



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:

Vision Quest Conference & Trade Show  
May 15 & 16, 2024  
RBC Convention Centre

Show rentals supplied:

10' x 10' Flame Resistant Draped Booth  
8' high Back Wall  
3' high Side Arms  
Comes with: 1 – 6' Decorated Table  
2 – Folding Chairs

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

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 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

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**

(Vision Quest Conference & Trade Show 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:

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Expiry Date:

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Security Code:

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\_\_\_\_\_  
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>	\$
Exhibit Installation Services – <i>page 9</i>	\$
Janitorial Order Form – <i>page 10</i>	\$
Inbound Material Handling Form – <i>page 11</i>	\$
Outbound Material Handling Form – <i>page 12</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:

\$
\$

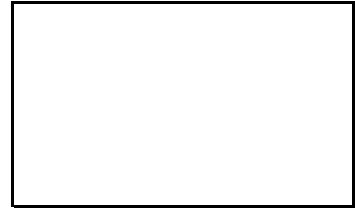
Enclosed is a cheque in the amount of:

**\*Payments by cheque must be received at our office 7 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  
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<b>SHOW</b> Vision Quest Conference & Trade Show	<b>DATE</b> May 15 & 16, 2024	<b>LOCATION</b> RBC Convention Centre
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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	\$ 6.00	\$ 7.20	\$
8'	Charcoal Blue Black Red Dove/Beige	\$ 7.00	\$ 8.40	\$
12'	Black Silver	\$ 9.00	\$ 10.80	\$

**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	\$ 75.00	\$ 90.00	\$
Bulletin Board 4' x 8' Thumbtack only	\$ 75.00	\$ 90.00	\$

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

4' x 3' Velcro poster board 78" high	\$ 75.00	\$ 90.00	\$
4' x 6' Velcro poster board 78" high	\$ 95.00	\$ 114.00	\$
4' x 9' Velcro poster board 78" high	\$ 120.00	\$ 144.00	\$

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)	\$ 140.00	\$ 168.00	\$
10' x 20' Installed (colour choice below)	\$ 270.00	\$ 324.00	\$
10' x 30' Installed (colour choice below)	\$ 405.00	\$ 486.00	\$

**Grey Blue Black Red Green**

Bulk Areas per sq ft (colour choice below)	\$ 1.40	\$ 1.68	\$
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**Grey Black Red Green**

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

Underlay per sq ft	\$ 1.10	\$ 1.32	\$
Plastic Covering for protection per sq ft	\$ 0.35	\$ 0.42	\$

exhibitor responsible for removing plastic covering

**STAGING / RAMPS**

Staging - Fashion Ramp - 4' X 8'	\$ 125.00	\$ 150.00	\$
Stairs - 16" or 20" High	\$ 90.00	\$ 108.00	\$
Stairs - 30" or 40" High includes railing	\$ 125.00	\$ 150.00	\$
Railing per lin ft	\$ 8.00	\$ 9.60	\$

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>

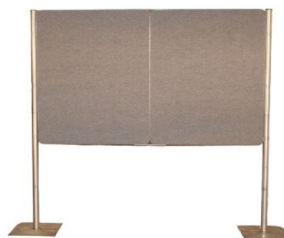
**DAMAGED INVENTORY:** Rentals damaged onsite will be charged at replacement value to the credit card on file.

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

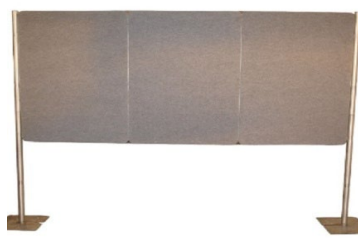
COMPANY \_\_\_\_\_ BOOTH # \_\_\_\_\_



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



Peg Board - Vertical



Bulletin Board



Peg Board - Horizontal

If known

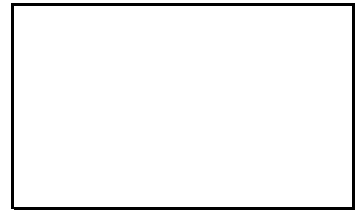


# TABLE RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY

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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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<b>DECORATED TABLES - 30" High, 24" Wide, White Tops Only</b>				
	8' Decorated (3 sides) (colour choice below)	\$ 80.00	\$ 96.00	\$
	6' Decorated (3 sides) (colour choice below)	\$ 75.00	\$ 90.00	\$
	4' Decorated (4 sides) (colour choice below)	\$ 70.00	\$ 84.00	\$
	<b>Blue Red Black Silver Dove/Beige</b>			

	Undecorated - Vinyl Top Only	\$ 45.00	\$ 54.00	\$
	<b>8' 6' 4'</b>			

	40" High Tables (3 sides) <i>Black Only</i>	\$100.00	\$120.00	\$
	<b>8' 6' 4'</b>			
	40" High Tables - Undecorated	\$ 75.00	\$ 90.00	\$
	<b>8' 6' 4'</b>			

	Table Skirt (skirt 4th side)	\$ 40.00	\$ 48.00	\$
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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<b>TABLES</b>				
	Cruiser Table 40" High	\$ 70.00	\$ 84.00	\$
	Spandex Cover for cruiser or pedestal	\$ 35.00	\$ 42.00	\$
	Pedestal table 30" High	\$ 55.00	\$ 66.00	\$
	Round Coffee Table 18" High	\$ 55.00	\$ 66.00	\$

	Decorated Table Riser	\$ 30.00	\$ 36.00	\$
	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>	<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.

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COMPANY \_\_\_\_\_

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

**If known**



8' Decorated table (red shown)



6' Decorated table (blue shown)



4' Decorated table (silver shown)



Cruiser table 40" high



Spandex Cover



Undecorated table (8' shown)



Table riser



40" high Decorated table (black only)



Round Coffee Table 18" high



Pedestal table 30" high



# CHAIRS/STOOLS RENTAL ORDER FORM

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

	Deluxe Armchair	\$ 50.00	\$ 60.00	\$
	Padded Banquet Chair - no arms	\$ 45.00	\$ 54.00	\$
	Advantage Armchair	\$ 40.00	\$ 48.00	\$
	Folding Chair	\$ 20.00	\$ 24.00	\$

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

	Deluxe Stool - Highback Pneumatic	\$ 75.00	\$ 90.00	\$
	Stool - Highback Manual	\$ 60.00	\$ 72.00	\$
	Bar Stool	\$ 60.00	\$ 72.00	\$
	White Adjustable Stool - Pneumatic	\$ 90.00	\$108.00	\$

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>	\$

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COMPANY \_\_\_\_\_

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

**If known**



Deluxe Armchair



Banquet Chair



Advantage Armchair



Folding Chair



Deluxe Stool



Stools - Highback Manual



Bar Stool



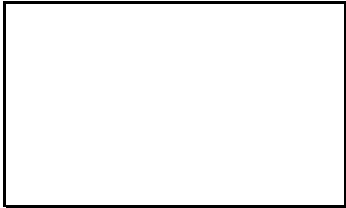
White Adjustable Stool





**LOUNGE FURNITURE**

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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>LOUNGE FURNITURE</b>				
	Black Leather Couch	\$300.00	\$ 360.00	\$
	Black Leather Loveseat	\$250.00	\$ 300.00	\$
	Black Leather Armchair	\$160.00	\$ 192.00	\$
	Leather Tub Chair	\$130.00	\$ 156.00	\$
	White Leather Couch	\$375.00	\$ 450.00	\$
	White Leather Loveseat	\$300.00	\$ 360.00	\$
	White Leather Chair	\$200.00	\$ 240.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>TABLES</b>				
	Wood/Metal Coffee Table	\$ 90.00	\$ 108.00	\$
	Wood/Metal End Table	\$ 70.00	\$ 84.00	\$
	White Coffee Table	\$ 90.00	\$ 108.00	\$
	White End Table	\$ 70.00	\$ 84.00	\$

<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.  
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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



Wood/Metal Coffee Table



Wood/Metal End Table



White Coffee Table



White End Table

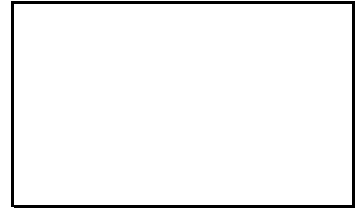


Leather Tub Chair



# MISCELLANEOUS RENTAL ORDER FORM

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

	Chrome Stanchion Incl Velour Rope	\$ 30.00	\$ 36.00	\$
	Easel	\$ 30.00	\$ 36.00	\$
	Garment Rack - Inc 20 Hangers	\$ 40.00	\$ 48.00	\$
	Bag Rack	\$ 60.00	\$ 72.00	\$
	Sign Holder - Chrome 22" x 28"	\$ 40.00	\$ 48.00	\$
	Literature Stand - single	\$ 80.00	\$ 96.00	\$
	Literature Stand - double	\$ 140.00	\$ 168.00	\$
	Gridwall - 2' x 7' chrome <small>2 required for it to stand</small>	\$ 40.00	\$ 48.00	\$
	Velcro Mount Brochure Holder	\$ 25.00	\$ 30.00	\$
	Waste Basket	\$ 15.00	\$ 18.00	\$
	Draw Drum	\$ 45.00	\$ 54.00	\$
	Ballot Box (purchase)	\$ 30.00	\$ 36.00	\$

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

	3' Silk Plants	\$ 45.00	\$ 54.00	\$
	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	\$ 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	\$ 100.00	\$ 120.00	\$
				\$

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>	\$

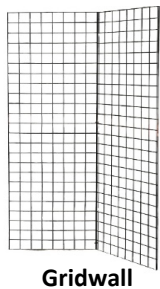
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COMPANY \_\_\_\_\_

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

**If known**





# DISPLAY BOOTH RENTAL ORDER FORM

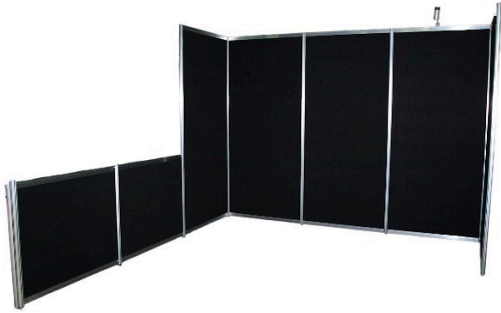
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Octanorm – 3 meters shown (sign optional – not shown)



Ballot/Draw Counter



Pop-up Display - 8' x 8' shown



Counters – black or white



Table Top Display



Jewellery Case

All display panels are velcro receptive only.

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>DISPLAYS - OCTANORM BOOTHS</b>				
	3m - Model 100 - Black Fabric	\$ 750.00	\$ 900.00	\$
	6m - Model 200 - Black Fabric	\$ 1,050.00	\$ 1,260.00	\$
	Pop-up Display - Fabric - 8'X8' OR 8'X10'	\$ 500.00	\$ 600.00	\$
	Table Top Display	\$ 175.00	\$ 210.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>ACCESSORIES - cost per meter</b>				
	Octanorm Slatwall - 1m	\$ 50.00	\$ 60.00	\$
	Octanorm Light	\$ 25.00	\$ 30.00	\$
	Octanorm Shelves - 1m	\$ 25.00	\$ 30.00	\$
	Velcro - 1m	\$ 5.00	\$ 6.00	\$

<b>COUNTERS - 1/2m x 1m x 1m</b>				
	<b>Black Sliding door</b> <b>White No Sliding door</b>	\$ 200.00	\$ 240.00	\$
	First shelf free upon request			
	Additional shelf	\$ 25.00	\$ 30.00	\$

<b>OCTANORM HEADER SIGNS - Block letters on White Sintra</b>				
	Model 100 - 3m	\$ 200.00	\$ 240.00	\$
	Model 200 - 6m	\$ 380.00	\$ 456.00	\$

<b>BALLET/DRAW COUNTER</b>				
	1/2m x 1/2m x 1m	\$ 150.00	\$ 180.00	\$
	1/2m x 1m x 1m (shown)	\$ 225.00	\$ 270.00	\$

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

<b>JEWELLERY CASES - with lights</b>				
	1/2m x 1m x 1m	\$ 250.00	\$ 300.00	\$

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

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COMPANY \_\_\_\_\_

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

If known





**EXHIBIT INSTALLATION SERVICES**

CENTRAL DISPLAY USE ONLY

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**SHOW:** Vision Quest Conference & Trade Show  
**DATE:** May 15 & 16, 2024  
**VENUE:** RBC 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**

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)** **\$75.00/hour**  
**Supervisor rate** **\$85.00/hour**

**Overtime hours per staff** **Evenings, weekends, & holidays**  
**Installer rate (CLIENT SUPERVISED)** **\$112.50/hour**  
**Supervisor rate** **\$127.50/hour**

Date	Start Time	No. of Staff	Approx. Hrs. per Person <small>Min. 4 hrs./staff</small>	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

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

**SHOW: Vision Quest Conference & Trade Show**  
**DATE: May 15 & 16, 2024**  
**VENUE: RBC 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 .30 CENTS PER SQ.FT. = \$ \_\_\_\_\_

X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_

**2 DAYS (INCLUDING 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**



# INBOUND MATERIAL HANDLING FORM

Show: Vision Quest Conference & Trade Show 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.

     # 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 \$180.00**    over 300 lbs - \$60.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$60.00 = \$ \_\_\_\_\_

**LATE ORDER**                    up to 300lbs - **Min charge \$216.00**    over 300 lbs - \$72.00 per 100 lbs

Shipment total weight (300 lb min charge) \_\_\_\_\_ /100 = \_\_\_\_\_ X \$72.00 = \$ \_\_\_\_\_

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 FRIDAY MAY 10, 2024.**

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 – 6:00 pm on Thursday May 16, 2024.** If this is not convenient for you or your carrier, we offer **Outbound Material Handling service in conjunction with our Inbound Material Handling** (See Outbound Material Handling form).

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 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 after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor 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. **CENTRAL DISPLAY LTD. WILL NOT RECEIVE COLLECT SHIPMENTS.**

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 0K4**      Email: info@centraldisplay.ca

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



# OUTBOUND MATERIAL HANDLING FORM

Show: Vision Quest Conference & Trade Show 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. 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 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 up to 300lbs - Min charge \$180.00</b>				<b>over 300 lbs - \$60.00 per 100 lbs</b>
Shipment total weight (300 lb min charge) _____ /100 = _____				X \$60.00 = \$ _____
<b>LATE ORDER up to 300lbs - Min charge \$216.00</b>				<b>over 300 lbs - \$72.00 per 100 lbs</b>
Shipment total weight (300 lb min charge) _____ /100 = _____				X \$72.00 = \$ _____

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>

**\*YOUR FREIGHT MUST BE PACKED UP AND READY TO GO ON THURSDAY MAY 16, 2024 BY 6:00 PM**

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

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.

Advance Shipping Label

EVENT:           **Vision Quest Conference & Trade Show**          

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:           **Vision Quest Conference & Trade Show**          

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.