



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 the Manitoba AG Days, to be held January 16 – 18, 2018 at the Brandon Keystone Centre.

Show rentals supplied:

10'x10' or 10'x8' Flame Resistant Draped Booth  
8' high Back Wall  
3' high Side Arms

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.

#### ***EXHIBITOR CHECK LIST***

- 1) Order sent early for pre-show discount [ ]
- 2) Furniture/Booth requirements [ ]
- 3) Janitorial requirements [ ]
- 4) Signs, showcards, banners required, are available through Central Display Ltd. [ ]  
Please contact office for pricing.



## PAYMENT & CREDIT CARD AUTHORIZATION FORM

COMPANY NAME \_\_\_\_\_ 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 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 invoices 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 invoice, 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 or visit the **Central Display Ltd.** Service Desk at the show.

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.

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

____ Visa	____ MasterCard	____ Amex																				
<b>Credit Card Payments:</b>																						
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\_\_\_\_\_  
Cardholder's Signature Date

**CALCULATION OF ORDERS**

Exhibitor Rental Invoice	\$
Furniture Rental Order Form	\$
Display Booth Rental Order Form	\$
Exhibit Installation Services	\$
Janitorial Order Form	\$
<b>FULL PAYMENT DUE:</b>	<b>CDN \$</b>

**GST Reg # R100870906**

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.*



**CENTRAL DISPLAY LTD.**  
C U S T O M   D E S I G N

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

**EXHIBITOR RENTAL INVOICE**

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.



<b>SHOW</b>	<b>Manitoba AG Days</b>	<b>DATE</b>	<b>January 16 - 18, 2018</b>	<b>LOCATION</b>	<b>Brandon Keystone Centre</b>
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>FURNITURE</b>				
	Deluxe Armchair	\$ 40.00	\$ 52.00	
	Padded Banquet Chair - no arms	\$ 35.00	\$ 46.00	
	Office Armchair	\$ 30.00	\$ 39.00	
	Folding Chair	\$ 15.00	\$ 20.00	
	Cruiser Table 40" High	\$ 60.00	\$ 78.00	
	Spandex Cover -for cruiser table	\$ 30.00	\$ 39.00	
	Pedestal table 30" High	\$ 50.00	\$ 65.00	
	Coffee Table 18" High	\$ 50.00	\$ 65.00	
	Chrome Stanchion Incl Velour Rope	\$ 25.00	\$ 33.00	
	Deluxe Stool - Highback Pneumatic	\$ 65.00	\$ 85.00	
	Bar Stool	\$ 50.00	\$ 65.00	
	Easel	\$ 20.00	\$ 26.00	
	Waste Basket	\$ 12.00	\$ 16.00	
	Garment Racks - Inc 20 Hangers	\$ 35.00	\$ 46.00	
	Sign Holder - Chrome 22" x 28"	\$ 30.00	\$ 39.00	

**DECORATED TABLES** - 30" High, 24" Wide, White Tops Only  
 Blue  Red  Black  Silver  Beige

	8' Decorated (3 sides)	\$ 70.00	\$ 91.00	
	6' Decorated (3 sides)	\$ 65.00	\$ 85.00	
	4' Decorated (4 sides)	\$ 60.00	\$ 78.00	
	Undecorated <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'	\$ 35.00	\$ 46.00	
	40" High Tables (3 sides) <i>Black Only</i> <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'	\$ 85.00	\$ 110.00	
	Table Skirt (skirt 4th side)	\$ 35.00	\$ 46.00	

**DECORATED TABLE RISERS**

	6' - 10" Wide - 10" High	\$ 20.00	\$ 26.00	
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>DISPLAY PANELS ON LEGS</b>				
	Pegboard 4' x 8' Hooks not included	\$ 65.00	\$ 85.00	
	Bulletin Board 4' x 8' Thumbtacks Only	\$ 65.00	\$ 85.00	
Please indicate <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				

**DRAPE WITH DRAPE HARDWARE INCLUDED** (per linear foot)

	3' <input type="checkbox"/> Grey <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Beige	\$ 5.00	\$ 6.50	
	8' <input type="checkbox"/> Grey <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Beige	\$ 6.00	\$ 7.80	
	12' <input type="checkbox"/> Black <input type="checkbox"/> Silver	\$ 7.00	\$ 9.10	

**DRAPE HARDWARE ONLY** (hardware without drape panels)

	8' Upright	\$ 10.00	\$ 12.00	
	Base	\$ 10.00	\$ 12.00	
	Telescopic Crossbar	\$ 10.00	\$ 12.00	

**CARPET** \*carpet requirements over 300 sq ft are considered bulk area

	10' x 10' Installed	\$ 115.00	\$ 150.00	
	10' x 20' Installed	\$ 215.00	\$ 280.00	
	10' x 30' Installed	\$ 315.00	\$ 410.00	

Grey  Blue  Black  Red

	Bulk Areas per sq ft	\$ 1.15	\$ 1.50	
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Grey  Black  Red

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

	Underlay per sq ft	\$ 0.85	\$ 1.10	
	Plastic Covering for Protection per sq ft	\$ 0.25	\$ 0.33	

**MISCELLANEOUS**

	3' Silk Plants	\$ 30.00	\$ 39.00	
	150 Watt Flood Lights Inc hardware	\$ 25.00	\$ 33.00	
	300 Watt Halogen Lights Inc Hardware	\$ 35.00	\$ 46.00	

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.**

**CANCELLATION POLICY:** Items cancelled prior to show start will be charged 50% of original cost.

**CARPET & UNDERLAY:** No refunds once installed

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX 8%</b>		\$
<b>G.S.T. 5%</b>		\$
<b>TOTAL</b>	<b>CDN</b>	\$

COMPANY \_\_\_\_\_

BOOTH NO # \_\_\_\_\_



**CENTRAL DISPLAY LTD.**  
C U S T O M   D E S I G N

# FURNITURE RENTAL ORDER FORM



**LEATHER COUCHES**



**LEATHER LOVESEAT**



**LEATHER TUB CHAIRS**



**COFFEE TABLES**



**END TABLES**



**DRAW DRUM**



**FLOOR LAMP**



**LITERATURE STAND**

**For pre-show order discount, your order must be received by us 7 business days prior to show date.**

	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<b>COUCHES</b>				
Leather Couches		\$275.00	\$358.00	
Leather Loveseat		\$225.00	\$293.00	
Leather Tub Chair		\$100.00	\$130.00	
<b>TABLES</b>				
Coffee Tables		\$75.00	\$98.00	
End Tables		\$55.00	\$72.00	

	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<b>MISCELLANEOUS</b>				
Floor Lamp		\$65.00	\$85.00	
Literature Stand		\$75.00	\$98.00	
Draw Drum - brass		\$35.00	\$46.00	
			<b>SUBTOTAL</b>	
			<b>PST (8%)</b>	
			<b>GST (5%)</b>	
			<b>TOTAL CDN</b>	

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

Please add total to Payment & Credit Card Authorization Form.

Company \_\_\_\_\_

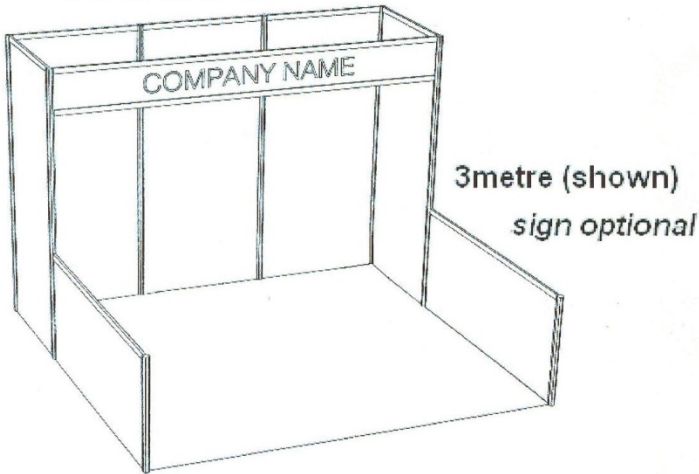
Booth # \_\_\_\_\_



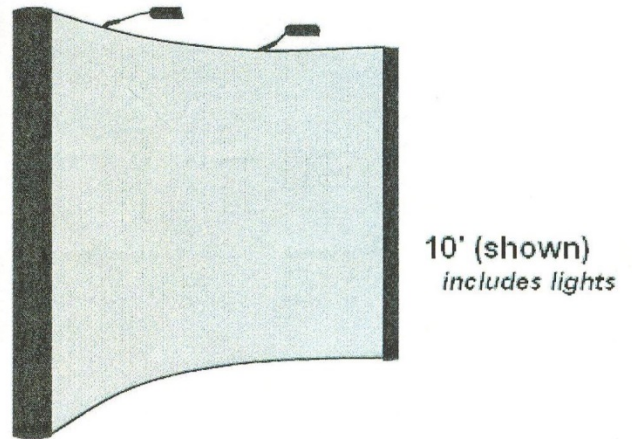
**CENTRAL DISPLAY LTD.**  
C U S T O M   D E S I G N

**DISPLAY BOOTH RENTAL  
ORDER FORM**

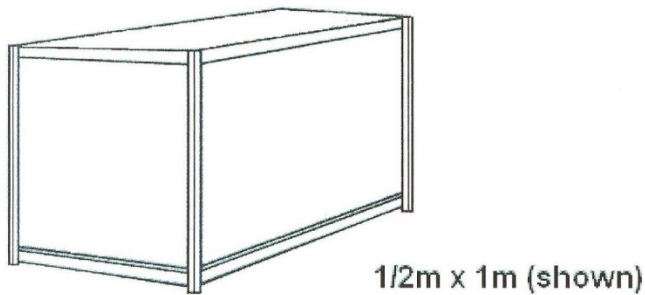
**OCTANORM**



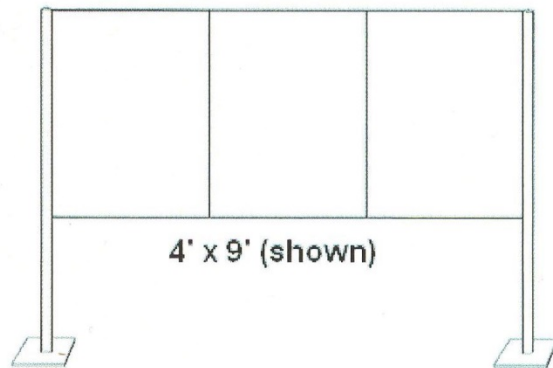
**POP-UP DISPLAY**



**COUNTERS**



**FABRIC POSTER BOARDS**



All display panels are velcro receptive only.				
	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<b>DISPLAYS</b>				
<u>OCTANORM BOOTHS</u>				
3m - Model 100 - Black Fabric		\$700.00	\$840.00	
6m - Model 200 - Black Fabric		\$975.00	\$1,170.00	
POP-UP DISPLAY - 10' Fabric		\$500.00	\$600.00	
<u>FABRIC POSTER BOARDS - 78" high</u>				
4' x 3' Poster board		\$60.00	\$72.00	
4' x 6' Poster board		\$85.00	\$102.00	
4' x 9' Poster board		\$110.00	\$132.00	
<u>COUNTERS</u>				
1/2m x 1m		\$150.00	\$180.00	
<u>JEWELLERY CASES - with lights</u>				
1/2m x 1m		\$250.00	\$300.00	

All prices include rental and labour for set-up and take down.				
	QTY	PRE-SHOW	LATE ORDER	TOTAL AMT
<u>ACCESSORIES - cost per metre</u>				
Octanorm Slatwall - 1m		\$40.00	\$48.00	
Octanorm Lights		\$25.00	\$30.00	
Octanorm Shelves - 1m		\$25.00	\$30.00	
Velcro - 1m		\$5.00	\$6.00	
<u>OCTANORM HEADER SIGNS</u>				
Model 100 - 3m		\$190.00	\$228.00	
Model 200 - 6m		\$380.00	\$456.00	
(Block letters on White Sintra)				
<u>TABLE TOP DISPLAY</u>		\$175.00	\$210.00	
				<b>SUBTOTAL</b>
				<b>PST (8%)</b>
				<b>GST (5%)</b>
				<b>TOTAL CDN</b>

For pre-show order discount, order must be received by us 7 business days prior to show date.  
Please add total to Payment & Credit Card Authorization Form.

Company \_\_\_\_\_

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



**\*\* EXHIBIT INSTALLATION SERVICES \*\***

**SHOW:** Manitoba AG Days  
**DATE:** January 16 – 18, 2018  
**VENUE:** Brandon Keystone 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.

Company \_\_\_\_\_

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

**LABOUR RATES**

**MINIMUM FOUR (4) HOURS PER STAFF – PER SHIFT**

<b>Regular hours per staff</b>	<b>Mon. – Fri., 8am – 5pm</b>
<b>Installer (CLIENT SUPERVISED)</b>	<b>\$65.00/hour</b>
<b>Supervisor</b>	<b>\$80.00/hour</b>
<b>Overtime hours per staff</b>	<b>Evenings, weekends, &amp; holidays</b>
<b>Installer (CLIENT SUPERVISED)</b>	<b>\$97.50/hour</b>
<b>Supervisor</b>	<b>\$120.00/hour</b>

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 _____	_____ = _____	@ \$_____	= \$_____	

SUBTOTAL	
PST (8%)	n/a
GST (5%)	
<b>TOTAL CDN</b>	

**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.)**

**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\*\***



**\*\* JANITORIAL ORDER FORM \*\***

**SHOW:** Manitoba AG Days  
**DATE:** January 16 – 18, 2018  
**VENUE:** Brandon Keystone 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 # \_\_\_\_\_

***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** = \_\_\_\_\_

**3 DAYS (INCLUDES PRE-SHOW CLEANING)**

SUBTOTAL	
PST (8%)	n/a
GST (5%)	
<b>TOTAL 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\*\***