



January 27-29, 2012
Cunard Centre



Enclosed is important information regarding your participation at the 2012 Halifax Everything To Do With Sex Show
PLEASE READ CAREFULLY

Enclosed is the Everything To Do With Sex Show 2012 Exhibitor Kit, which includes this Exhibitor Manual, as well as, Service & Order Forms. It is strongly suggested that you review this kit to ensure that you have ordered all necessary services and completed all mandatory order forms. We are thrilled to be working with you and very much looking forward to this year's show. Should you have any questions, please give us a call at (905) 738-8884 or Toll Free at 1-866-929-SEXY. (7399)

www.everythingtodowithsex.com

PRODUCED BY

SX Marketing Inc.
2700 Steeles Avenue West
Suite 202, L4K 3C8
Concord, ON
(905)738-8884

SHOW DATES & HOURS

Fri. Jan. 27 8:00am – 3:00pm (move in)
Fri. Jan. 27 5:00pm – Midnight
Sat. Jan. 28 Noon – Midnight
Sun. Jan. 29 Noon - 6:00pm
Sun. Jan. 29 6:00pm – Midnight (move out)

SHOW LOCATION

Cunard Centre
961 Marginal Rd
Halifax, Nova Scotia
B3H 4P7

SHOW MANAGEMENT

Joel Levitt	President
Nancy Levitt	Office Manager
Mikey Singer	Show Manager & PR
Avery Levitt	IT Manager
Jodi Kornbloom	Sales Associate
Dan Raja	Office Administrator

SHOW OFFICE

During show hours, the show office can be reached at (647) 361-7200

OFFICIAL SHOW SUPPLIER

Global Convention Services (902) 425-1400



CLEANING SERVICES

Management attaches the utmost importance to the cleanliness of the building and the presentation of a neat appearance to visitors at all times. Exhibitors are responsible for their own appearance of their booths. Should exhibitors require janitorial services please contact Global Convention Services at (902) 425-1400
An order form is enclosed below in this package

CUSTOM BROKERAGE SERVICE

Zaza Vili, Event Co-ordinator
The Commerce Trade Show Logistics Group Ltd
3405 American Drive, Unit 7
Mississauga, Nova Scotia, L4V 1T6
Tel: (905) 673-5445
Fax: (905) 673-2574
Email: ZazaV@commerctradeshows.com

DECORATING/FURNITURE, RENTALS/CARPET AND LABOUR,

Furniture, carpet rental and labour service are available in advance or on-site through the Official Show Contractor:
Global Convention Services
1800 Argyle Street, Suite 445
Halifax, NS, B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca
Order Forms for services are enclosed and on our website
<http://halifax.everythingtodowithsex.com/exhibitors/forms.asp>

ELECTRICAL SERVICES

Provided by Global Convention Services

POWER TO ALL EXHIBITS WILL BE TURNED OFF NIGHTLY AFTER SHOW CLOSING AT 12:00 MIDNIGHT

Order Forms for services are enclosed below

SIGNS AND DISPLAY CARDS

Signage services are available only during move-in for the convenience of exhibitors requiring signs, display cards, etc. It is advisable to order signs well in advance of the show, to avoid last minute delays and premium prices.

HANDMADE SIGNS ARE NOT PERMITTED.

Signs are available from:

Global Convention Services. An order form is enclosed below.

PAYMENT OF EXHIBIT SPACE RENTAL

Full payment must be received by January 20, 2012. If you have any questions regarding your balance, please contact your Account Representative at (905) 738-8884.



January 27-29, 2012
Cunard Centre



MOVE-IN POLICY MAIN AND TRADE FLOOR EXHIBITS

Friday, Jan. 28, 8:00am – 11:00am

Vehicles must be removed from the loading docks immediately after unloading.

All displays must be COMPLETED for inspection by Management and Cunard Centre Safety Engineers by 3:00pm, Friday, January 28, 2012.

MOVE-OUT POLICY MAIN FLOOR EXHIBITS

Sunday, Jan 30 6:00pm – Midnight

Following show closing, it is imperative that each exhibitor has a representative in their exhibit area until all portable items have been removed.

ALL GOODS MUST BE REMOVED FROM THE BUILDING BY 11:59PM, SUNDAY, Jan 29, 2012.

No dismantling of exhibits is permitted until all visitors have been cleared off the show floor. Your vehicle will be allowed to enter the docks once your display has been dismantled. Any freight left on the floor area after 12:00am will be taken to the freight office and items will have to be picked up at Exhibitor's expense.

ALL BOOTHS MUST BE OPEN AND OPERATIONAL UNTIL SHOW CLOSING AT 6:00PM, SUNDAY, January 29, 2012 AS A COURTESY TO SHOW VISITORS. THIS POLICY WILL BE STRICTLY ENFORCED.

Dollies will be available at each receiving door and must be returned when finished.

**** Photo ID will be given to security for exchange for the dollies. Once returned, ID will be given back to the exhibitor.** With this service available, we would still like to suggest exhibitors bring their own dolly (with their name on it) to help speed up the process.

EXHIBITOR BADGES

Deadline: January 12, 2012

Exhibitor badge allocation will be provided per square footage of exhibit space purchased, four badges per 100 square feet. Badges are in the name of the contracted company only and are non-transferable.

Please refer, complete and return the enclosed badge order form.

There will be a \$15.00+applicable tax charge for each lost or additional badge ordered. For additional badges, payment must accompany the order form. Cash, cheques, or credit cards are accepted. Cheque should be made payable to SX Marketing Inc..

Exhibitor badges will be available during move-in at the Registration desk located at the entrance of the Cunard Centre. Badges will be released to the exhibitor's authorized representative only, who will be required to sign for them.

Exhibitor space must be paid in full before exhibitor badges will be released for pick-up.

INSURANCE

Deadline: January 12, 2012

Exhibitors must carry insurance, as stated in the terms and conditions of your contract, and properties on display are at your own risk. Every reasonable precaution will be taken to protect such properties, however, management assumes no responsibility for any losses due to fire, theft, accident, or other causes. Management and sponsors also assume no responsibility or liability for injury to any office, employee or agent of the exhibitor, or to any other person, occurring by reason of anything connected with the exhibitors participation in The Everything To Do With Sex Show. It is, therefore, highly recommended that exhibitors insure against such



hazards. This can be arranged through your own insurance broker for a nominal fee. Exhibitors displaying saunas, hot tubs, etc. containing water agree to assume all liability for property damage to surrounding exhibits for personal injury arising from leakage of water from their display. Nova Scotia Hydro regulations require that ground faults be used when there is an electrical/water hook up.

Exhibitor agrees to supply a certificate of insurance upon request by show management.

If you require assistance with insurance and are not already represented by an insurance broker, we recommend you contact our preferred supplier:

Wayne Wasser

Impact Insurance Brokers Inc.

Tel: (905) 660 - 6170

Fax: (905) 660 - 6175

wwasser@impactinsurance.com

COMPETITIONS/CONTESTS

Deadline: January 12, 2012

The Everything To Do With Sex Show will be strictly adhering to the guidelines for running contests and competitions as stated in the Competition Act and as follows: "Competitions and like promotions conducted by exhibitors in conjunction with their displays shall be of a clear cut nature, and free of any obligation to the winner. The award, and the terms of same, must be clearly stated on the entry/ballot form. Awards which are conditional upon placing an order, or which represent a credit to be applied as part payment of an order, are not permissible." For more information on the Competition Act please contact Industry Canada at (416) 973-5000. In addition, Show Management states that:

- All contests must have prior approval from Show Management.
- Contest rules and regulations and a ballot form must be submitted for approval not later than January 12, 2012.
- Information obtained from the ballots is to be used solely by the Exhibitor who collected the information and solely for the purpose mentioned on the ballot.
- Show Management reserves the right to terminate any contest, by removing ballots and ballot boxes from the booth, if it does not comply with the Competition Act, or with Show Management regulations.
- Show Management must be advised of the winner(s) in writing not later than 30 days after close of Contest date.

This policy is in place to protect the consumers, as well as yourselves. If you are planning a contest, please return the enclosed Competitions/Prizes/Giveaway Release Form.

EXHIBITOR PARKING

Parking is available at the facility for exhibitors. Pricing is determined by the Cunard Centre.

HOTEL ACCOMODATION

We have negotiated a preferred rate with the Westin Nova Scotian. More info can be found on our website at:

<http://halifax.everythingtodowithsex.com/exhibitors/hotel.asp>



SECURITY

Uniformed security guards will be on duty throughout move-in, show days, show nights, overnight and move-out. They are there to safeguard your interests. Please extend them your fullest cooperation and courtesy in the performance of their duties.

Exhibitors are asked to report any losses to the Show Office immediately. Security personnel will conduct an investigation.

Show Management assumes no responsibility for any losses.

RETAIL SALES AT SHOW

Exhibitors must have a valid Vendor's Permit in order to sell goods or services across the counter at The Everything To Do With Sex Show. Any consumer complaints received with regard to the sale of such goods and services shall be immediately brought to the exhibitor's attention. If complaints cannot be settled to the mutual satisfaction of all concerned, Show Management reserves the right to act as an arbitrator and their decision shall be final and binding on all parties. In no way shall any of the foregoing be deemed to make Show Management a party to any contract of the purchase and sale of any goods or services of any exhibitor.

It is necessary that every exhibitor give a "proof of purchase" or a receipt to the customers, to be shown to security when exiting the show. Exhibitors not providing a "proof of purchase" or a receipt to customers may be prohibited from further retail sales activity.

FOREIGN EXHIBITORS

All sales including credit card sales must be in "Canadian Funds" or sales will be prohibited by Show Management. The currency must be clearly stated on the Credit Card slip.

SOLICITING

Soliciting of business and distribution of samples, souvenirs, and literature, including solicitation by costumed personnel, must be confined to the exhibitor's space unless otherwise agreed to by Show Management. Soliciting is not permitted in the aisles, in other exhibitor's booths, at any building entrance/exit, or anywhere on the grounds of the Cunard Centre. **Solicitation of exhibitors or visitors by non-exhibitors is strictly prohibited and will be expelled from the show.**

HELIUM BALLOONS

Helium Balloons are not permitted at the show without permission.

SOUND SYSTEMS

The use of live bands, recorded music, public address systems, etc., is not permitted on the show floor unless authorized by Show Management.

Exhibitors using microphones for demonstration purposes must contain sound within their exhibit. Management reserves the right to control sound in the event it becomes a nuisance to adjoining exhibits.



January 27-29, 2012
Cunard Centre



SAMPLING/SALE OF FOOD AND BEVERAGES

Free sampling of food and beverages, within an exhibitor's own booth, must conform to the regulations set forth by the facility and are only permitted with prior approval of Show Management. The necessary Authorization Form is available upon request.

If this applies, please refer, complete and return the enclosed food sampling form.

NO SMOKING BY-LAW

The Everything To Do With Sex Show is guided by the Smoke-Free Nova Scotia Act, which prohibits smoking in any enclosed work or public area. Any offender may be fined a maximum of \$5000.

SHIPPING & RECEIVING

Crates and packages should be clearly marked as follows:

(Name of Exhibitor) (Attention of...)

(Booth Number)

The Everything To Do With Sex Show

Cunard Centre

961 Marginal Rd, Halifax, Nova Scotia B3H 4P7

Note: Due to security risks, packages not properly marked will be refused. Only prepaid shipments will be accepted.

STORAGE OF SHIPPING CRATES

Show Management will provide on-site storage for empty shipping crates during the show.

Transportation service arrangements can be made with:

Lange Transportation

1730 Sismet Road

Mississauga, Nova Scotia

L4W 1R4

Phone: (905) 629-4994

Fax: (905) 629-8018

Toll: (800) 668-5687

Order Forms for services are enclosed and on our website

<http://halifax.everythingtodowithsex.com/exhibitors/forms.asp>

MATERIALS & EQUIPMENT HANDLING

Labour required for moving materials and equipment, setup and dismantling of exhibits is the responsibility of the individual exhibitor. If you require forklift services please complete the **DRAYAGE FORM**. For all other labour inquiries including the hanging of banners or signs, please complete the **INSTALLATION & DISMANTLE LABOUR ORDER FORM**. These forms can be found below. Standard size dollies will be available at the shipping entrance. **** Photo ID will be given to security for exchange for the dollies. Once returned, ID will be given back to the exhibitor.** With this service available, we would still like to suggest exhibitors bring their own dolly (with their name on it) to help speed up the process.



TRADE UNIONS/CONSTRUCTION AT SHOW SITE

The Cunard Centre requires all licensees and their exhibitors to adhere to all collective agreements in place between the Cunard Centre, and any of the following unions:

Labourers/Cleaners Carpenters

Electrical Plumbers

IATSE (Audio Visual) Painters

All issues relative to the amount and type of display work exhibitors can perform within the confines of their exhibit booth space must be discussed with Show Management.

Exhibitors may use their own sales staff to install pop-up or similar type displays. If you have any questions regarding Union Labour, please contact Show Management.

BUILDING'S FLOORS & WALLS

Exhibitors wishing to lay floor covering or build any structure may not adhere it directly to the building floor. The following are strictly prohibited by Building Management:

- The fastening of display materials to the concrete floors by means of fasteners and nails.
- The fastening of nailing strips to any of the building walls, by any means.
- The painting of floors or walls in any part of the building.

FIRE REGULATIONS

Decorative materials used in displays must meet the requirements of the Halifax Regional Fire & Emergency Services, Fire Prevention Office. Questions regarding flame proof properties of display materials should be referred to the General Line by phone at 902-490-5530.

The use of the following materials shall be prohibited:

- Acetate fabrics
- Styrofoam or foamcore
- Corrugated paper box board
- No-seam paper
- Paper backed foil unless glued securely to suitable backing.



January 27-29, 2012
Cunard Centre



VENDOR BADGE FORM

PLEASE COMPLETE THIS FORM IN ORDER TO GET VENDOR BADGES FOR YOUR BOOTH(S).

2012 HALIFAX

BOOTH NUMBER	BOOTH SIZE	QUANTITY
	X	

Please note that there are a maximum of 4 vendor badges permitted for every 10 x 10 booth.
Additional charges apply for extra badges.
If you need more than 4 badges for your booth, please contact our office.

COMPANY: _____ CONTACT: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ POSTAL CODE/ZIP: _____

TELEPHONE: (____) _____ - _____

AFTER COMPLETED, PLEASE EMAIL OR FAX BACK TO OUR OFFICE.

SX Marketing Inc.
2700 Steeles Ave. W. Suite 202
Concord, Ontario
Canada L4K 3C8

Fax: 905.738.7848 | Email: dan@everythingtodowithsex.com



SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

Everything To Do With Sex Show
January 27-29, 0212
 Cunard Centre
 Halifax, Nova Scotia

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES
 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

BOOTH EQUIPMENT

Each 10' x 10' booth space consists of an 8' high black draped backwall and 3' high black draped sidewalls. *Please note that the trade show floor is carpeted.* Electrical is not included as part of your booth package but can be ordered by completing the enclosed Electrical Form.

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 **January 10, 2012**. Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information.

To access our online catalogue, go to www.globalconvention.ca, select "Online Catalogue", then "Place an Order", and enter the login and password supplied below.

Login: **SEXSHOW** Password: **2012**

EXHIBITOR MOVE-IN

Friday	January 27, 2012	8:00AM	-	4:00PM
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EXHIBITOR MOVE-OUT

Sunday	January 29, 2012	6:00PM	-	12:00AM
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MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED at Global Warehouse

FROM **Tuesday January 3, 2012** TO **Monday January 23, 2012**

SERVICES AVAILABLE

GLOBAL CONVENTION SERVICES provides the following services (*where applicable*):

On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.

Event Name Everything to do with Sex Show **Date(s)** January 27-29, 2012

Pre-Show Price Deadline: January 10, 2012

Ordering Deadline: January 23, 2012

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

TABLES - Dressed tables are show colour unless otherwise specified

Description	Qty.	Pre-Show	Retail	Amount
2'x4' Undressed Table (29" High)		\$25	\$30	
2'x6' Undressed Table (29" High)		\$30	\$37	
2'x8' Undressed Table (29" High)		\$38	\$46	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$50	\$62	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$56	\$68	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$64	\$79	
2'x4' Raised Dressed Table (41" High)		\$69	\$85	
2'x6' Raised Dressed Table (41" High)		\$75	\$91	
2'x8' Raised Dressed Table (41" High)		\$84	\$104	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$30	\$37	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$34	\$41	
Table Dressing (Vinyl & 29" High Skirt Only)		\$34	\$41	
Show Table (30" Round Pedestal, 29" High)		\$50	\$62	
Bistro Table (30" Round, 39" High)		\$66	\$82	

SUB-TOTAL TABLES

SEATING - ** Subject to availability

Description	Qty.	Pre-Show	Retail	Amount
Fabric Chair (Grey, Padded Seat & Back)		\$22	\$26	
Bistro Stool (Padded Seat with Back)		\$50	\$62	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$50	\$62	
Executive Chair (Grey, Padded Seat & Back, Arms **)		\$58	\$69	
Leather Tub Chair (Black) **		\$121	\$145	
Leather Loveseat (Black) **		\$289	\$347	

SUB-TOTAL CHAIRS

GROUPINGS - ** Subject to availability

Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Chairs)		\$84	\$103	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$149	\$185	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$257	\$309	

SUB-TOTAL GROUPINGS

SPECIALTY ITEMS - All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$166	\$200	
19" Flat Screen Computer Monitor		\$331	\$397	
26" TV/DVD Combo		\$386	\$464	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$13	\$16	
Literature Rack (Floor Model)		\$95	\$113	
Coffee Table (Wood, Espresso in Colour)		\$78	\$93	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$32	\$42	

SUB-TOTAL SPECIALTY ITEMS

FURNISHINGS

Description	Qty.	Pre-Show	Retail	Amount
Easel (Aluminum, Tri-Pod, Floor Model)		\$22	\$28	
Wastebasket		\$9	\$13	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$47	-	

SUB-TOTAL FURNISHINGS

PIPE & DRAPE - Rented by Lineal Foot

Specify Colour Choice:	Show Colour	Blue	Green			
	Red	Grey	Burgundy	White	Black	Teal
3' High Pipe & Drape		3.68/ft	4.57/ft			
8' High Pipe & Drape		4.20/ft	5.25/ft			

SUB-TOTAL PIPE & DRAPE

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items	\$	
Furnishings	\$	
Pipe & Drape	\$	
TOTAL	\$	

Carry this total to Method of Payment form



HALIFAX OFFICE:
 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

**CARPET & BOOTH
CLEANING**

Event Name	Everything to do with Sex Show	Date(s)	January 27-29, 2012
Pre-Show Price Deadline:	January 10, 2012		
Ordering Deadline:	January 16, 2012	Contact office for availability after this date	

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

CARPET / CARPET PADDING

Subject to availability

1st Colour Choice: Blue Red Green Burgundy Charcoal Black

2nd Colour Choice: Blue Red Green Burgundy Charcoal Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$96	\$118	
Broadloom - 10' x 20'		\$170	\$211	
Broadloom - 10' x 30'		\$230	\$284	
Carpet Padding - Size	=	\$0.83	\$0.89	
Bulk Carpet - Size	=	\$0.83	\$1.02	
Special Cutting Charge ¹	=	\$1.42	\$1.76	
SUB-TOTAL CARPET & PADDING				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.
 Booth carpet & bulk carpet supplied in 10' x 10' increments.

¹ Applied to cut carpets only.
¹ Special cutting charge is in addition to bulk carpet pricing.
¹ Special cutting charge is applied to run of carpet that is cut.

BOOTH CLEANING

Serv	Description	Total Sq.Ft.	Rate	Total
1	Initial SERVICE PROVIDED BY FACILITY			
2	Daily vacuum & empty waste baskets	x	x \$0.37	x
SUB-TOTAL BOOTH CLEANING				

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$ _____

Carry this total to Method of Payment Form

Fax completed form along with Method of Payment to 902-423-4129

DISPLAYS

Event Name Everything to do with Sex Show **Date(s)** January 27-29, 2012

Pre-Show Price Deadline: **January 10, 2012**

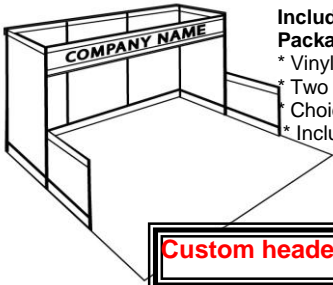
Ordering Deadline: **January 16, 2012** **Contact office for availability after this date**

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

PORTABLE DISPLAYS

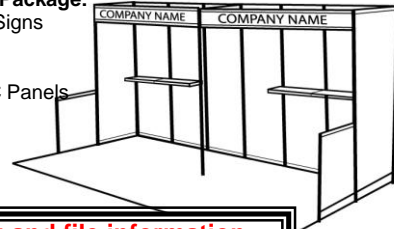
Description	Quantity	Pre-Show	Retail	Amount
Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary		\$177	\$213	
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$419	\$503	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$524	\$629	
Economy System (3 Panel, Grey Fabric, Velcro Adaptable)- Each Panel: 1m wide x 1.5m tall		\$282	\$339	
Bannerstand Frame Rental (Does not include graphic panel)		\$79	\$95	
Posterboard (4' x 8', Velcro Adaptable)		\$104	\$125	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$98	\$118	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



- Included in 10' x 10' Hardwall Package:**
- * Vinyl Lettered Company Sign
 - * Two Arm Lights
 - * Choice of Grey Fabric or PVC Panels
 - * Includes Set Up & Dismantle

- Included in 10' x 20' Hardwall Package:**
- * Two Vinyl Lettered Company Signs
 - * Four Arm Lights
 - * Four Shelves
 - * Choice of Grey Fabric or PVC Panels
 - * Includes Set Up & Dismantle



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

10' x 10' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$776	\$931	
Grey Fabric Panels (Velcro Adaptable)		\$881	\$1,057	
Colour PVC Panels Blue Black		\$975	\$1,171	
Shelving (White Melamine, 1m long x 12" deep)		\$25	\$30	

10' x 20' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,101	\$1,322	
Grey Fabric Panels (Velcro Adaptable)		\$1,311	\$1,574	
Colour PVC Panels Blue Black		\$1,453	\$1,744	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$25	\$30	

SUB-TOTAL HARDWALL BOOTH PACKAGES

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black vinyl lettering on white PVC (ALL CAPS)

Header # 1 (10' x 10' and 10' x 20' systems)

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

SUMMARY OF PORTABLE & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129



HALIFAX OFFICE:
 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

SIGNAGE

Event Name Everything to do with Sex Show **Date(s)** January 27-29, 2012
Ordering Deadline: January 6, 2012 Contact office for availability after this date

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

VINYL LETTERED SIGNS

- * Prices listed reflect 10 words or less - ONE colour only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is "Arial Black", all caps, unless otherwise specified by exhibitor.
- * Vinyl lettering on white corex (corrugated plastic).
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quote can be issued for size not shown.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
11" x 9" with easel back (for table)		\$25.00	\$32.50	
36" x 8"		\$21.00	\$27.30	
44" x 7"		\$26.00	\$33.80	
22" x 17"		\$30.00	\$39.00	
28" x 14"		\$35.00	\$45.50	

VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)

Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$48.00	\$62.40	
44" X 28"		\$93.00	\$120.90	
40" X 30"		\$93.00	\$120.90	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$32.50	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	

TOTAL VINYL SIGNAGE

Width _____ x Height _____
 Vinyl Colour (1 colour) _____
W

Width _____ x Height _____
 Vinyl Colour (1 colour) _____
W

H

Insert Text
in Box(es)

H

CUSTOM SIGNAGE

- * Increase the visual impact of your hardwall booth, pop up and banner stand rental with custom hardwall panels & headers, graphic pop up panels and graphic banner stand panel.
- * Also check out our other display options such as vinyl banners and full colour show signage. Contact our office for pricing.
- * Global features 2 in-house graphic designers (\$75 per hour) or you can supply print ready files either in the form of CD or upload to our ftp site.

Contact our office for panel sizes, file specifications and deadline date for artwork.

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header		x	\$140.00	\$182.00	
Graphic Hardwall Panels		x	\$364.00	\$473.20	
8' Pop Up Panels (3 panels)	3	x	\$469.00	\$609.70	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	

TOTAL CUSTOM SIGNAGE

SUMMARY OF SIGNAGE

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129



HALIFAX OFFICE:
 1800 Argyle Street, Suite 445
 Halifax, NS, B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

ELECTRICAL & LIGHTING

Event Name Everything to do with Sex Show **Date(s)** January 27-29, 2012
Pre-Show Price Deadline: **January 10, 2012**
Ordering Deadline: **January 23, 2012** **Contact office for availability after this date**

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

Single 110 volt, 15 amp, duplex outlet (OPTION A)

- * Electrical outlets are supplied to the back of the booth.
 - * Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
 - * Borrowing power from an adjoining booth is not permitted.
 - * We recommend the use of power bars with surge protectors.
 - * Extension cords & power bars are the responsibility of the exhibitor.
- Equipment Operating:** _____

Special Electrical Power (OPTION B)

Equipment Operating: ***** Complete and fax to 902-423-4129 for quote *****

of Volts? _____ Single Phase or 3 Phase? _____ # of Amps? _____
 Do you require your equipment hardwired? _____
 If no, please specify type of connector required. _____
 Draw plug configuration below:

LIGHTING				
Description	Quantity	Pre-Show	Retail	Amount
Clip on Spot Light (65 Watt)** #		\$26.00	\$33.00	
Quartz Flood Light (on 8' Upright, 150 Watt)**		\$41.00	\$51.00	
Quartz Arm Light (150 Watt)** #		\$41.00	\$51.00	
ELECTRICAL				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (Option A)		\$68.00	\$84.00	
Special electrical power (Option B)				
5m, 3 prong, extension cord **		\$26.00	\$31.00	
Power Bar **		\$21.00	\$26.00	

** Items do not include power.

Items cannot be attached to pipe & drape walls

SUMMARY OF ELECTRICAL & LIGHTING
 \$ _____
 Carry this total to Method of Payment form

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CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs or require special handling or equipment. Global Convention Services reserves the right to deem which items require additional labour 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 material or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labour 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 basis. To save money, ship all freight together.
- * International Shipping: Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED PRE-SHOW SHIPMENT

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 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 SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES*****

- * Shipments that have been pre-arranged with Global Convention Services are 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 Advance Warehouse with fee charge to the Exhibitor.
- * 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.
- * 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 be "forced freight" back to the Global advance warehouse where material handling charges will be applied.
- * 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 must be made in advance or prior to show closing
- * Outbound freight must contain **return shipping labels (on all pieces) and return Bill of Ladings.**



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MATERIAL HANDLING

Event Name	Everything to do with Sex Show	Date(s)	January 27-29, 2012
Material Handling Form to be submitted by:		January 10, 2012	
Freight accepted at advance warehouse:	January 3, 2012	TO	January 23, 2012

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #
Booth Size

See next pages for shipping labels.

SPECIFICATIONS ON SHIPMENTS - IN BOUND * Please provide copy of waybill *****

Carrier Name	Description Example: Crate	(L x W x H) 6' x 3' x 4'	Weight 859
Expected Delivery Date			
Estimated Total Weight			
Total Weight			

RETURN TO WAREHOUSE SERVICE

Will you require return to warehouse material handling service? Yes No
 If yes, please include in calculation of order

CALCULATION OF ORDER

A material handling charge based on CWT (per 100 lbs with a minimum 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd.

Service	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb.)
<i>Example of shipments less than 200 lbs.</i>	90	/ 100	0.9	2	X	\$37.00	\$74.00
<i>Example of shipments over 200 lbs.</i>	859	/ 100	8.59	9	X	\$37.00	\$333.00

Advanced Shipment		/ 100			X	\$37.00	
<i>Description:</i> Sending of your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking.							

Return to Warehouse		/ 100			X	\$37.00	
<i>Description:</i> Returning of your freight back to our Advanced Warehouse after the event. Exhibitor is responsible to schedule pick up with your carrier from our warehouse location. Exhibitor is responsible for return shipping labels & Bill of Ladings.							

All Direct Shipments must be pre-arranged with Global Convention Services

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

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse:

January 3, 2012 TO **January 23, 2012**

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Bayer's Lake Business Park
Halifax, NS, B3S 1B4

Show: Everything to do with Sex Show

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse:

January 3, 2012 TO **January 23, 2012**

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Bayer's Lake Business Park
Halifax, NS, B3S 1B4

Show: Everything to do with Sex Show

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



DISPLAY INSTALLATION & DISMANTLE

Event Name **Everything to do with Sex Show** Date(s) **January 27-29, 2012**
 Ordering Deadline: **January 23, 2012** Orders after this date must be placed on-site

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Minimum 2 hour call out, per man, Labour and Stand-by
- * Global supervised rate is 25% of total labour. *Please note that Display Company/Exhibitor supervisor must be a **qualified** supervisor with general knowledge of display and all its components.*
- * **Supervised labour 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: From advance warehouse *****Direct to Show Site***** Carrier: _____
 Expected number of pieces & weight: _____

*****INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES*****

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	\$52.50		
				x			x	\$52.50		
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	\$52.50		
				x			x	\$52.50		
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



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METHOD OF PAYMENT

Event Name **Everything to do with Sex Show** **Date(s)** **January 27-29, 2012**

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 Labour/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

- * Contact our office for banking information
- * 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 labour & material handling.

Visa
 Mastercard
 Amex

Purchase Order # (if applicable) _____

Card # _____

Expiry Date _____

Cardholder Name _____

Cardholder Signature _____

Cardholder Telephone _____

CALCULATION OF ORDER

Equipment & Furnishings	\$	_____
Displays	\$	_____
Carpet and Cleaning	\$	_____
Signage	\$	_____
Electrical & Lighting	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Total of Items	\$	_____
15% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds

**Payment must be submitted with order forms
 Fax completed forms to 902-423-4129**