

***TRADESHOW PACKAGE***

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**Enquires**

**Canadian AV is proud to offer
24 hour 7 days a week contact.**

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**Welcome**

Canadian AV is proud to be the Exhibitor Service Provider and Audio Visual provider for the upcoming **Governance Professionals of Canada (GPC) Conference and Trade Show** at The St. John’s Convention Centre. As the largest audio visual and trade show supplier in the province we promise to live by our mantra “*BE Seen, BE Heard, Be remembered!”* Whatever you require great or small we promise to ensure an outstanding event in our beautiful province, Newfoundland and Labrador. Thank you for allowing us the opportunity to work together!

**Booth/Exhibit Table Information**GPC provides exhibitors with the exhibit space only. Display materials, shipping and various items required for your set up should be coordinated with **Canadian AV** directly.

**Carpeting**

Area carpeted

**IMPORTANT DATES:**

Exhibit Times:
**Monday, August 21**
7:30 am – 8:15 am
10:15 am – 10:45 am
12:00 pm – 1:15 pm
2:15 pm – 2:45 pm

**Tuesday, August 22**
7:30 am – 8:15 am
10:45 am – 11:15 am
2:30 pm – 3:00 pm
Tear down Time: 3:00 pm

Shipping. We will receive anytime but suggest it be on island 5 business days before setup day

Advanced pricing. 5 business days before setup day.

**Audio/Visual Order Form**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOOTH NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VIDEO MONITORS AND PLAYERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE ORDER** | **LATE /ON-SITE ORDER** |
|  | 19” LCD MONITOR | $75/DAY | $112.50/DAY |
|  | 22” FLAT SCREEN MONITOR | $100/DAY | $150/DAY |
|  | 42” LCD MONITOR | $195/DAY | $250.00/DAY |
|  | 52” LCD MONITOR | $295/DAY | $350.00/DAY |
|  | 65” LCD MONITOR | $350/DAY | $400/DAY |
|  | BLUE RAY PLAYER | $40/DAY | $60/DAY |
|  | DVD PLAYER | $40/DAY | $60/DAY |
|  | 42” HIGH DRAPED CART | $20/DAY | $30/DAY |
|  | LCD FLOOR STAND W/ SHELF | $75/DAY | $100/DAY |
|  | 6’ VGA CABLE | $5.00/DAY | $10/DAY |
|  | 6’ HDMI CABLE | $5.00/DAY | $10/DAY |

**COMPUTERS AND ACCESSORIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE ORDER** | **LATE/ON-SITE ORDER** |
|  | LAPTOP | $125/DAY | $187.50/DAY |
|  | DESKTOP COMPUTER SPEAKERS | $35/DAY | $45/DAY |
|  | LASER JET PRINTER | $75/DAY | $112.50/DAY |

**Furniture Order Form**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOOTH NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE ORDER** | **LATE/ ON-SITE ORDER** |
|  | 6’ SKIRTED BANQUET TABLE | $50/ DAY | $60/ DAY |
|  | 4’ SKIRTED BANQUET TABLE | $40/ DAY | $50/ DAY |
|  | 40" HIGH 30" DIAMETER ROUND BISTRO TABLE | $60.00/ DAY | $75/ DAY |
|  | Scuba stretch table form for Bistro table (Includes cleaning charge) | $30/ DAY | $45/ DAY |
|  | 40" high - approx 2' x 2' square counter (black fabric) with wire management & internal storage | $150/ DAY | $200/ DAY |
|  | 40" high - approx 4' x 2' square counter (black fabric) with wire management & internal storage | $250/ DAY | $300/ DAY |
|  | 40" high - 4' x 2' black draped high table | $120/ DAY | $180/ DAY |
|  | 40" high - 6' x 30" black draped high table | $150/ DAY | $220/ DAY |
|  | 29” High table skirt for banquet table | $16/ DAY | $24/ DAY |
|  | White linen table cloth for 4' or 6' banquet table | $10/ DAY | $20/ DAY |
|  | White vinyl table cloth for up to 8' banquet table | $6/ DAY | $10/ DAY |
|  | Glass top coffee table | $150/ DAY | $200/ DAY |
|  | Glass top coffee table with two end tables | $300/ DAY | $350/ DAY |
|  | 40" high, 23" round (enclosed) pedestal Tambour table (black or grey fabric) | $150/ DAY | $200/ DAY |
|  | High back swivel stool (brown) | $30/ DAY | $40/ DAY |

**Furniture Order Form (page 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE ORDER** | **LATE /ON-SITE ORDER** |
|  | High back non-swivel stool (black) | $40/ DAY | $50/ DAY |
|  | Club Chair (black leather) | $160/ DAY | $210/ DAY |
|  | Deluxe cloth armchair (grey fabric) | $15/ DAY | $25/ DAY |
|  | Love Seat (black leather) | $225/DAY | $275/DAY |
|  | Booth Carpet per 100 sq.ft. (rounded up to nearest 100) Underpad extra $70 per 100 sq.ft | $100/ DAY | $150/ DAY |
|  | 6' Panel Tabletop Display (39” high) (black, blue, or silver Velcro-compatible fabric panels) | $200/ DAY | $200/ DAY |
|  | 6' Curved Tabletop Display (52” high) (black, blue, or silver Velcro-compatible fabric panels) | $300/ DAY | $400/ DAY |
|  | Lights for Tabletop Displays (above 2 lines) | $20/ DAY | $30/ DAY |
|  | 10 pocket literature stand | $100/ DAY | $150/ DAY |
|  | Mini literature stand (4-6 pockets) | $75/ DAY | $100/ DAY |
|  | Medium artificial plant | $75/ DAY | $100/ DAY |
|  | Easel | $30/ DAY | $40/ DAY |
|  | Clear Plexi glass ballot box | $20/ DAY | $30/ DAY |
|  | 4' x 8' Poster board (2-sided) (inside dimensions: 45” x 91”) | $100/ DAY | $150/ DAY |
|  | 3' x 4' Fabric poster board (2-sided) | $100/ DAY | $150/ DAY |
|  | 6' High Truss computer kiosk | $300/ DAY | $400/ DAY |
|  | 42" high glass display case (showcase dimensions - 15" H x 22" D x 48" L) | $200/ DAY | $300/ DAY |
|  | Stanchion (price per stanchion upright) | $26/DAY | $39/DAY |
|  | 10' Red Velour Rope | $7/DAY | $14/DAY |
|  | Red aisle carpeting (price per running foot) | $5/DAY | $10/DAY |

**Electrical Order Form**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOOTH NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE ORDER** | **LATE / ON-SITE ORDER** |
|  | STANDARD 10 AMP – 120 VOLT POWER SERVICE | $45.00/3 day | $60.00/3 day |
|  | 20 AMP – 120 VOLT POWER SERVICE | $125.00/3 day | $160.00/3 day |
|  | 20 AMP – 208 VOLT POWER SERVICE | $175.00/3 day | $275.00/3 day |
|  | 30 AMP – 120 VOLT POWER SERVICE | $220.00/3 day | $260.00/3 day |
|  | 50 AMP – 208 VOLT POWER SERVICE | $350.00/3 day | $450.00/3 day |
|  | 20 AMP – 3 PHASE – 208 VOLT POWER SERVICE | $335.00/3 day | $410.00/3 day |
|  | 30 AMP – 3 PHASE – 208 VOLT POWER SERVICE | $435.00/3 day | $530.00/3 day |
|  | 60 AMP – 3 PHASE – 208 VOLT POWER SERVICE | $525.00/3 day | $650.00/3 day |
|  | 100 AMP – 3 PHASE – 208 VOLT POWER SERVICE | $625.00/3 day | $750.00/3 day |
|  | 200 AMP – 3 PHASE – 208 VOLT POWER SERVICE | $750.00/3 day | $950.00/3 day |
|  | 25’ AC CABLE | $5.00/3 day | $10.00/3 day |
|  | POWER BAR | $5.00/3 day | $10.00/3 day |

**ELECTRICIAN LABOUR FOR 3 PHASE POWER**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ELECTRICIAN 0700 – 1700 (MIN 2 HOUR) | $85.00/hr | $100.00/hr |
|  | ELECTRICIAN 1700 – 0700 (MIN 2 HOUR) | $150.00/hr | $180.00/hr |

**Holiday rates available upon request**

**Labor Order Form**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOOTH NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Labor Rates (FOUR HOUR MINIMUM PER WORKER)**

**Straight time** 8am – 5pm Monday to Friday **$65 per hour**

**Over time** 5pm – 12am Monday to Friday **$100 per hour**

 8am – 12am Saturday and Sunday

**Double time** 12am – 8am Monday to Sunday **$130 per hour**

 All Holidays

**LABOR REQUEST FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | TIME NEEDED | # OF WORKERS NEEDED | TOTAL HOURS |
| INSTALL |  |  |  |
| DISMANTLE |  |  |  |

**Payment Form**

**COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOOTH NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Card (Visa/MasterCard/Amex) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card Holders' Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card Holders' Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sub Totals (to be filled out by cav)**

|  |  |
| --- | --- |
| Audio Visual |  |
| Furniture |  |
| Electrical |  |
| Labor |  |
| **Sub Total** |  |
| **HST 15%** |  |
| **Total** |  |

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS

ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY