CENTRAL DISPLAY LTD.
CUSTOM DESIGN

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:

Merch Canada TOPS Winnipeg
February 18, 2027
RBC Convention Centre

Show rentals supplied:

10' x 10' Flame Resistant Draped Booth (black)
8' high Back Wall
3' high Side Arms

** The event space is carpeted with venue carpet.*

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

****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
OR FAX: 204-235-1063

(Merch Canada TOPS Winnipeg 2027)

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 – ***page 3***	$
Table Rental Order Form – ***page 4***	$
Chairs/Stools Rental Order Form – ***page 5***	$
Lounge Furniture Order Form – ***page 6***	$
Miscellaneous Rental Order Form – ***page 7***	$
Display Booth Rental Order Form – ***page 8***	$
Counters & Other Units Order Form – ***page 9***	$
Exhibit Installation Services – ***page 10***	$
Janitorial Order Form – ***page 11***	$
Inbound Material Handling Form – ***page 13***	$
Outbound Material Handling Form – ***page 14***	$
FULL PAYMENT DUE: CDN	$

GST Reg # R100870906 ***Central Custom Design & Display Ltd***

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

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

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

DRAPE, CARPET, DISPLAY PANELS, STAGES
RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY

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SHOW	Merch Canada TOPS Winnipeg	DATE	February 18, 2027	LOCATION	RBC Convention Centre

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	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	$
	* PLEASE INCLUDE DESCRIPTION (below) OR DIAGRAM (separate paper) OF DRAPE PLACEMENT			
	(example: 8' drape to replace 3' sidearms (x2), 12' drape for backwall)			
	VELOUR DRAPE (BLACKOUT DRAPE) HARDWARE INCLUDED (per linear foot)			
	8' Black Only	$ 15.00	$ 18.00	$
	DRAPE HARDWARE ONLY (hardware without drape panels)			
	8' Upright	$ 12.00	$ 14.40	$
	Base	$ 12.00	$ 14.40	$
	Telescopic Crossbar	$ 12.00	$ 14.40	$
	DISPLAY PANELS ON LEGS			
	Pegboard 4' x 8' Hooks not included	$ 80.00	$ 96.00	$
	Bulletin Board 4' x 8' Thumbtack only	$ 80.00	$ 96.00	$
	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	$
	Velcro - 1m	$ 6.00	$ 7.20	$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	CARPET *carpet requirements over 300 sq ft are considered bulk area			
	10' x 10' Installed (colour choice below)	$ 160.00	$ 192.00	$
	10' x 20' Installed (colour choice below)	$ 310.00	$ 372.00	$
	10' x 30' Installed (colour choice below)	$ 465.00	$ 558.00	$
	☐Grey ☐Blue ☐Black ☐Red ☐Green			
	Bulk Areas per sq ft (colour choice below)	$ 1.60	$ 1.92	$
	☐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	$ 1.25	$ 1.50	$
	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	$ 95.00	$114.00	$
	Stairs - 30" or 40" High includes railing	$ 130.00	$ 156.00	$
	Railing per lin ft	$ 8.00	$ 9.60	$

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

GST Reg # R100870906

Rentals missing or damaged onsite will be charged at replacement value to the credit card on file.

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COMPANY _____ BOOTH # _____









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

If known



Peg Board - Vertical



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'



Bulletin Board



Peg Board - Horizontal

TABLE RENTAL ORDER FORM

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

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	8' Skirted (3 sides) **(colour choice below)**	$ 90.00	$ 108.00	$
	6' Skirted (3 sides) **(colour choice below)**	$ 85.00	$ 102.00	$
	4' Skirted (4 sides) **(colour choice below)**	$ 80.00	$ 96.00	$

☐ **Blue** ☐ **Red** ☐ **Black** ☐ **Silver** ☐ **Dove/Beige**

	UnSkirted - Vinyl Top Only ☐ **8'** ☐ **6'** ☐ **4'**	$ 55.00	$ 66.00	$
	40" High Tables (3 sides) *Black Only* ☐ **8'** ☐ **6'** ☐ **4'**	$110.00	$132.00	$
	40" High Tables - Unskirted ☐ **8'** ☐ **6'** ☐ **4'**	$ 85.00	$ 102.00	$
	Table Skirt (skirt 4th side)	$ 40.00	$ 48.00	$

TABLES

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	Round Coffee Table 18" High	$ 65.00	$ 78.00	$
	Pedestal table 30" High	$ 65.00	$ 78.00	$
	Spandex Cover for pedestal Tables	$ 40.00	$ 48.00	$
	High-top Cruiser Table 42" Wood top - no spandex	$ 80.00	$ 96.00	$
	High-top Cruiser Table 42" **with Spandex**	$ 115.00	$ 138.00	$

Spandex color ☐ **Black** ☐ **White**
for Pedestal Table or High-top Cruiser Table with spandex

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

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

GST Reg # R100870906

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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 with Spandex Cove (black shown)



High-Top Cruiser table 42" high Wood Top



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

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CHAIRS

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	Deluxe Armchair	$ 55.00	$ 66.00	$
	Padded Banquet Chair - no arms	$ 50.00	$ 60.00	$
	Advantage Armchair	$ 50.00	$ 60.00	$
	Folding Chair	$ 25.00	$ 30.00	$
	Ergonomic Chair - **fully adjustable**	$ 100.00	$ 120.00	$

STOOLS

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	Deluxe Stool - Highback Pneumatic	$ 85.00	$ 102.00	$
	Bar Stool	$ 70.00	$ 84.00	$
	White Adjustable Stool - Pneumatic	$ 100.00	$120.00	$

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

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COMPANY _____ BOOTH # _____
If known



Deluxe Armchair



Banquet Chair



Advantage Armchair



Folding Chair



Deluxe Stool



Ergonomic Chair
fully adjustable



Bar Stool



White Adjustable Stool

LOUNGE FURNITURE

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LOUNGE FURNITURE

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	Black Leather Couch	$325.00	$ 390.00	$
	Black Leather Loveseat	$275.00	$ 330.00	$
	Black Leather Armchair	$175.00	$ 210.00	$
	Leather Tub Chair	$150.00	$ 180.00	$
	White Leather Couch	$375.00	$ 450.00	$
	White Leather Loveseat	$300.00	$ 360.00	$
	White Leather Chair	$200.00	$ 240.00	$

TABLES

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	Black Coffee Table	$ 95.00	$ 114.00	$
	Black End Table	$ 75.00	$ 90.00	$
	White Coffee Table	$ 95.00	$ 114.00	$
	White End Table	$ 75.00	$ 90.00	$

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

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

GST Reg # R100870906

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COMPANY _____ BOOTH # _____ If known


Black Leather Couch


Black Leather Loveseat


Black Leather Armchair


White Leather Couch


White Leather Loveseat


White Leather Chair


Black Coffee Table


Black End Table


White Coffee Table


White End Table


Leather Tub Chair

MISCELLANEOUS RENTAL ORDER FORM

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SHOW	Merch Canada TOPS Winnipeg	DATE	February 18, 2027	LOCATION	RBC Convention Centre

MISCELLANEOUS

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	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	$ 65.00	$ 78.00	$
	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 NOTE: 2 required for it to stand	$ 40.00	$ 48.00	$
	Waste Basket	$ 20.00	$ 24.00	$
	Draw Drum	$ 50.00	$ 60.00	$
	Ballot Box (purchase)	$ 30.00	$ 36.00	$
	3' Silk Plants	$ 45.00	$ 54.00	$

MISCELLANEOUS

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	150 Watt Flood lights Incl Hardware	$ 40.00	$ 48.00	$
	300 Watt Halogen Lights Incl Hardware	$ 50.00	$ 60.00	$
	28" 4K Monitor	$ 350.00	$ 420.00	$
	32" Smart Flat Screen TV with HDMI	$ 250.00	$ 300.00	$
	40" Smart Flat Screen TV with HDMI	$ 350.00	$ 420.00	$
	50" Smart Flat Screen TV with HDMI	$ 450.00	$ 540.00	$
	70" Smart Flat Screen TV with HDMI	$ 850.00	$ 1,020.00	$
	TV Stand NOTE: TV bracket is required for the stand if you are not renting a TV	$ 100.00	$ 120.00	$
	S-hooks (20 per package)	$ 5.00	$ 5.00	$
	2 Sided Carpet Tape (2"W x 33m)	$ 25.00	$ 25.00	$
	Single Sided Floor Tape (2"W x 55m)	$ 20.00	$ 20.00	$
				$

All prices include rental and labour for set-up and take down **GST Reg # R100870906**

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

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

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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



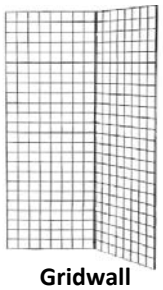
Waste Basket



Silk Plant



Various TV's/Monitor



Gridwall



Sign Holder



Ballot Box



Literature Stand single



Literature Stand double



TV Stand



Double sided Bag Rack 50 ½" up to 71 ¼" high



Garment Rack



Draw Drum

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DISPLAY BOOTH RENTAL ORDER FORM

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SHOW	Merch Canada TOPS Winnipeg	DATE	February 18, 2027	LOCATION	RBC Convention Centre



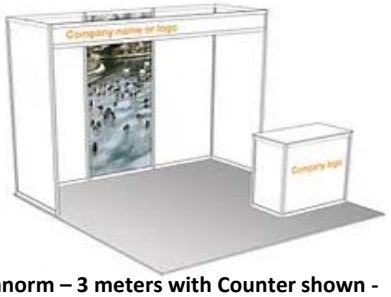
3 meters - Fabric Wrap Display
TV options available
exhibitor keeps fabric graphics



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
	FABRIC WRAP DISPLAYS - *graphics included in price*			
	3m Fabric Wrapped Display	$ 1,600.00	$ 1,920.00	$
	6m Fabric Wrapped Display	$ 3,200.00	$ 3,840.00	$
	Add 40" TV & Mount	$ 500.00	$ 600.00	$
	Add 50" TV & Mount	$ 600.00	$ 720.00	$
	OCTANORM BOOTHS - *graphics extra*			
	3m - Model 100 (10'W) ☐ Black Fabric ☐ Black Hardwall ☐ White Hardwall	$ 850.00	$ 1,020.00	$
	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	$ 1,050.00	$ 1,260.00	$
	6m & counter - Model 201 (20'W) (not shown) ☐ Black Fabric ☐ Black Hardwall ☐ White Hardwall ☐ Sliding Door ☐ No Sliding Door	$ 1,450.00	$ 1,740.00	$

if no indication above then black fabric will be supplied

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	OCTANORM GRAPHICS			
	3m Header Sign	$ 200.00	$ 240.00	$
	6m Header Sign	$ 380.00	$ 456.00	$
	Full height panels (1m x 2.5m)	$ 350.00	$ 420.00	$
	Counter panels - front (1m x 1m)	$ 150.00	$ 180.00	$

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	$ 85.00	$ 102.00	$
	Octanorm Light	$ 30.00	$ 36.00	$
	Octanorm Shelves - 1m	$ 30.00	$ 36.00	$

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

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GST Reg # R100870906

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COMPANY _____ BOOTH # _____

COUNTERS & OTHER UNITS
RENTAL ORDER FORM

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Counters – black or white



Jewellery Case



Lockable Storage Cabinet
31.5w x 15 3/4"D x 35.5H



Ballot/Draw Counter



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

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	COUNTERS - 1/2m x 1m x 1m			
	☐ Black ☐ White ☐ Sliding door ☐ No Sliding door	$ 250.00	$ 300.00	$
	shelf	$ 30.00	$ 36.00	$
	JEWELLERY CASES - *with lights*			
	1/2m x 1m x 1m	$ 300.00	$ 360.00	$
	LOCKAGLE STORAGE CABINET			
	31.5w x 15 3/4"D x 35.5H with Adjustable Shelving	$ 200.00	$ 240.00	$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	BALLET/DRAW COUNTER			
	1/2m x 1/2m x 1m	$ 200.00	$ 240.00	$
	1/2m x 1m x 1m (shown)	$ 275.00	$ 330.00	$
	OTHER DISPLAY			
	Pop-up Display 10'W ☐ Black ☐ Grey	$ 500.00	$600.00	$

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

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

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GST Reg # R100870906

Rentals missing or 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

CENTRAL DISPLAY LTD.
CUSTOM DESIGN

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: Merch Canada TOPS Winnipeg
DATE: February 18, 2027 RBC
VENUE: Convention Centre

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

LABOUR SERVICE MAY BE LIMITED & WILL BE PROVIDED ON A FIRST COME / FIRST SERVE BASIS
INSTALLER WILL BRING BASIC HAND TOOLS. PLEASE ADVISE IF ANY SPECIAL TOOLS / REQUIREMENTS ARE NEEDED

Company _____ Booth # _____
If known

LABOUR RATES

MINIMUM FOUR (4) HOURS PER STAFF - PER SHIFT - INSTALL
MINIMUM FOUR (4) HOURS PER STAFF - PER SHIFT - DISMANTLE

Regular hours per staff	**Mon. – Fri., 8am – 5pm**
Installer rate (CLIENT SUPERVISED)	**$90.00/hour**
Supervisor rate	**$105.00/hour**
Overtime hours per staff	**Evenings, weekends, & holidays**
Installer rate *(CLIENT SUPERVISED)*	**$135.00/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.)

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

GST Reg # R100870906

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

SPECIAL INSTRUCTIONS:

_____

_____

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

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

JANITORIAL ORDER FORM

CENTRAL DISPLAY USE ONLY

CENTRAL DISPLAY LTD.
CUSTOM DESIGN

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: Merch Canada TOPS Winnipeg
DATE: February 18, 2027 RBC
VENUE: Convention Centre

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

Company _____ Booth # _____
If known

Daily Janitorial Services

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

BOOTH SIZE _____ X _____ = _____ X .35 CENTS PER SQ.FT. = $_____

X _____DAYS = $_____

1 DAY (PRE-SHOW CLEANING)

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

GST Reg # R100870906

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

SPECIAL INSTRUCTIONS:

_____

_____

_____

_____

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

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
- 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: Merch Canada TOPS Winnipeg **Location:** RBC Convention Centre **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 $210.00 over 300 lbs - $70.00 per 100 lbs

Shipment total weight (300 lb min charge) _____ /100 = _____ X $70.00 = $_____

LATE ORDER up to 300lbs - Min charge $252.00 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%)	$
TOTAL CDN	$

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 FRIDAY FEBRUARY 12, 2027.

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.

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 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

GST Reg # R100870906

OUTBOUND MATERIAL HANDLING FORM

Show: Merch Canada TOPS Winnipeg **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 $210.00 over 300 lbs - $70.00 per 100 lbs

Shipment total weight (300 lb min charge) _____ /100 = _____ X $70.00 = $_____

LATE ORDER up to 300lbs - Min charge $252.00 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%)	$
TOTAL CDN	$

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 3:30 pm – 5:00 pm on Thursday February 18, 2027.**

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 THURSDAY FEBRUARY 18, 2026 BY 5:00 PM.**

****YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER.*** Your carrier can pick up at our warehouse on **Monday February 22, 2027 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

GST Reg # R100870906

Advance Shipping Label

EVENT: **Merch Canada TOPS Winnipeg**

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: **Merch Canada TOPS Winnipeg**

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.