



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:

MISA Prairies Conference  
April 14 & 15, 2026  
Fort Garry Hotel

Show rentals supplied:

10' x 8' Flame Resistant Draped Booth (black)  
8' high Back Wall  
3' high Side Arms  
Comes with: 1 – Electrical Outlet  
1 – 6' Table - provided by the venue  
2 – Chairs - provided by the venue

**NOTE: Rental orders subject to approval by show management.**

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.

### *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	Counters & Other Units Order Form
Page 10	Exhibit Installation Services Order Form
Page 11	Janitorial Order Form
Page 12	General Information on Material Handling
Page 13	Inbound Material Handling Form
Page 14	Outbound Material Handling Form
Page 15	Shipping Labels



## 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**

(MISA Prairies Conference 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**

Drape/Carpet/Display Panels/Stages Rental Order Form – <i>page 3</i>	\$
Table Rental Order Form – <i>page 4</i>	\$
Chairs/Stools Rental Order Form – <i>page 5</i>	\$
Lounge Furniture Order Form – <i>page 6</i>	\$
Miscellaneous Rental Order Form – <i>page 7</i>	\$
Display Booth Rental Order Form – <i>page 8</i>	\$
Counters & Other Units Order Form – <i>page 9</i>	\$
Exhibit Installation Services – <i>page 10</i>	\$
Janitorial Order Form – <i>page 11</i>	\$
Inbound Material Handling Form – <i>page 13</i>	\$
Outbound Material Handling Form – <i>page 14</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:

\$
\$

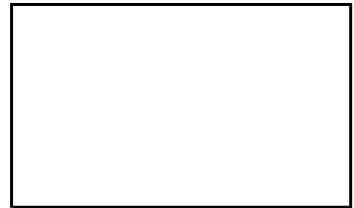
Enclosed is a cheque in the amount of:

**\*Payments by cheque must be received at our office 7 business days prior to event.**



# DRAPE, CARPET, DISPLAY PANELS, STAGES RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY



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.

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

<b>SHOW</b>	<b>MISA Prairies Conference</b>	<b>DATE</b>	<b>April 14 &amp; 15, 2026</b>	<b>LOCATION</b>	<b>Fort Garry Hotel</b>
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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**DRAPE WITH DRAPE HARDWARE INCLUDED (per linear foot)**

3'	Charcoal Blue Black Red Dove/Beige	\$ 7.00	\$ 8.40	\$
8'	Charcoal Blue Black Red Dove/Beige	\$ 8.00	\$ 9.60	\$
12'	Black Silver	\$ 10.00	\$ 12.00	\$

**VELOUR DRAPE (BLACKOUT DRAPE) HARDWARE INCLUDED (per linear foot)**

8'	Black Only	\$ 15.00	\$ 18.00	\$
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**DRAPE HARDWARE ONLY (hardware without drape panels)**

8' Upright	\$ 15.00	\$ 18.00	\$
Base	\$ 15.00	\$ 18.00	\$
Telescopic Crossbar	\$ 15.00	\$ 18.00	\$

**DISPLAY PANELS ON LEGS**

Pegboard 4' x 8' Hooks not included	\$ 85.00	\$ 102.00	\$
Bulletin Board 4' x 8' Thumbtack only	\$ 85.00	\$ 102.00	\$

Please indicate for above **Horizontal** **Vertical**

4' x 3' Velcro poster board 78" high	\$ 80.00	\$ 96.00	\$
4' x 6' Velcro poster board 78" high	\$ 100.00	\$ 120.00	\$
4' x 9' Velcro poster board 78" high	\$ 125.00	\$ 150.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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**CARPET \*carpet requirements over 300 sq ft are considered bulk area**

10' x 10' Installed (colour choice below)	\$ 180.00	\$ 216.00	\$
10' x 20' Installed (colour choice below)	\$ 350.00	\$ 420.00	\$
10' x 30' Installed (colour choice below)	\$ 525.00	\$ 630.00	\$

**Grey Blue Black Red Green**

Bulk Areas per sq ft (colour choice below)	\$ 1.80	\$ 2.16	\$
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**Grey Black Red Green**

\* Carpet damaged by oil, cuts or other means - surcharge will apply

\* Cutting & waste charges will apply to bulk carpet orders that are not in 10' increments

Underlay per sq ft	\$ 1.44	\$ 1.73	\$
Plastic Covering for protection per sq ft	\$ 0.40	\$ 0.48	\$

**exhibitor responsible for removing plastic covering**

**STAGING / RAMPS**

Staging - Fashion Ramp - 4' X 8'	\$ 130.00	\$ 156.00	\$
Stairs - 16" or 20" High	\$ 100.00	\$ 120.00	\$
Stairs - 30" or 40" High includes railing	\$ 135.00	\$ 162.00	\$
Railing per lin ft	\$ 9.00	\$ 10.80	\$

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**

<b>SUB-TOTAL</b>	\$
<b>PROV SALES TAX 7%</b>	\$
<b>G.S.T. 5%</b>	\$
<b>TOTAL</b>	<b>CDN \$</b>

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_



Velcro Poster Board (grey & black side) 4' x 3'



Velcro Poster Board (grey & black side) 4' x 6'



Velcro Poster Board (grey & black side) 4' x 9'



4' x 8' Stage shown - 20", 30" & 40" high

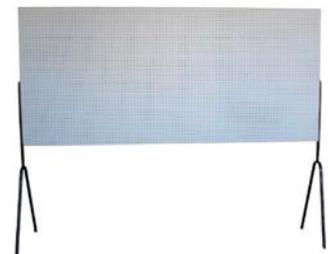
If known



Peg Board - Vertical



Bulletin Board



Peg Board - Horizontal

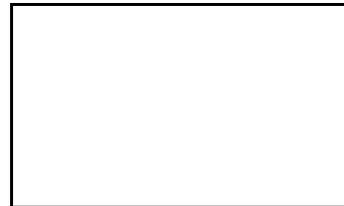


# TABLE RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY

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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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**SKIRTED TABLES - 30" High, 24" Wide, White Tops Only**

8' Skirted (3 sides) (colour choice below)	\$ 95.00	\$ 114.00	\$
6' Skirted (3 sides) (colour choice below)	\$ 90.00	\$ 108.00	\$
4' Skirted (4 sides) (colour choice below)	\$ 85.00	\$ 102.00	\$

**Blue Red Black Silver Dove/Beige**

Unskirted - Vinyl Top Only	\$ 60.00	\$ 72.00	\$
<b>8' 6' 4'</b>			

40" High Skirted Tables (3 sides) <i>Black Only</i>	\$120.00	\$144.00	\$
<b>8' 6' 4'</b>			
40" High Tables - Unskirted	\$ 90.00	\$108.00	\$
<b>8' 6' 4'</b>			

Table Skirt (skirt 4th side)	\$ 45.00	\$ 54.00	\$
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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**TABLES**

High-top Cruiser Table 42" 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	\$

Decorated Table Risers	\$ 35.00	\$ 42.00	\$
6' Long - 12" Wide - 12" High			

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX</b>	7%	\$
<b>G.S.T.</b>	5%	\$
<b>TOTAL</b>	CDN	\$

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.

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COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

If known



8' Skirted table (red shown)



6' Skirted table (blue shown)



4' Skirted table (silver shown)



High-top Cruiser table 42" high



Spandex Cover



Unskirted table (8' shown)



Table riser



40" high Skirted table (black only)



Round Coffee Table 18" high



Pedestal table 30" high



# CHAIRS/STOOLS RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY



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

	Deluxe Armchair	\$ 60.00	\$ 72.00	\$
	Padded Banquet Chair - no arms	\$ 55.00	\$ 66.00	\$
	Advantage Armchair	\$ 50.00	\$ 60.00	\$
	Folding Chair	\$ 25.00	\$ 30.00	\$

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

	Deluxe Stool - Highback Pneumatic	\$ 90.00	\$ 108.00	\$
	Stool - Highback Manual	\$ 75.00	\$ 90.00	\$
	Bar Stool	\$ 75.00	\$ 90.00	\$
	White Adjustable Stool - Pneumatic	\$ 105.00	\$ 126.00	\$

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**

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX 7%</b>		\$
<b>G.S.T. 5%</b>		\$
<b>TOTAL</b>	<b>CDN</b>	\$

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



Deluxe Armchair



Banquet Chair



Advantage Armchair



Folding Chair



Deluxe Stool



Stools - Highback Manual



Bar Stool



White Adjustable Stool



# LOUNGE FURNITURE

CENTRAL DISPLAY USE ONLY



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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>LOUNGE FURNITURE</b>				
	Black Leather Couch	\$350.00	\$ 420.00	\$
	Black Leather Loveseat	\$300.00	\$ 360.00	\$
	Black Leather Armchair	\$200.00	\$ 240.00	\$
	Leather Tub Chair	\$150.00	\$ 180.00	\$
	White Leather Couch	\$425.00	\$ 510.00	\$
	White Leather Loveseat	\$350.00	\$ 420.00	\$
	White Leather Chair	\$250.00	\$ 300.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>TABLES</b>				
	Wood/Metal Coffee Table	\$ 110.00	\$ 132.00	\$
	Wood/Metal End Table	\$ 90.00	\$ 108.00	\$
	White Coffee Table	\$ 110.00	\$ 132.00	\$
	White End Table	\$ 90.00	\$ 108.00	\$

<b>SUB-TOTAL</b>	\$
<b>PROV SALES TAX 7%</b>	\$
<b>G.S.T. 5%</b>	\$
<b>TOTAL</b>	<b>CDN \$</b>

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 less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



Black Leather Couch



Black Leather Loveseat



Black Leather Armchair



White Leather Couch



White Leather Loveseat



White Leather Chair



Wood/Metal Coffee Table



Wood/Metal End Table



White Coffee Table



White End Table

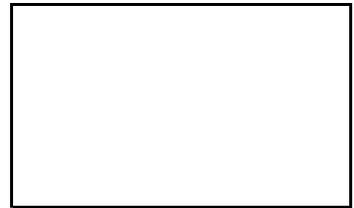


Leather Tub Chair



# MISCELLANEOUS RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY



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

	Chrome Stanchion Incl Velour Rope	\$ 35.00	\$ 42.00	\$
	Easel	\$ 35.00	\$ 42.00	\$
	Garment Rack - Inc 20 Hangers	\$ 50.00	\$ 60.00	\$
	Bag Rack	\$ 70.00	\$ 84.00	\$
	Sign Holder - Chrome 22" x 28"	\$ 45.00	\$ 54.00	\$
	Literature Stand - single	\$ 90.00	\$ 108.00	\$
	Literature Stand - double	\$ 150.00	\$ 180.00	\$
	Gridwall - 2' x 7' chrome <small>NOTE: 2 required for it to stand</small>	\$ 40.00	\$ 48.00	\$
	Waste Basket	\$ 20.00	\$ 24.00	\$
	Draw Drum	\$ 50.00	\$ 60.00	\$
	Ballot Box (purchase)	\$ 40.00	\$ 48.00	\$
	3' Silk Plants	\$ 45.00	\$ 54.00	\$

**MISCELLANEOUS**

	150 Watt Flood lights Incl Hardware	\$ 40.00	\$ 48.00	\$
	300 Watt Halogen Lights Incl Hardware	\$ 50.00	\$ 60.00	\$
	2 Sided Carpet Tape (2"W x 33m)	\$ 25.00	\$ 25.00	\$
	Single Sided Floor Tape (2"W x 55m)	\$ 20.00	\$ 20.00	\$
	28" 4K Monitor	\$ 385.00	\$ 462.00	\$
	32" Smart Flat Screen TV	\$ 275.00	\$ 330.00	\$
	40" Smart Flat Screen TV	\$ 385.00	\$ 462.00	\$
	50" Smart Flat Screen TV	\$ 495.00	\$ 594.00	\$
	70" Smart Flat Screen TV	\$ 935.00	\$ 1,122.00	\$
	TV Stand <small>NOTE: TV bracket is required for the stand if you are not renting a TV</small>	\$ 110.00	\$ 132.00	\$
	S-Hooks (20 per package)	\$5.00	\$5.00	\$
				\$

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**

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX 7%</b>		\$
<b>G.S.T. 5%</b>		\$
<b>TOTAL</b>	<b>CDN</b>	\$

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



Chrome Stanchions with Velour Rope



Easel



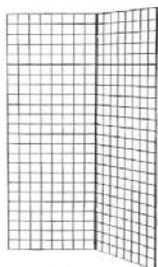
Waste Basket



Silk Plant



Various TV's/Monitor



Gridwall



Sign Holder



Ballot Box



Double sided Bag Rack 50 1/2" up to 71 1/4" high



Garment Rack



Draw Drum



Literature Stand



Literature Stand double



TV Stand



# DISPLAY BOOTH RENTAL ORDER FORM

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**3 meters - Fabric Wrap Display**  
TV options available  
exhibitor keeps fabric graphics



**6 meters - Fabric Wrap Display**  
TV options available - as shown  
exhibitor keeps fabric graphics



**Octanorm - 3 meters shown - Model 100 (signage optional)**  
also available in 6 meters



**Octanorm - 3 meters with Counter shown - Model 101 (signage optional)**  
also available in 6 meters

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>FABRIC WRAP DISPLAYS</b>				
	3m Fabric Wrapped Display	\$ 1,450.00	\$ 1,740.00	\$
	6m Fabric Wrapped Display	\$ 2,900.00	\$ 3,480.00	\$
	Add 40" TV & Mount	\$ 535.00	\$ 642.00	\$
	Add 50" TV & Mount	\$ 645.00	\$ 774.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>OCTANORM GRAPHICS</b>				
	3m Header Sign	\$ 225.00	\$ 270.00	\$
	6m Header Sign	\$ 430.00	\$ 516.00	\$
	Full height panels (1m x 2.5m)	\$ 380.00	\$ 456.00	\$
	Counter panels - front (1m x 1m)	\$ 180.00	\$ 216.00	\$

**OCTANORM BOOTHS - if no indication below then black fabric will be supplied**

	3m - Model 100 (10'W) Black Fabric Black Hardwall White Hardwall	\$ 900.00	\$ 1,080.00	\$
	6m - Model 200 (20'W) (not shown) Black Fabric Black Hardwall White Hardwall	\$ 1,250.00	\$ 1,500.00	\$
	3m & counter - Model 101 (10'W) Black Fabric Black Hardwall White Hardwall Sliding Door No Sliding Door	\$ 1,125.00	\$ 1,350.00	\$
	6m & counter - Model 201 (20'W) (not shown) Black Fabric Black Hardwall White Hardwall Sliding Door No Sliding Door	\$ 1,475.00	\$ 1,770.00	\$

**\*Graphic prices are based on print ready files**  
**\*\*Print ready graphics must be provided 12 business days prior to event setup**

**ACCESSORIES - cost per meter**

	Octanorm Slatwall - 1m	\$ 75.00	\$ 90.00	\$
	Octanorm Light	\$ 30.00	\$ 36.00	\$
	Octanorm Shelves - 1m	\$ 30.00	\$ 36.00	\$
	Velcro - 1m	\$ 6.00	\$ 7.20	\$

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

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

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

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COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



# COUNTERS & OTHER UNITS 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.



<b>SHOW</b>	<b>MISA Prairies Conference</b>	<b>DATE</b>	<b>April 14 &amp; 15, 2026</b>	<b>LOCATION</b>	<b>Fort Garry Hotel</b>
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Counters – black or white



Jewellery Case



Ballot/Draw Counter



Pop-up Display - 10' wide x 8' tall

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>COUNTERS - 1/2m x 1m x 1m</b>				
	<b>Black White</b>	\$ 225.00	\$ 270.00	\$
	<b>Sliding door No Sliding door</b>			
	shelf	\$ 25.00	\$ 30.00	\$
<b>JEWELLERY CASES - with lights</b>				
	1/2m x 1m x 1m	\$ 300.00	\$ 360.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>BALLET/DRAW COUNTER</b>				
	1/2m x 1/2m x 1m	\$ 180.00	\$ 216.00	\$
	1/2m x 1m x 1m (shown)	\$ 270.00	\$ 324.00	\$
<b>OTHER DISPLAY</b>				
	Pop-up Display 10'W	\$ 500.00	\$ 600.00	\$
	<b>Black Grey</b>			

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**

<b>SUB-TOTAL</b>	\$
<b>PROV SALES TAX 7%</b>	\$
<b>G.S.T. 5%</b>	\$
<b>TOTAL</b>	<b>CDN \$</b>

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



**EXHIBIT INSTALLATION SERVICES**

CENTRAL DISPLAY USE ONLY

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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: MISA Prairies Conference**  
**DATE: April 14 & 15, 2025**  
**VENUE: Fort Garry Hotel**

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.

**LABOUR SERVICE MAY BE LIMITED & WILL BE PROVIDED ON A FIRST COME / FIRST SERVE BASIS**

Company \_\_\_\_\_

Booth # \_\_\_\_\_

**If known**

**LABOUR RATES**

**MINIMUM FOUR (4) HOURS PER STAFF - PER SHIFT**

**Regular hours per staff** **Mon. – Fri., 8am – 5pm**  
**Installer rate (CLIENT SUPERVISED)** **\$95.00/hour**  
**Supervisor rate** **\$105.00/hour**

**Overtime hours per staff** **Evenings, weekends, & holidays**  
**Installer rate (CLIENT SUPERVISED)** **\$142.50/hour**  
**Supervisor rate** **\$157.50/hour**

**INSTALLER RATE ONLY APPLIES IF AN EXPERIENCED CLIENT SUPERVISOR IS PRESENT**

Date	Start Time	No. of Staff	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	x _____	_____ = _____	_____ @ _____	\$ _____ = \$ _____	
_____	_____	x _____	_____ = _____	_____ @ _____	\$ _____ = \$ _____	
_____	_____	x _____	_____ = _____	_____ @ _____	\$ _____ = \$ _____	
_____	_____	x _____	_____ = _____	_____ @ _____	\$ _____ = \$ _____	

**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.)**

<b>SUB-TOTAL</b>		\$ _____
<b>PROV SALES TAX 7%</b>		N/A
<b>G.S.T. 5%</b>		\$ _____
<b>TOTAL</b>	<b>CDN</b>	\$ _____

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

SPECIAL INSTRUCTIONS:

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**\*\*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

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: MISA Prairies Conference**  
**DATE: April 14 & 15, 2025**  
**VENUE: Fort Garry Hotel**

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 = \$ \_\_\_\_\_

**2 DAYS (INCLUDES PRE-SHOW CLEANING)**

SUB-TOTAL		\$
PROV SALES TAX	7%	N/A
G.S.T.	5%	\$
TOTAL	CDN	\$

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

SPECIAL INSTRUCTIONS:

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



## **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: MISA Prairies Conference Location: Fort Garry Hotel Booth Number(s): \_\_\_\_\_ If known

Company: \_\_\_\_\_ 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 \$225.00**    over 300 lbs - \$75.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$75.00 = \$ \_\_\_\_\_

**LATE ORDER**    up to 300lbs - **Min charge \$270.00**    over 300 lbs - \$90.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$90.00 = \$ \_\_\_\_\_

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 THURSDAY APRIL 9, 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**



# OUTBOUND MATERIAL HANDLING FORM

Show: MISA Prairies Conference Location: Fort Garry Hotel 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 \$225.00** over 300 lbs - \$75.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$75.00 = \$ \_\_\_\_\_

**LATE ORDER** up to 300lbs - **Min charge \$270.00** over 300 lbs - \$90.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$90.00 = \$ \_\_\_\_\_

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 7:00 pm - 8:00 pm on Wednesday April 15, 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 WEDNESDAY APRIL 15, 2025 BY 8:00 PM.**

**\*\*YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER.\*** Your carrier can pick up at our warehouse on **Friday April 17, 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 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**

Advance Shipping Label

EVENT:                     **MISA Prairies Conference**                    

BOOTH #                      (If known)

EXHIBITION FREIGHT

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Advance Shipping Label

EVENT:                     **MISA Prairies Conference**                    

BOOTH #                      (If known)

EXHIBITION FREIGHT

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.