

EXHIBITOR MANUAL

October 29–31

Delta Hotel Fredericton

225 Woodstock Road

Fredericton, New Brunswick

EXHIBITOR RULES & REGULATIONS

Welcome to EMP 2023!

This Exhibitor Manual is designed to assist you in planning all aspects of your company's Exhibitor participation at the Exploration, Mining and Petroleum Conference (EMP). It should answer your pre-show and onsite inquiries as well as inform you of your responsibilities as an Exhibitor. All Exhibitors are required to comply with the policies and guidelines set out in this manual.

Please refer to supporting order forms for various exhibitor needs. Global Convention Services is the official Show Service Contractor.

Exhibit package:

Inclusions

Each 10' wide x 6' deep x 8' high exhibit package includes:

- 8' black back drape
- 3' black side drape
- One 2'x4' skirted table and two chairs
- Complimentary wireless high-speed internet (Fred-E-Zone)
- Two complimentary passes (does not grant access to Banquet)

Marketing and advertising

- Company listed in the Conference Program (booth rental fees must be received by **October 6th, 2023**)

Exclusions

The following items must be purchased/rented by the Exhibitor through Global Convention Services (if required): (*Forms attached*)

- Hard wall booth structure
- Audio-visual equipment rentals
- Booth décor
- Computer rentals
- Customized booth design
- Exhibitor signage
- In-booth security
- Material handling
- Shipping
- Storage
- Extra tables and chairs
- Telephone lines and units
- Trash container(s)
- Wired internet connection

Booth Information:

1. Each 10' long booth includes a standard black flameproof 8' high back drape and 3' high side drape (**hard walls are NOT included**).
2. Each 10' long booth space receives 2 complimentary passes. Additional badges can be purchased at the conference rate indicated for an individual delegate.
3. Displays and exhibits cannot interfere with other exhibits. All displays, counters and tables are restricted to a maximum height of 4' except along the back wall which is limited to a height of 8' unless prior approval has been obtained from EMP management.
4. Exhibit space assignments are made on a first-come, first-served basis (subject to availability). EMP management reserves the right to alter assigned space(s) if it is deemed necessary to the best interest of the Conference. Booth numbers will be confirmed via email.
5. EMP management reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit, or evict any Exhibitor or product which detracts from the character of the Conference. EMP management reserves the right to eject from its property any person or persons it believes is disrupting or obstructing the proper operation and management of the Conference.
6. Damage to property caused by an Exhibitor will be paid for by the Exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building.
7. Security will be provided during the 3-day event, only during exhibit hours. EMP management will not accept any liability for loss or damage to the Exhibitors' booth(s) or materials. All property of the Exhibitor is to remain under the Exhibitor's custody and control, in transit to and from or within the confines of the Exhibit areas.
8. Exhibitor booths must not be left unattended during exhibit hours.
9. EMP management recommends you use the official show carrier Global Convention Services. Forms are included in this document.

10. EMP management and the Delta Hotel Fredericton are not responsible for exhibit materials. If you do not use Global Convention Services to ship materials to your booth, ensure you have your staff available onsite to receive shipped goods.
11. Shipments will not be accepted in advance of the event unless previously arranged through Global Convention Services.
12. The Delta Hotel Fredericton Loading bay is ground level; a ramp may be required for loading and unloading of delivery vehicles.
13. EMP management and the Delta Hotel Fredericton will not make arrangements for packaging or delivery of materials left behind following the event. Material labelled with full shipping information may be left with pick up instructions arranged through Global Convention Services. Should information be incomplete or missing, administration fees may apply.
14. All items must be removed from the facility at the end of the event. Any items left behind are not the responsibility of EMP management or the Delta Hotel Fredericton.
15. **Cancellations:** A refund of the payment less a 25% administration fee per booth space(s) will be issued upon receipt of a written request for cancellation prior to **October 2nd, 2023**. For cancellations received in writing between **October 2nd and October 6th, 2023** a refund less a 50% administration fee will be issued. After **October 6th, 2023** no refunds will be issued, and Exhibitors are responsible for the full rental fee.

Quick Reference:

Show Information:

Exploration, Mining and Petroleum Conference
October 29-31,2023
Delta Hotel Fredericton
225 Woodstock Road
Fredericton, New Brunswick E3B 2H8

Exhibit setup/take down:

Setup: Sunday, October 29 - 1:00 pm – 5:00 pm
Take down: Tuesday, October 31 - 4:00 pm – 5:00 pm

Exhibit hours during conference:

Sunday, October 29 - 7:00 pm – 9:00 pm
Monday, October 30 - 9:00 am – 5:00 pm
Tuesday, October 31 - 9:00 am – 4:00 pm

Convention Services:

Global Convention Services is the official show service contractor. (See attached forms)
Global Convention Services Ltd.
PO Box 2329
Saint John, New Brunswick E2L 3V6
Tel: (506) 658-0506 Fax: (506) 658-0509
Email: info@globalconvention.ca

For more information contact:

Rhonda Doiron, Coordinator
Exploration, Mining and Petroleum Conference NB
Natural Resources and Energy Development
PO Box 6000
Fredericton, New Brunswick E3B 5H1
Tel: (506) 453-8825 Email: 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	\$	


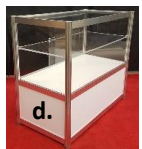


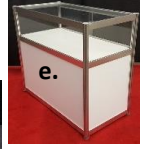

Carry this total to Method of Payment form

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 () White () Black		\$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 	
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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 _____

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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 _____

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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

Exhibitor/Display House Supervised

Supervisor Name & Cell # _____

SUB-TOTAL

Add 25% Global Site Supervisor

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

Exhibitor/Display House Supervised

Supervisor Name & Cell # _____

SUB-TOTAL

Add 25% Global Site Supervisor

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