



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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Dear Exhibitor

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

Ai-kon Marketplace  
July 17 – 19, 2026  
RBC Convention Centre – Hall B, C, D

***\*\*IMPORTANT SHIPPING INFORMATION: The RBC Convention Centre will not be accepting material / shipments. Inbound freight must be sent to the Central Display warehouse & outbound freight must be picked up after the event at the Central Display warehouse. Material handling order forms are included in this package & must be submitted prior to shipping.***

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 business 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.

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## PAYMENT & CREDIT CARD AUTHORIZATION FORM

**MUST be completed & submitted with all orders. No exceptions. We do NOT invoice for exhibitor orders.**

COMPANY NAME \_\_\_\_\_ BOOTH NO. # \_\_\_\_\_ If known

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. Payments by cheque must be received at our office 7 business days prior to event. Purchase orders are not considered payment. Exhibitors will be charged a \$45.00 fee for NSF cheques.

**Adjustments & Cancellations:** No adjustments will be made to your order 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.

If you have any questions regarding our payment policy please Call Central Display Ltd. at 204-237-3367.

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 2% 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](mailto:info@centraldisplay.ca)**  
**OR FAX: 204-235-1063**

(Ai-kon Marketplace 2026)

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

**We do NOT accept Debit or Visa/Debit. A fee may be applied for declined credit cards.**

\_\_\_\_\_  
Visa

\_\_\_\_\_  
MasterCard

\_\_\_\_\_  
Amex

Credit Card Account Number:

Expiry Date:

Security Code:

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

### **CALCULATION OF ORDERS**

Inbound Material Handling Form – <i>page 4</i>	\$
Outbound Material Handling Form – <i>page 5</i>	\$
<b>FULL PAYMENT DUE:</b>	<b>CDN \$</b>

**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 business days prior to event.**



## **MATERIAL HANDLING - General Information**

**Inbound Material Handling** is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage. This service is not to be confused with **freight** arrangement & cost which are solely the responsibility of the exhibitor.

### **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.
- Most 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 (not the Venue)**

- Remove all old shipping and storage labels.
- Complete & return the *Inbound* Material Handling order form along with the payment authorization form included in this package.
- All shipments must have a bill of lading/Waybill showing the number of pieces, weight, and type of merchandise.

### **Storing Empty Containers**

- Properly labeled empty shipping containers will be picked up from your booth, stored and returned to your booth after the show. 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 our warehouse, and storage for up to (5) days. This service is not to be confused with the **freight** arrangement & cost which are solely the responsibility of the exhibitor.

### **How to use Outbound Material Handling through Central Display**

- Complete & return the *Outbound* Material Handling order form & the payment authorization form included in this package.
- Remove all old shipping labels.
- Please ensure your material is packaged up in the allotted time frame on the outbound material handling order form. **Leave your material in your booth.**
- ALL SHIPMENTS MUST HAVE A BILL OF LADING/ WAYBILL showing the number of pieces, weight, and type of merchandise. Or you can email it to [info@centraldisplay.ca](mailto:info@centraldisplay.ca)
- Arrange pick up of display material with carrier of your choice from the Central Display warehouse on the specified date in the outbound material handling order form.

### **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 is not convenient 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 during regular business hours.

### **LIABILITY & RESPONSIBILITY:**

Central Display Ltd., will ONLY be responsible for damage caused by them while handling shipments but will not be held responsible for uncrated materials, materials improperly packaged, or concealed damage. Central Display is not responsible for the loss or disappearance of inbound exhibitor's materials after they have been delivered to the exhibitor's booth. Central Display is not responsible for outbound exhibitors' materials before they are picked up from the exhibitor's booth for loading after the show. 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. 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 exhibitor.



# INBOUND MATERIAL HANDLING FORM

Show: Ai-kon Marketplace Location: RBC Convention Centre Booth Number(s): \_\_\_\_\_ If known  
 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.

This service is not to be confused with freight arrangements and cost to ship your exhibit material.

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

*For pre-show order discount, your order & shipment(s) must be received by us 7 business days prior to show date.*

**PRE-SHOW ORDERS**    up to 300lbs - **Min charge \$195.00**    over 300 lbs - \$65.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$65.00 = \$ \_\_\_\_\_

**LATE ORDER**    up to 300lbs - **Min charge \$235.00**    over 300 lbs - \$78.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$78.00 = \$ \_\_\_\_\_

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.

SUBTOTAL	\$
PST (7%)	n/a
GST (5%)	\$
<b>TOTAL CDN</b>	<b>\$</b>

**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 JULY 14, 2026.**

CENTRAL DISPLAY LTD. WILL NOT RECEIVE COLLECT SHIPMENTS.

***There will be a \$75.00 surcharge on any freight shipments that are billed to Central Display.***

All orders must be received 7 business 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 not be responsible for the delay of rush shipments, but will expedite to the best of their ability.

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 0K4**

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**

**GST Reg # R100870906**



# OUTBOUND MATERIAL HANDLING FORM

Show: Ai-kon Marketplace Location: RBC Convention Centre Booth Number(s): \_\_\_\_\_ If known

Company: \_\_\_\_\_ 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) business 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 freight arrangements and cost to ship your material.**

         # 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** up to 300lbs - **Min charge \$195.00** over 300 lbs - \$65.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$65.00 = \$ \_\_\_\_\_

**LATE ORDER** up to 300lbs - **Min charge \$235.00** over 300 lbs - \$78.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$78.00 = \$ \_\_\_\_\_

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.

SUBTOTAL	\$
PST (7%)	n/a
GST (5%)	\$
<b>TOTAL CDN</b>	<b>\$</b>

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 4:30 pm – 5:30 pm on Sunday July 19, 2026.**

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

**\*YOUR FREIGHT MUST BE PACKED UP AND READY FOR OUR CREW ON SUNDAY JULY 19, 2026 BY 5:30 PM.**

**\*\*YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER.\*** Your carrier can pick up at our warehouse on **Tuesday July 21, 2026 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.

**There will be a \$75.00 surcharge on any freight shipments that are billed to Central Display.**

Central Display Ltd., will not be responsible for delay of rush shipments, but will expedite to the best of their ability.

Central Display reserves the right to charge storage charges if shipments are not picked up within 5 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.**

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 0K4**

Ph: 204 - 237-3367  
Fax: 204-235-1063  
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**RECEIVING HRS. MON.-FRI.  
9:00 AM – 4:00 PM**

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