MATERIAL HANDLING

GLOBAL CONVENTION SERVICES LTD.
www.globalconvention.ca

9168 52nd Street SE, Calgary, AB, T2C 5A9
Tel/Fax: (403) 273-8064
Email: calgary@globalconvention.ca

ORDERING DEADLINE: May 8, 2023

EVENT ID: 5082

EVENT NAME GeoConvention 2023 **DATES** May 15-17, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

SPECIFICATIONS ON SHIPMENTS - IN-BOUND *** Please provide copy of waybill ***

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
		Total Weight	

CALCULATION OF ORDER

** **A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.**

** **Rates are *per shipment received*. Avoid additional fees by shipping all freight in one shipment.**

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb.
Shipments LESS than 200 lbs.	*200*	*/ 100*	*2*	*2*	*X*	*$84.50*	*$169.00*
Shipments OVER 200 lbs.	*859*	*/ 100*	*8.59*	*9*	*X*	*$84.50*	*$760.50*

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	$84.50	
DIRECT TO SHOW SITE		/ 100			X	$96.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	$84.50	

*** *PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.*

*** *Global Convention Services does not offer shipping services.*

*** *Global Convention Services does not offer customs or brokerage services.*

*** *Global Convention Services Post-Show Return to Warehouse additional storage fees will be applied after 5 business days on close of event.*

Freight Accepted at Global Advanced Warehouse: April 24, 2023 - May 8, 2023

Freight Accepted at Show Site: May 14, 2023 or 3 bussiness days prior to move in date

SUMMARY OF MATERIAL HANDLING

$ _____

Carry this total to Method of Payment form

Send completed form along with Method of Payment to calgary@globalconvention.ca

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MATERIAL HANDLING - Conditions

CONDITIONS

* Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

* Global Convention Services has limited liability for damage caused to shipments while being handled and is not 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.
* The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
* Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
* The liability of Global Convention Services is hereby limited to $0.30 per pound per article, to a maximum of $30.00 per article, $150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

* Material Handling Form must be submitted at least **14 days** prior to show.
* Collect shipments **will not** be accepted.
* All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
* All pieces on a skid **must** contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
* Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
* Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
* **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
* Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

* **Shipments to arrive during scheduled move-in times or 3 business days prior.** Freight received prior to these dates risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
* *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
* Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

* Exhibitor is responsible for repacking their freight.
* **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
* Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
* ***Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.***
* The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
* No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
* ***Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.***

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

* Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
* Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
* Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
* **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
* ***All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.***

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-3pm)	April 24, 2023	TO	May 8, 2023

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **GeoConvention 2023**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-3pm)	April 24, 2023	TO	May 8, 2023

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **GeoConvention 2023**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only or 3 business prior to move in date!!!

May 14, 2023

To: GLOBAL CONVENTION SERVICES
C/O Calgary TELUS Convention Centre
North Loading Dock
705 - 1st Street S.E.
Calgary, AB T2G 2G9

Show: **GeoConvention 2023**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Direct to Show Site

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only or 3 business prior to move in date!!!

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