\$18	\$23	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$72	-	

SUB-TOTAL ACCESSORIES

MISCELLANEOUS

SUB-TOTAL MISCELLANEOUS

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Miscellaneous	\$	
TOTAL	\$	

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES




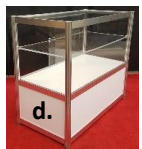
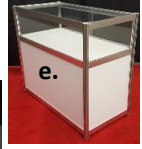

EVENT NAME EMP - Exploration, Mining, and Petroleum 2023 **DATES** October 29-31, 2023

Exhibiting Company: _____ **Booth #** _____




Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____



COUNTER DISPLAYS

Item	Description	Qty	Preshow	Retail	Amount
 a.	1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$158	\$205	
 b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$267	\$347	
 c.	1/4 Round, White - Open in Back		\$329	\$428	
 d.	1m Display Showcase, Double Shelf, White/Acrylic		\$390	\$507	
 e.	1m Jewellery Display, Single Shelf, White/Acrylic		\$354	\$460	
 f.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White or Black PVC Panels and Acrylic		\$168	\$218	
SUB-TOTAL COUNTER DISPLAYS					

PORTABLE DISPLAYS

Item	Description	Qty	Preshow	Retail	Amount
 g.	8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$478	\$621	
 h.	10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$599	\$779	
 i.	Bannerstand Frame Rental (Includes graphic panel)		\$325	\$423	
	Posterboard (8'x4', Velcro Adaptable)		\$135	\$176	
SUB-TOTAL PORTABLE DISPLAYS					

HARDWALL BOOTH PACKAGES

	<p>Included in 10' x 10' Hard wall Package:</p> <ul style="list-style-type: none"> * White PVC Panels * One Black Lettered Company Header * Two Arm Lights (does not include power) 	
	<p>Included in 10' x 20' Hard wall Package:</p> <ul style="list-style-type: none"> * White PVC Panels * Two Black Lettered Company Headers * Four Arm Lights (does not include power) * Includes Set Up & Dismantle 	

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

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package, White PVC Panels * Contact office for other colour options.		\$1,035	\$1,346	
10' x 20' Hardwall Booth Package, White PVC Panels * Contact office for other colour options.		\$1,428	\$1,856	
Shelving (White Melamine, 1m long x 12" deep)		\$38	\$49	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: 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, PORTABLE & HARDWALL DISPLAYS

\$ _____
Carry this total to Method of Payment form



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

PRE-SHOW DEADLINE: October 16, 2023

ORDERING DEADLINE: October 19, 2023

EVENT NAME EMP - Exploration, Mining, and Petroleum 2023 **DATES** October 29-31, 2023

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)		\$26.00	\$34.00	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$20.00	\$26.00	
44" x 7" Coroplast Booth ID Sign		\$31.00	\$41.00	
36" x 8" Coroplast Booth ID Sign		\$28.00	\$37.00	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$28.00	\$36.00	
22" x 28"		\$58.00	\$76.00	
24" x 36"		\$82.00	\$107.00	
44" X 28"		\$116.00	\$151.00	
40" X 30"		\$113.00	\$147.00	
Brass Grommets (Rings) for hanging- Per Sign		\$8.00	\$10.00	
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)		\$120.00	\$156.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$298.00	\$388.00	
Graphic panel for lower rail sidewalls (price per panel)		\$112.00	\$146.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$112.00	\$146.00	
Graphic front panel for 1m curved front counter		\$132.00	\$172.00	
Graphic front panel for 1/4 round counter		\$184.00	\$239.00	
Graphic side panel for counters (price per panel)		\$56.00	\$73.00	
TOTAL CUSTOM SIGNAGE				

SUMMARY OF SIGNAGE

\$ _____

Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

EAST (TS) Jan/2022

SIGNAGE (Show Signs & Custom Booth Graphics)



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

ORDERING DEADLINE: October 25, 2023

EVENT NAME EMP - Exploration, Mining, and Petroleum 2023 **DATES** October 29-31, 2023

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.)
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	\$69.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100		X	\$65.00	

*** 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.

Freight Accepted at Global Advanced Warehouse: October 13, 2023 - October 25, 2023

Freight Accepted at Show Site: October 29, 2023

SUMMARY OF MATERIAL HANDLING

\$ _____
 Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

EAST (TS) Jan/2022

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)

October 13, 2023 TO **October 25, 2023**

To: GLOBAL CONVENTION SERVICES
48 Broad Street
Saint John, NB E2L 1Y5

Show: **EMP - Exploration, Mining, and Petroleum 2023**

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)

October 13, 2023 TO **October 25, 2023**

To: GLOBAL CONVENTION SERVICES
48 Broad Street
Saint John, NB E2L 1Y5

Show: **EMP - Exploration, Mining, and Petroleum 2023**

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 29, 2023

To: GLOBAL CONVENTION SERVICES
C/O Delta Fredericton
225 Woodstock Road
Fredericton, NB E3B 2H8

Show: **EMP - Exploration, Mining, and Petroleum 2023**

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 29, 2023

To: GLOBAL CONVENTION SERVICES
C/O Delta Fredericton
225 Woodstock Road
Fredericton, NB E3B 2H8

Show: **EMP - Exploration, Mining, and Petroleum 2023**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



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

ORDERING DEADLINE: October 25, 2023

EVENT NAME EMP - Exploration, Mining, and Petroleum 2023 **DATES** October 29-31, 2023

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 Rate	Estimated Cost
				x			x	\$62.00	
				x			x	\$62.00	

Global Supervised SUB-TOTAL
Exhibitor/Display House Supervised Add 25% Global Site Supervisor
Supervisor Name & Cell # _____ **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$62.00	
				x			x	\$62.00	

Global Supervised SUB-TOTAL
Exhibitor/Display House Supervised Add 25% Global Site Supervisor
Supervisor Name & Cell # _____ **ESTIMATED DISMANTLE**

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____
Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

EAST (TS) Jan/2022

DISPLAY INSTALLATION & DISMANTLE



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

PRE-SHOW DEADLINE October 16, 2023
ORDERING DEADLINE: October 25, 2023

EVENT NAME EMP - Exploration, Mining, and Petroleum 2023 **DATES** October 29-31, 2023

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
 * Contact office for 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.

Visa MasterCard Amex
 Purchase Order # (if applicable) _____
(P.O. is for vendor's reference only. Payment must accompany order.)
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Furnishings & Accessories	\$	_____
Counters, Portable & Hardwall	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____

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

Canadian Funds
 HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (506) 658-0509