Dear Exhibitor

**CENTRAL DISPLAY LTD.** is pleased to be the official show contractor for:

LABCON 2020
June 5 – 7, 2020
RBC Convention Centre

Show rentals supplied:

- 10’ x 8’ Flame Resistant Draped Booth
- 8’ high Back Wall
- 3’ high Side Arms
- Comes with: 1 – 6’ Decorated Table
- 2 – Folding Chairs

**Electrical Services MUST be ordered through RBC Convention Centre if required**

Any additional rentals and/or services required can be ordered by using the forms found in this exhibitor package.

**PLEASE NOTE:** There is a substantial discount for advanced orders that are pre-paid and received seven days prior to the show. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item, and show site delivery delays.

Exhibiting in a tradeshow can be quite complex. Please do not hesitate to contact our office if you have any inquiries.

**Table of Contents**

- Page 2  Payment Authorization Form
- Page 3  Drape/Carpet/Display Panels/Stage Rental Order Form
- Page 4  Table Rental Order Form
- Page 5  Chair/Stools Rental Order Form
- Page 6  Lounge Furniture
- Page 7  Miscellaneous Rental Order Form
- Page 8  Display Booth Rental Order Form
- Page 9  Exhibit Installation Services Order Form
- Page 10  Janitorial Order Form
- Page 11  Inbound Material Handling Form
- Page 12  Outbound Material Handling Form
- Page 13  General Information on Material Handling
- Page 14  Shipping Labels
PAYMENT & CREDIT CARD AUTHORIZATION FORM

COMPANY NAME ___________________________________________________________   BOOTH NO. # ______________

CONTACT _____________________________________  ADDRESS ______________________________________________

CITY ______________________________________  PROV./STATE ________   POSTAL/ZIP CODE______________________

PHONE ________________________  FAX ____________________  EMAIL _______________________________________

PAYMENT POLICY
Central Display Ltd. requires payment in full at the time services are ordered. Further, Central Display Ltd. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Pricing: To qualify for discount pricing, orders must be received with payment 7 business days prior to show.

Method of Payment: Central Display Ltd. accepts American Express, MasterCard, Visa, and cheque. Purchase orders are not considered payment. Exhibitors will be charged a $25.00 fee for NSF cheques.

Adjustments & Cancellations: No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or Central Display Ltd. set up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please Call Central Display Ltd. at 204-237-3367 or visit the Central Display Ltd. Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card or cheque, however, we require your credit card authorization to be on file with Central Display Ltd.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063

LABCON 2020

I agree in placing this order that I have accepted Central Display Ltd. payment policy and Central Display Ltd. Terms & Conditions of Contract

Authorized Signature

Authorized Name – PLEASE PRINT

Date

____ Visa _____ MasterCard _____ Amex

Credit Card Account Number:

Expiry Date:

Security Code:

Cardholder’s Signature

Date

CALCULATION OF ORDERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drape/Carpet/Display Panels/Stages Rental Order Form</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>Table Rental Order Form</td>
<td>4</td>
<td>$</td>
</tr>
<tr>
<td>Chairs/Stools Rental Order Form</td>
<td>5</td>
<td>$</td>
</tr>
<tr>
<td>Lounge Furniture Order Form</td>
<td>6</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous Rental Order Form</td>
<td>7</td>
<td>$</td>
</tr>
<tr>
<td>Display Booth Rental Order Form</td>
<td>8</td>
<td>$</td>
</tr>
<tr>
<td>Exhibit Installation Services</td>
<td>9</td>
<td>$</td>
</tr>
<tr>
<td>Janitorial Order Form</td>
<td>10</td>
<td>$</td>
</tr>
<tr>
<td>Inbound Material Handling Form</td>
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<td>$</td>
</tr>
<tr>
<td>Outbound Material Handling Form</td>
<td>12</td>
<td>$</td>
</tr>
</tbody>
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FULL PAYMENT DUE: CDN $

GST Reg # R100870906 Central Custom Design & Display Ltd

Please send a cheque payable to Central Display Ltd. for your entire order, or note the amount to be charged to your credit card.

Charge my credit card in the amount of: $  
Enclosed is a cheque in the amount of: $  

*Payments by cheque must be received at our office 7 days prior to event.*
**DRAPE, CARPET, DISPLAY PANELS, STAGES**

**RENTAL ORDER FORM**

**UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4**
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

<table>
<thead>
<tr>
<th>SHOW</th>
<th>LABCON 2020</th>
<th>DATE</th>
<th>LOCATION</th>
<th>RBC Convention Centre</th>
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</thead>
<tbody>
<tr>
<td>QTY</td>
<td>DESCRIPTION</td>
<td>PRE-SHOW</td>
<td>LATE</td>
<td>TOTAL AMOUNT</td>
</tr>
<tr>
<td>DRAPE WITH DRAPE HARDWARE INCLUDED (per linear foot)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3' □ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td>$7.00</td>
<td>$8.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' □ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td>$8.00</td>
<td>$9.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12' □ Black □ Silver</td>
<td>$10.00</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAPE HARDWARE ONLY (hardware without drape panels)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' Upright</td>
<td>$15.00</td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>$15.00</td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telescopic Crossbar</td>
<td>$15.00</td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPLAY PANELS ON LEGS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pegboard 4' x 8' Hooks not included</td>
<td>$85.00</td>
<td>$102.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulletin Board 4' x 8' Thumbtrack only</td>
<td>$85.00</td>
<td>$102.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please indicate for above □ Horizontal □ Vertical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Charcoal □ Blue □ Black □ Red □ Dove/Beige</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CARPET**
*carpet requirements over 300 sq ft are considered bulk area*

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRE-SHOW</th>
<th>LATE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Installed (colour choice below)</td>
<td>$150.00</td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td>10' x 20' Installed (colour choice below)</td>
<td>$285.00</td>
<td>$342.00</td>
<td></td>
</tr>
<tr>
<td>10' x 30' Installed (colour choice below)</td>
<td>$420.00</td>
<td>$504.00</td>
<td></td>
</tr>
</tbody>
</table>

**STAGING / RAMPS**

<table>
<thead>
<tr>
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<th>PRE-SHOW</th>
<th>LATE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underlay per sq ft</td>
<td>$1.10</td>
<td>$1.32</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering for protection per sq ft</td>
<td>$0.35</td>
<td>$0.42</td>
<td></td>
</tr>
<tr>
<td>Staging - Fashion Ramps - 4' X 8'</td>
<td>$120.00</td>
<td>$144.00</td>
<td></td>
</tr>
<tr>
<td>Stairs - 16”/20”/30”/40” High</td>
<td>$85.00</td>
<td>$102.00</td>
<td></td>
</tr>
</tbody>
</table>

All prices include rental and labour for set-up and take down

ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T

**SUB-TOTAL**

**PROV SALES TAX 7%**

**G.S.T. 5%**

**TOTAL CDN**

**DAMAGED INVENTORY**: Rentals damaged onsite will be charged at replacement value to the credit card on file.

**CANCELLATION / EXCHANGE POLICY**: Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

**COMPANY** ____________________________ **BOOTH #** _______________________

If known

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week’s duration.
TABLE RENTAL ORDER FORM

UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

SHOW | LABCON 2020 | DATE | June 5 - 7, 2020 | LOCATION | RBC Convention Centre
QTY | DESCRIPTION | PRE-SHOW | LATE | TOTAL | AMOUNT | QTY | DESCRIPTION | PRE-SHOW | LATE | TOTAL | AMOUNT

DECORATED TABLES - 30" High, 24" Wide, White Tops Only

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>PRE-SHOW</th>
<th>LATE</th>
<th>TOTAL</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' Decorated (3 sides) (colour choice below)</td>
<td>$95.00</td>
<td>$114.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' Decorated (3 sides) (colour choice below)</td>
<td>$90.00</td>
<td>$108.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' Decorated (4 sides) (colour choice below)</td>
<td>$85.00</td>
<td>$102.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Blue ☐ Red ☐ Black ☐ Silver ☐ Beige

Undecorated □ 8' □ 6' □ 4'

40" High Tables (3 sides) Black Only

☐ 8' ☐ 6' ☐ 4'

$60.00 $72.00

4' Decorated table (silver shown)

6' Decorated table (blue shown)

8' Decorated table (red shown)

Table skirt (skirt 4th side)

$45.00 $54.00

Decorated Table Risers

6' Deep - 10" Wide - 10" High

$35.00 $42.00

Table Skirt (skirt 4th side)

$45.00 $54.00

All prices include rental and labour for set-up and take down.

ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T

DAMAGED INVENTORY: Rentals damaged onsite will be charged at replacement value to the credit card on file.

CANCELLATION / EXCHANGE POLICY: Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

COMPANY ___________________________ BOOTH # ___________________________ If known

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week’s duration.

Cruiser Table 40" High

85.00 102.00

Spandex Cover for cruiser or pedestal

40.00 48.00

Pedestal table 30" High

75.00 90.00

Round Coffee Table 18" High

75.00 90.00

SUB-TOTAL

$42.00 35.00

PROV SALES TAX 7%

G.S.T. 5%

TOTAL CDN$
# CHAIRS/STOOLS RENTAL ORDER FORM

**Central Display Use Only**

UNIT # 7 - 850 Marion St. Winnipeg, MB Canada R2J 0K4  
Phone: (204) 237-3367    Fax: (204) 235-1063    Email: info@centraldisplay.ca

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week’s duration.

### SHOW  LABCON 2020  DATE  June 5 - 7, 2020  LOCATION  RBC Convention Centre

<table>
<thead>
<tr>
<th>QTY</th>
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<th>PRE-SHOW DISCOUNT</th>
<th>LATE ORDER</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHAIRS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deluxe Armchair</td>
<td>$55.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Banquet Chair - no arms</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office Armchair</td>
<td>$40.00</td>
<td>$48.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Folding Chair</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STOOLS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deluxe Stool - Highback Pneumatic</td>
<td>$90.00</td>
<td>$108.00</td>
<td></td>
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<tr>
<td></td>
<td>Stools - Highback Manual</td>
<td>$75.00</td>
<td>$90.00</td>
<td></td>
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<tr>
<td></td>
<td>Bar Stool</td>
<td>$75.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Adjustable Stool - Pneumatic</td>
<td>$105.00</td>
<td>$126.00</td>
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</tr>
</tbody>
</table>

All prices include rental and labour for set-up and take down.

**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

### Damaged Inventory: Rentals damaged onsite will be charged at replacement value to the credit card on file.

### Cancellation / Exchange Policy: Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

### COMPANY ____________________________  BOOTH # ________________  If known

## Images

- Deluxe Armchair
- Banquet Chair
- Folding Chair
- Office Armchair
- Deluxe Stool
- Stools - Highback Manual
- Bar Stool
- White Adjustable Stool
# LOUNGE FURNITURE

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week’s duration.

<table>
<thead>
<tr>
<th>SHOW</th>
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<table>
<thead>
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<th>PRE-SHOW DISCOUNT</th>
<th>LATE ORDER</th>
<th>TOTAL AMOUNT</th>
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<td></td>
<td>LOUNGE FURNITURE</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Black Leather Couch</td>
<td>$350.00</td>
<td>$ 420.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Leather Loveseat</td>
<td>$300.00</td>
<td>$ 360.00</td>
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<tr>
<td></td>
<td>Black Leather Armchair</td>
<td>$200.00</td>
<td>$ 240.00</td>
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<tr>
<td></td>
<td>Leather Tub Chair</td>
<td>$150.00</td>
<td>$ 180.00</td>
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<tr>
<td></td>
<td>White Leather Couch</td>
<td>$425.00</td>
<td>$ 510.00</td>
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<td></td>
<td>White Leather Loveseat</td>
<td>$350.00</td>
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<td></td>
<td>White Leather Chair</td>
<td>$250.00</td>
<td>$ 300.00</td>
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<tr>
<td></td>
<td>TABLES</td>
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</tr>
<tr>
<td></td>
<td>Wood/Metal Coffee Table</td>
<td>$ 110.00</td>
<td>$ 132.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wood/Metal End Tables</td>
<td>$ 90.00</td>
<td>$ 108.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Coffee Table</td>
<td>$ 110.00</td>
<td>$ 132.00</td>
<td></td>
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<tr>
<td></td>
<td>White End Table</td>
<td>$ 90.00</td>
<td>$ 108.00</td>
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<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
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</tr>
</thead>
</table>

**All prices include rental and labour for set-up and take down.**

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**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

**DAMAGED INVENTORY:** Rentals damaged onsite will be charged at replacement value to the credit card on file.

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

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**COMPANY ________________________________**

**BOOTH # _________________________**

**If known**
**MISCELLANEOUS RENTAL ORDER FORM**

UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4  
Phone: (204) 237-3367  Fax: (204) 235-1063  Email: info@centraldisplay.ca

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week’s duration.

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>PRE-SHOW DISCOUNT</th>
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<tr>
<td></td>
<td></td>
<td>$ 35.00</td>
<td></td>
<td>$ 42.00</td>
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<tr>
<td></td>
<td>Chrome Stanchion Incl Velour Rope</td>
<td>$ 35.00</td>
<td>$ 42.00</td>
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<tr>
<td></td>
<td>Easel</td>
<td>$ 30.00</td>
<td>$ 36.00</td>
<td>$ 40.00</td>
</tr>
<tr>
<td></td>
<td>Garment Racks - Inc 20 Hangers</td>
<td>$ 50.00</td>
<td>$ 60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Rack</td>
<td>$ 70.00</td>
<td>$ 84.00</td>
<td>$ 90.00</td>
</tr>
<tr>
<td></td>
<td>Sign Holder - Chrome 22” x 28”</td>
<td>$ 45.00</td>
<td>$ 54.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature Stand</td>
<td>$ 90.00</td>
<td>$108.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gridwall - 2’ x 7’ chrome</td>
<td>$ 40.00</td>
<td>$ 48.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Velcro Mount Brochure Holder</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
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</tr>
<tr>
<td></td>
<td>Waste Basket</td>
<td>$ 20.00</td>
<td>$ 24.00</td>
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**MISCELLANEOUS**

<table>
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<tr>
<th>QTY</th>
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<th>PRE-SHOW DISCOUNT</th>
<th>LATE ORDER</th>
<th>TOTAL AMOUNT</th>
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<tbody>
<tr>
<td></td>
<td>Draw Drum</td>
<td>$ 45.00</td>
<td>$ 54.00</td>
<td>$ 60.00</td>
</tr>
<tr>
<td></td>
<td>Ballot Box</td>
<td>$ 40.00</td>
<td>$ 48.00</td>
<td>$ 48.00</td>
</tr>
<tr>
<td></td>
<td>3’ Silk Plants</td>
<td>$ 45.00</td>
<td>$ 54.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>150 Watt Flood lights Inc Hardware</td>
<td>$ 30.00</td>
<td>$ 36.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>300 Watt Halogen Lights Inc Hardware</td>
<td>$ 40.00</td>
<td>$ 48.00</td>
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<tr>
<td></td>
<td>2 Sided Carpet Tape (2”W x 33m)</td>
<td>$ 25.00</td>
<td>$ 25.00</td>
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<tr>
<td></td>
<td>Single Sided Floor Tape (2”W x 55m)</td>
<td>$ 20.00</td>
<td>$ 20.00</td>
<td></td>
</tr>
</tbody>
</table>

All prices include rental and labour for set-up and take down

**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

**SUB-TOTAL** $  
**PROV SALES TAX** 7% $  
**G.S.T.** 5% $  
**TOTAL** CDN $  

**DAMAGED INVENTORY:** Rentals damaged onsite will be charged at replacement value to the credit card on file.  
**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

**COMPANY ___________________________ BOOTH # ________________**

If known
**DISPLAY BOOTH RENTAL ORDER FORM**

UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

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**SHOW** | **LABCON 2020** | **DATE** | June 5 - 7, 2020 | **LOCATION** | RBC Convention Centre
---|---|---|---|---|---

**DESCRIPTION**

- Octanorm – 3 meters shown (sign optional – not shown)
- Counters – black or white
- Pop-up Display - 8’ x 8’ shown
- Ballot/Draw Counter
- Table Top Display
- Jewellery Case

**QTY** | **DESCRIPTION** | **PRE-SHOW DISCOUNT** | **LATE ORDER** | **TOTAL AMOUNT**
---|---|---|---|---

### DISPLAYS - OCTANORM BOOTHS

- 3m - Model 100 - Black Fabric | **$ 900.00** | **$ 1,080.00**
- 6m - Model 200 - Black Fabric | **$ 1,250.00** | **$ 1,500.00**
- Pop-up Display - Fabric - 8’x8’ OR 8’x10’ | **$ 500.00** | **$ 600.00**
- Table Top Display | **$ 175.00** | **$ 210.00**

### COUNTERS - 1/2m x 1m x 1m

- □ Black □ White □ Sliding doors □ No Sliding doors
- First shelf free upon request
- Additional shelf | **$ 25.00** | **$ 30.00**

### BALLET/DRAW COUNTER

- 1/2m x 1/2m x 1m | **$ 180.00** | **$ 216.00**
- 1/2m x 1m x 1m (shown) | **$ 270.00** | **$ 324.00**

### JEWELLERY CASES - with lights

- 1/2m x 1m x 1m | **$ 300.00** | **$ 360.00**

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All display panels are velcro receptive only.

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**QTY** | **DESCRIPTION** | **PRE-SHOW DISCOUNT** | **LATE ORDER** | **TOTAL AMOUNT**
---|---|---|---|---

### ACCESSORIES - cost per meter

- Octanorm Slatwall - 1m | **$ 60.00** | **$ 72.00**
- Octanorm Lights | **$ 30.00** | **$ 36.00**
- Velcro - 1m | **$ 6.00** | **$ 7.20**

### OCTANORM HEADER SIGNS - Block letters on White Sintra

- Model 100 - 3m | **$ 225.00** | **$ 270.00**
- Model 200 - 6m | **$ 430.00** | **$ 516.00**

---

All prices include rental and labour for set-up and take down.

---

**SUB-TOTAL** | **$**
---|---

**PROV SALES TAX** | **7%**
---|---

**G.S.T.** | **5%**
---|---

**TOTAL** | **CDN$**
---|---

---

**DAMAGED INVENTORY:** Rentals damaged onsite will be charged at replacement value to the credit card on file.

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

---

**COMPANY** ________________________________ **BOOTH #** ________________________________ **If known**
EXHIBIT INSTALLATION SERVICES

UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4
Phone: (204) 237-3367   Fax: (204) 235-1063   Email: info@centraldisplay.ca

SHOW:   LABCON 2020
DATE: June 5 - 7, 2020
VENUE: RBC Convention Centre

Should you require labour services for your booth/exhibit, please complete this form along with the PAYMENT & CREDIT CARD AUTHORIZATION FORM and return both with payment seven (7) days prior to show dates to our office.

Company ____________________________________ Booth # __________________

If known

LABOUR RATES

MINIMUM FOUR (4) HOURS PER STAFF - PER SHIFT

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of Staff</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Min. 4 hrs./staff</td>
<td></td>
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</tbody>
</table>

Regular hours per staff
Installer rate (CLIENT SUPERVISED) $80.00/hour
Supervisor rate $90.00/hour

Overtime hours per staff
Installer rate (CLIENT SUPERVISED) $120.00/hour
Supervisor rate $135.00/hour

PLEASE NOTE: All custom exhibits must come with set-up instructions/diagrams and display-specific tools. Please indicate if special tools are required, as well as type of display (Octanorm, rotor lock, etc.)

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM.
PST EXEMPT. GST APPLICABLE ONLY.

SPECIAL INSTRUCTIONS:

**IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE**

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063
JANITORIAL ORDER FORM

SHOW:      LABCON 2020
DATE:      June 5 - 7, 2020
VENUE:     RBC Convention Centre

Should you require janitorial services for your booth/exhibit, please complete this form along with the PAYMENT & CREDIT CARD AUTHORIZATION FORM and return both with payment seven (7) days prior to show dates to our office.

Company ____________________________________________ Booth # __________________ If known

Daily Janitorial Services

Please supply my exhibit/booth with daily janitorial services for the duration of the show. This service includes vacuuming and emptying Waste baskets prior to each show day.

BOOTH SIZE _______ X _______ = _______ X .35 CENTS PER SQ.FT. = _______

X _______ DAYS = _______

3 DAYS (INCLUDES PRE-SHOW CLEANING)

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>SUB-TOTAL</td>
<td>$</td>
</tr>
<tr>
<td>PROV SALES TAX</td>
<td>7% N/A</td>
</tr>
<tr>
<td>G.S.T.</td>
<td>5%</td>
</tr>
<tr>
<td>TOTAL CDN</td>
<td>$</td>
</tr>
</tbody>
</table>

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

SPECIAL INSTRUCTIONS:
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

**IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE**
EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063
INBOUND MATERIAL HANDLING FORM

Show: LABCON 2020  Location: RBC Convention Centre  Booth Number(s): ______________

Company: ____________________________________________  Your P.O.: ___________  Name: ____________________________

Address: _____________________________________________________________  Title: _____________________________
City, Prov/State: __________________________________  Postal/Zip Code: ___________________  Tel: ( ) ___________________ 

SERVICE INCLUDES:
1. Receiving and advance storage of your display material at the Central Display warehouse up to 21 days prior to event.
2. Transport of your display material to show site and delivery of material, crates and boxes directly to your booth.
3. Removal and storage of empty boxes and crates during show.
4. Return of empty boxes and crates to your booth following the show.

# of Cartons: # of Crates: # of Pallets:  Total # of pieces:  Total Weight of Shipment:

For pre-show order discount, your order must be received by us 7 business days prior to show date.

PRE-SHOW ORDERS  Min charge $180.00  $60.00 per 100 lbs

Shipment total weight (300 lb min charge) _________ /100 = _______ X $60.00 = ______________

LATE ORDER  Min charge $216.00  $72.00 per 100 lbs

Shipment total weight (300 lb min charge) _________ /100 = _______ X $72.00 = ______________

When recording weight, you must round up to the next one hundred (100) pounds, i.e. 335 lbs = 400 lbs.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Shipments arriving from different carriers and / or on different dates and times will be billed individually. Dimensional or cubic weight will be charged where applicable. Rates are based on incoming weight.

All inbound shipments must be received NO LATER THAN TUESDAY JUNE 2, 2020.

If you wish to handle your outbound freight yourself at event close, outbound shipments can be picked up on site by your freight carrier between 2:30 pm – 3:30 pm on Sunday June 7, 2020. If this is not convenient for you or your carrier, we offer Outbound Material Handling service in conjunction with our Inbound Material Handling (See Outbound Material Handling form).

All orders must be received 7 days prior to set-up to qualify for pre-show discount. Uncrated or loose materials may be subject to a 20% palleting charge. Central Display Ltd. must be notified 14 days in advance of any individual piece that exceeds 5000 lbs or 87” high or requires special handling or equipment, additional charges may apply. Central Display Ltd., reserves the right to deem which items required special handling or equipment and assess charges accordingly. The above rates apply to shipments received between the hours of 9:00 am - 4:00 pm Monday to Friday excluding holidays. Should shipments be received at times other than these, the late order rates will apply.

Central Display Ltd., will be responsible for damage caused by them to crated shipments while handling shipments and will not be held responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding and the right is reserved to alter exhibitor’s bill of lading to reflect actual condition, count and contents found. Central Display Ltd. will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to $0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

CENTRAL DISPLAY LTD. WILL NOT RECEIVE COLLECT SHIPMENTS.

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

OUR SHIPPING ADDRESS IS:
CENTRAL DISPLAY LTD.
#7 - 850 MARION STREET
WINNIPEG, MANITOBA  R2J OK4
Ph: 204 - 237-3367  Fax: 204-235-1063
Email: info@centraldisplay.ca

RECEIVING HRS.  MON.-FRI.
9:00 AM – 4:00 PM

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063
OUTBOUND MATERIAL HANDLING FORM

Show: LABCON 2020 Location: RBC Convention Centre

Company: ____________________________ Your P.O.: ___________ Name: ____________________________

Address: _____________________________________________________________ Title: _____________________________

City, Prov/State: __________________________ Postal/Zip Code: ___________________ Tel: ( ) ____________________

SERVICE INCLUDES:

1. Removal of display material from the show floor.
2. Transport of your display material to the Central Display warehouse.
3. Storage for up to (5) days upon which time Central Display reserves the right to charge for storage OR ship out your material "collect" via a carrier of our choice.

This service is not to be confused with the freight cost to transport your exhibit material from the event.

# of Cartons:   # of Crates:   # of Pallets:   Total # of pieces: Total Weight of Shipment:

RATE Min charge $165.00 $55.00 per 100 lbs

Shipment total weight (300 lb minimum charge) _________ /100 = _______ X $55.00 = _______

When recording weight, you must round up to the next one hundred (100) pounds, ie. 335 lbs = 400 lbs.

We understand that your calculation is only an estimate. Charges will be calculated from the actual weight. Adjustments will be made accordingly.

*YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER.* Your carrier can pick up at our warehouse on Tuesday June 9, 2020 between 9:00 a.m. & 4:00 p.m.

Shipments departing by different carriers or on different dates and times or to different destinations will be billed individually. Dimensional or cubic weight will be charged where applicable.

This service is offered in conjunction with our Inbound Materials Handling Service.

*Exhibit material remaining on site beyond the designated move out time will be forced to our warehouse at the above prevailing rates.*

Central Display Ltd., will not be responsible for delay of rush shipments, which will be expedited to the best of their ability. Central Display reserves the right to charge storage charges if shipments are not picked up within 7 business days of event close. Uncrated or loose materials may be subject to a 20% palleting charge. Special handling charges may apply to pieces that exceed 5000 lbs or 87” high.

Central Display Ltd., will be responsible for damage caused by them to crated shipments while handling shipments and will not be held responsible for concealed damage, or damage or loss of merchandise at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding and the right is reserved to alter exhibitor’s bill of lading to reflect actual condition, count and contents found. Central Display Ltd., will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to $0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

OUR SHIPPING ADDRESS IS: CENTRAL DISPLAY LTD. Received Hrs. Mon.-Fri.

#7 - 850 MARION STREET 9:00 AM – 4:00 PM

WINNIPEG, MANITOBA R2J 0K4

Ph: 204 - 237-3367 Fax: 204-235-1063

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063
MATERIAL HANDLING - General Information

Inbound Material Handling is offered in conjunction with our Outbound Material Handling Service. You must complete one or both of the attached Material Handling Order Form according to your needs.

*EXHIBIT MATERIAL REMAINING ON SITE BEYOND THE DESIGNATED MOVE-OUT TIME WILL BE FORCED TO OUR WAREHOUSE AT THE RATE LISTED ON OUR OUTBOUND MATERIAL HANDLING FORM.*

Inbound Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage. This is not to be confused with the freight cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Central Display Warehouse
- Storage of materials for up to 21 days prior to your show.
- Delivery of shipments to your booth.
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the Central Display Warehouse
- Remove all old shipping and empty storage labels.
- Complete the enclosed Inbound Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Storing Empty Containers
- Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the Central Display Service Desk. Depending on the size of the show, it can take from 30 minutes to 2 hours to return empty containers.
- Do not store any items in crates marked empty.

Outbound Material Handling is the removal of display material from the show floor, transportation to the warehouse, and storage for up to (5) days. This is not to be confused with the freight cost to transport your exhibit material to and from the event.

How to use Outbound Material Handling through Central Display
- Complete the enclosed Outbound Material Handling order form.
- Remove all old shipping and empty storage labels.
- Attach a shipping label to each piece. (These can be obtained at the Central Display Service Desk).
- ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY SLIP showing the number of pieces, weight, and type of merchandise.
- Arrange pick up of display material with carrier of your choice.

Benefits of Outbound Material Handling/Storage through Central Display Warehouse
- Most facilities and events require outbound freight be removed from show site immediately following the close of the event. If this policy is inconvenient for you and/or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during regular business hours.
Advance Shipping Label

EVENT: LABCON 2020

TO:
CENTRAL DISPLAY LTD.
UNIT #7 – 850 MARION STREET
WINNIPEG, MB    R2J 0K4
CANADA

Number of pieces: _________ of _________ pieces

Weight: ____________ lbs

Warehouse hours: Mon – Fri  9:00 a.m – 4:00 p.m.