



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

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Dear Exhibitor

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

Manitoba Marathon Fit Expo  
June 19 & 20, 2026  
Max Bell Field House – University of Manitoba

Show rentals supplied:

Flame Resistant Draped Booth (black)  
8' high Back Wall  
8' high Side Arms  
Comes with: 1 – 8' Skirted Table (black)  
2 – Folding Chairs

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. 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**

(Manitoba Marathon Fit Expo 2026)

I agree in placing this order that I have accepted **Central Display Ltd.** payment policy and **Central Display Ltd.** Terms & Conditions of Contract

Authorized Signature \_\_\_\_\_

Authorized Name – PLEASE PRINT \_\_\_\_\_

Date \_\_\_\_\_

**We do NOT accept Debit or Visa/Debit**

Visa

MasterCard

Amex

Credit Card Account Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

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

Date \_\_\_\_\_

### **CALCULATION OF ORDERS**

Exhibit Installation Services – <b>page 3</b>	\$
Inbound Material Handling Form – <b>page 5</b>	\$
Outbound Material Handling Form – <b>page 6</b>	\$
<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.**



## EXHIBIT INSTALLATION SERVICES

CENTRAL DISPLAY USE ONLY

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

For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week's duration.

**SHOW: Manitoba Marathon Fit Expo**  
**DATE: June 19 & 20, 2026**  
**VENUE: Max Bell Field House – University of Manitoba**

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.

Company \_\_\_\_\_

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

If known

### LABOUR RATES

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

**Regular hours per staff**

**Installer rate (CLIENT SUPERVISED)**

**Supervisor rate**

**Mon. – Fri., 8am – 5pm**

**\$80.00/hour**

**\$90.00/hour**

**Overtime hours per staff**

**Installer rate (CLIENT SUPERVISED)**

**Supervisor rate**

**Evenings, weekends, & holidays**

**\$120.00/hour**

**\$135.00/hour**

Date	Start Time	No. of Staff	Approx. Hrs. per Person Min. 4 hrs./staff	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 CDN</b>	\$

**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](mailto:info@centraldisplay.ca)
- Arrange pick up of display material with carrier of your choice from the Central Display warehouse on the specified date in the outbound material handling order form.

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

- Most facilities and events require outbound freight be removed from show site immediately following the close of the event. If this is not convenient for you and/or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier during regular business hours.

### **LIABILITY & RESPONSIBILITY:**

Central Display Ltd., will ONLY be responsible for damage caused by them while handling shipments but will not be held responsible for uncrated materials, materials improperly packaged, or concealed damage. Central Display is not responsible for the loss or disappearance of inbound exhibitor's materials after they have been delivered to the exhibitor's booth. Central Display is not responsible for outbound exhibitors' materials before they are picked up from the exhibitor's booth for loading after the show. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding. Central Display Ltd., will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to \$0.30 per pound per article and values exceeding this limitation should be insured by the exhibitor.





Advance Shipping Label

EVENT: **Manitoba Marathon Fit Expo**

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: **Manitoba Marathon Fit Expo**

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.