



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

---

Dear Exhibitor

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

MME / DEX Expo  
April 30, 2024  
Victoria Inn

Show rentals supplied:

5' x 8' Space comes with:

- 1 – Table (supplied by Victoria Inn)
- 2 – Chairs (supplied by Victoria Inn)

***\*Power is available through the event organizer***

Material Handling services can be ordered by using the forms found in this exhibitor package.

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

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

### ***Table of Contents***

Page 2	Payment Authorization Form
Page 3	Inbound Material Handling Form
Page 4	Outbound Material Handling Form
Page 5	General Information on Material Handling
Page 6	Shipping Labels



## PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

CONTACT \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROV./STATE \_\_\_\_\_ POSTAL/ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**PAYMENT POLICY**

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

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

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

Adjustments & Cancellations: No adjustments will be made to 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. A minimum non-refundable deposit of \$25.00 will be applied toward the order, unless there is a cancellation of your order.

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

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

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

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

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

(MME / DEX Expo 2024)

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**

\_\_\_\_\_  
Visa

\_\_\_\_\_  
MasterCard

\_\_\_\_\_  
Amex

Credit Card Account Number:

Expiry Date:

Security Code:

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

\_\_\_\_\_  
Date

**CALCULATION OF ORDERS**

Inbound Material Handling Form – <i>page 3</i>	\$
Outbound Material Handling Form – <i>page 4</i>	\$
<b>FULL PAYMENT DUE:</b>	<b>CDN</b> \$

**GST Reg # R100870906**

**Central Custom Design & Display Ltd**

Charge my credit card in the amount of:

\$
----

Enclosed is a cheque in the amount of:

\$
----

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





# OUTBOUND MATERIAL HANDLING FORM

Show: MME / DEX Expo Location: Victoria Inn Booth Number(s): \_\_\_\_\_ If known  
 Company: \_\_\_\_\_ Your P.O.: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Title: \_\_\_\_\_  
 City, Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_

### SERVICE INCLUDES:

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

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

# of Cartons:	# of Crates:	# of Pallets:	Total # of pieces:	Total Weight of Shipment:
<b>PRE-SHOW ORDERS</b>		up to 300lbs - <b>Min charge \$210.00</b>		over 300 lbs - \$70.00 per 100 lbs
Shipment total weight (300 lb min charge)		_____ /100 = _____		X \$70.00 = \$ _____
<b>LATE ORDER</b>		up to 300lbs - <b>Min charge \$252.00</b>		over 300 lbs - \$84.00 per 100 lbs
Shipment total weight (300 lb min charge)		_____ /100 = _____		X \$84.00 = \$ _____

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>	

**\*YOUR FREIGHT MUST BE PACKED UP AND READY TO GO ON TUESDAY APRIL 30, 2024 BY 6:00 PM.**

**\*\*YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER.\*** Your carrier can pick up at our warehouse on **Thursday May 2, 2024 between 9:00 a.m. & 4:00 p.m.**

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

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

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

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

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

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

OUR SHIPPING ADDRESS IS: **CENTRAL DISPLAY LTD.** Ph: 204 - 237-3367 **RECEIVING HRS. MON.-FRI.**  
**#7 - 850 MARION STREET** Fax: 204-235-1063 **9:00 AM – 4:00 PM**  
**WINNIPEG, MANITOBA R2J OK4** Email: info@centraldisplay.ca

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



## **MATERIAL HANDLING - General Information**

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

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

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

### **Benefits of Advance Shipping to the Central Display Warehouse**

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

### **How to Ship in Advance to the Central Display Warehouse**

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

### **Storing Empty Containers**

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

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

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

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

### **Benefits of Outbound Material Handling/Storage through Central Display Warehouse**

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

