

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 provide show services for:

Manitoba MDR Conference September 27, 2025 Victoria Inn

Material handling 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 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						BOOTH NO. #								
CONTACT		A	DDRESS											
CITY		PROV./STATE												
PHONE	FAX			_ EMA	AIL									
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.			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											
All applicable taxes will be added and charged to your credit card.			Authorized Name – PLEASE PRINT We do NOT accept Debit or Visa/Debi							ebit	Date			
Discount Pricing: To qualify for cope received with payment 7 busi			Visa				_ M	laste	erCar	d			_ A	mex
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			Cre	edit C	ard	Acco	ount	Nun	nber:					
ee for NSF cheques. Adjustments & Cancellations: No orders after the close of the show	Ехр	oiry Date	:							S	ecurit	ty Cod	e:	
the control of the short the control 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		<u> </u>												
		CALCULATION OF ORDERS Inbound Material Handling Form – page 2								\$				
coward the invoice, unless there			Outbound Material Handling FULL PAYMENT DUE:				· · ·				<u> </u>	\$		
f you have any questions regard call Central Display Ltd. at 204-2 Display Ltd. Service Desk at the s	37-3367 or visit the Central		GST Re	g # R1	0087	70906	;		Centra	ıl Cust	tom De	esign &	& Displa	y Ltd
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.			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.

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

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

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

appropriate credit card on file.

event.



INBOUND MATERIAL HANDLING FORM

Manitoba MDR Conference Location: Victoria Inn Booth Number(s): ______ Your P.O.: _____ Name: _____ Company: __ _____ Title: _____ Address: ___ 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 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) SUBTOTAL pounds, ie. 335 lbs = 400 lbs. PST (7%) n/a We understand that your calculation is only an estimate. Invoicing will GST (5%) be done from the actual weight. Adjustments will be made accordingly. 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 WEDNESDAY SEPTEMBER 24, 2025.

If you wish to handle your outbound freight yourself at event close, outbound shipments can be picked up on site by your freight carrier by 2:00 pm on Saturday September 27, 2025.

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 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.
#7 - 850 MARION STREET
WINNIPEG, MANITOBA R2J OK4

Fax: 204 - 237-3367
Fax: 204-235-1063
Fmail: info@controld:----

RECEIVING HRS. MON.-FRI. 9:00 AM – 4:00 PM

Email: info@centraldisplay.ca



OUTBOUND MATERIAL HANDLING FORM

Show: Manitoba MDR Conference Location: Victoria Inn Booth Number(s): _____ Your P.O.: _____ Name: ____ Company: _____ 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: 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) SUBTOTAL pounds, ie. 335 lbs = 400 lbs. PST (7%) n/a GST (5%) We understand that your calculation is only an estimate. Charges will be calculated from the actual weight. Adjustments will be made accordingly. TOTAL CDN

*YOUR FREIGHT MUST BE PACKED UP AND READY TO GO ON SATURDAY SEPTEMBER 27, 2025 BY 2:00 PM. *YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER.* Your carrier can pick up at our warehouse on Tuesday September 30, 2025 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 will be forced to our warehouse at the 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



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.

<u>Inbound Material Handling</u> 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.

<u>Outbound Material Handling</u> 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:	Manitoba MDR Conference	
	BOOTH # (If known)	_
	EXHIBITION FREIGHT	
	LAHIDITION TILLIGITI	
FROM:		
CENTRAL DISPLAY UNIT #7 – 850 MARIC WINNIPEG, MB R2 CANADA	ON STREET	
	<u> </u>	
Warehouse hours: Mon – Fri	9:00 a.m – 4:00 p.m.	
	Advance Shipping Label	
EVENT:	Manitoba MDR Conference	
_	BOOTH # (If known)	
	EXHIBITION FREIGHT	
		
FROM:		
TO: CENTRAL DISPLAY UNIT #7 – 850 MARIO WINNIPEG, MB R2 CANADA	ON STREET	
Warehouse hours: Mon – Fri	0.00 a m 4.00 a m	
- vvarenouse nours won - Fr	9.00 a.m = 4.00 b.m.	