



Unit#115 – 2325 Peardonville Road, Abbotsford, BC V2T 6J8

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## **Canadian Parking Association 2025 Conference**

October 5th-7th

Hyatt Regency Vancouver

Vancouver, BC

Dear Exhibitor,

Global Convention Services is pleased to be appointed by Show Management as the official Service Contractor for this Event. In the following pages, please find the necessary forms and information that will assist you with a successful exhibition experience.

Be sure to take advantage of discounted rates on various items. To receive the discounted rate, submit your completed forms along with Payment Form by the discounted date specified on the forms.

Should you have any questions, please feel free to contact our Exhibitor Services team who will be happy to assist you with your needs.

We look forward to working with you on this event and wish you a successful show.

Global Convention Services Ltd.



**SERVICE CONTRACTOR CONTACT**

**GLOBAL CONVENTION SERVICES**

Unit#115 – 2325 Peardonville Road, Abbotsford, BC V2T 6J8

Phone: 604-851-0224 Opt. 1

Email: [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)

**BOOTH EQUIPMENT**

*Each exhibitor booth space consists of the following:*

\* 8' high draped backwall and 3' high draped sidewalls (black).

\* The Ballroom/Trade Show floor is carpeted.

\* Electrical is NOT included as part of your booth package but can be ordered by contacting Canadian Parking Association directly.

**PRICING DEADLINES**

In order to receive discounted rates on selected items, we must receive your order and payment by the advance price deadline. Orders received after this date will be subject to Retail Prices.

**ADVANCE PRICE DEADLINE**

**September 26th**

Ordering for this event will be available until the ordering deadline. Please contact our Exhibitor Services Department for availability after this date.

**ORDERING DEADLINE**

**October 3rd**

**EXHIBITOR MOVE-IN**

**Sunday      October 5th      9:00 AM      -      5:00 PM**

Notes:

**EXHIBITION DATES**

<b>Sunday</b>	<b>October 5th</b>	<b>6:00 PM</b>	<b>-</b>	<b>8:00 PM</b>	
<b>Monday</b>	<b>October 6th</b>	<b>7:45 AM</b>	<b>-</b>	<b>8:30 AM</b>	<b>(Breakfast)</b>
<b>Monday</b>	<b>October 6th</b>	<b>1:30 PM</b>	<b>-</b>	<b>5:30 PM</b>	
<b>Tuesday</b>	<b>October 7th</b>	<b>9:30 AM</b>	<b>-</b>	<b>2:00 PM</b>	

**EXHIBITOR MOVE-OUT**

**Tuesday      October 7th      2:00 PM      -      5:00 PM**

Notes:

**MATERIAL HANDLING**

Global Convention Services does not offer shipping, customs or brokerage services. Please refer to the Material Handling section for further information, material handling costs and shipping labels.

**ADVANCE SHIPMENTS:** To arrive between the dates indicated below. Freight received at advance warehouse prior to or after these dates will be subject to additional handling fees.

**START DATE**      **September 22nd**

**END DATE**      **October 3rd**

To expedite the move-in process, we highly recommend sending all materials to the Global Advance Warehouse.

\*\* In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.

\*\* Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions or limitations.

**DIRECT TO SITE SHIPMENTS:** To arrive during scheduled exhibitor move-in times only!!!

\*\* Freight received at venue in advance of exhibitor move-in risk having freight either refused by the venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.

**POST-SHOW STRANDED FREIGHT:** Any freight left on the show floor at conclusion of Global tear-down will either be shipped via the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.



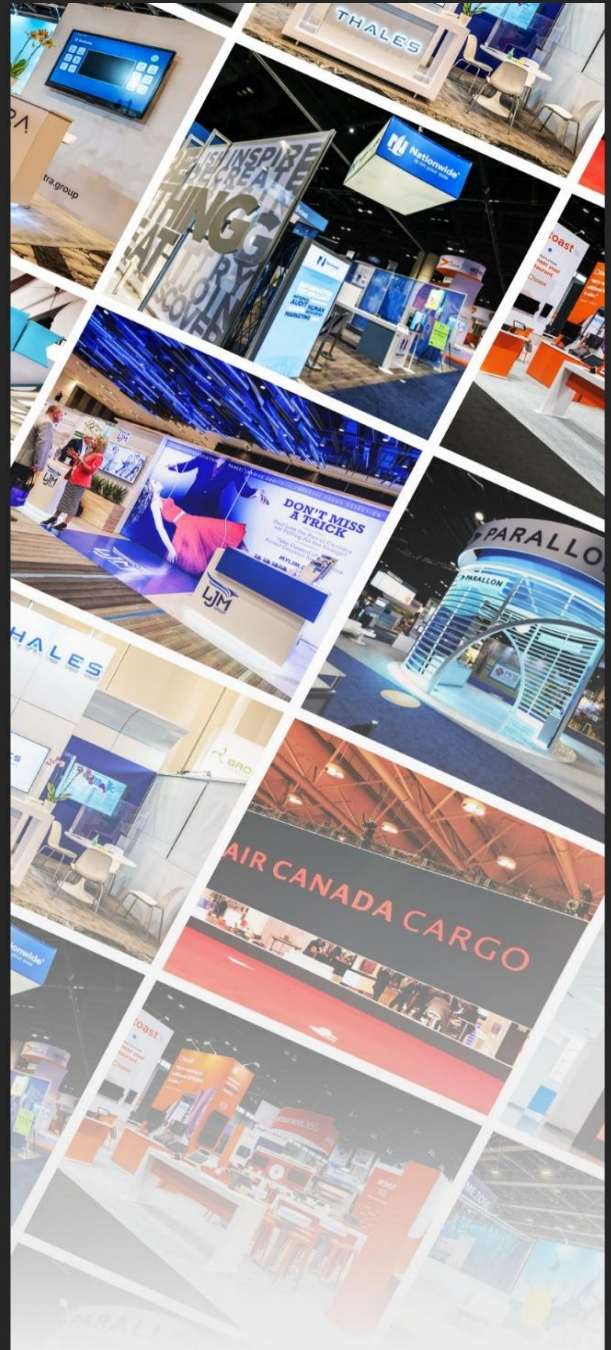
# Want to really **STAND OUT** In the crowd?

Custom Built Exhibit Booths  
and Accessories

Please contact us at  
[info@globalconvention.ca](mailto:info@globalconvention.ca)

**To Get A Quote**

[globalconvention.ca](http://globalconvention.ca)





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**ADVANCE DEADLINE:** September 26th  
**ORDERING DEADLINE:** October 3rd

**EVENT NAME** Canadian Parking Association 2025 Conference **DATES** October 5th-7th  
**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

TABLES				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
<b>30" Height Tables</b>				
2'x4' Vinyl Top Table - No Skirt		\$75	\$98	
2'x6' Vinyl Top Table - No Skirt		\$85	\$111	
2'x8' Vinyl Top Table - No Skirt		\$101	\$131	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$116	\$151	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$124	\$161	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$140	\$182	
30" High Extra Skirt (To Skirt 4th Side)		\$65	\$85	
<b>40" Counter Height Tables</b>				
2'x4' Vinyl Top Table - No Skirt		\$93	\$121	
2'x6' Vinyl Top Table - No Skirt		\$106	\$138	
2'x8' Vinyl Top Table - No Skirt		\$122	\$159	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$139	\$181	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$152	\$198	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$173	\$225	
40" High Extra Skirt (To Skirt 4th Side)		\$75	\$98	
<b>Round Pedestal Tables</b>				
Meeting Table (30" Tall, 30" Dia)		\$109	\$142	
Cruiser Table (40" Tall, 30" Dia)		\$189	\$246	
Cruiser Table w/Black Spandex		\$221	\$287	
<b>SUB-TOTAL TABLES</b>				

SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$27	\$35	
Fabric Side Chair		\$79	\$103	
Bar Height Stool w/Wire Back (Padded Seat)		\$131	\$170	
Steno Chair (Padded Seat/Back, Casters, Gas Lift to Desk Height)		\$99	\$129	
Executive Chair (Black, Padded Seat, Back & Arms)		\$139	\$181	
<b>SUB-TOTAL SEATING</b>				

PREMIUM SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Leather Tufted Padded Stool White ( ) Black ( )		\$184	\$239	
Squared Back Leather Club Chair White ( ) Black ( )		\$455	\$592	
Squared Back Leather Loveseat White ( ) Black ( )		\$618	\$803	
<b>SUB-TOTAL PREMIUM SEATING</b>				

DRAPE & HARDWARE <b>** Rented in 10' increments **</b>				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Show				
3' High Pipe & Drape (Price per Lin.Ft.)		\$9.10	\$11.83	
8' High Pipe & Drape (Price per Lin.Ft.)		\$11.70	\$15.20	
Steel Only- No Drape (Price per Lin.Ft.) (Bases, 8' Uprights, Crossbar)		\$6.75	\$8.78	
<b>SUB-TOTAL DRAPE &amp; HARDWARE</b>				

SUMMARY	
Tables	\$ _____
Seating	\$ _____
Premium Seating	\$ _____
Drape & Hardware	\$ _____
<b>SUB-TOTAL</b>	<b>\$ _____</b>

Send completed form to [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca). We will process your order and send over an invoice with a payment link as well as etransfer information.

Tables, Seating, Drape & Hardware

**EVENT NAME** Canadian Parking Association 2025 Conference **DATES** October 5th-7th

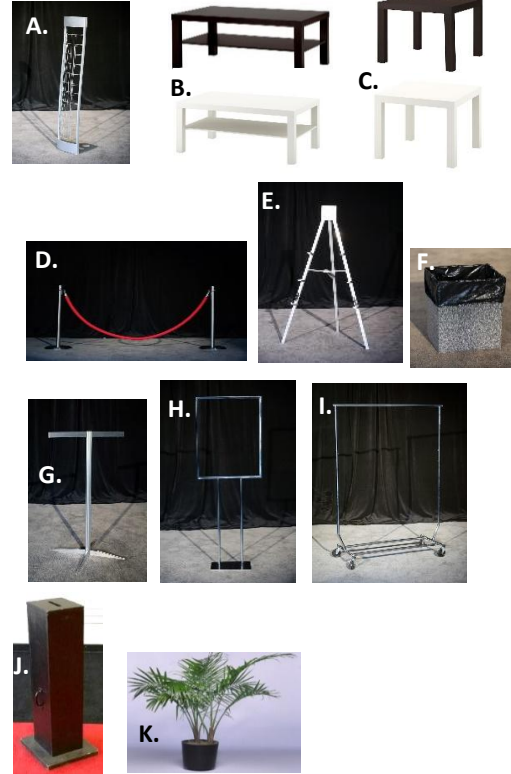
**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**ACCESSORIES**

*\* All items subject to availability.  
\*\*\* Items may not be exactly as shown and may be substituted for similar item. \*\*\**

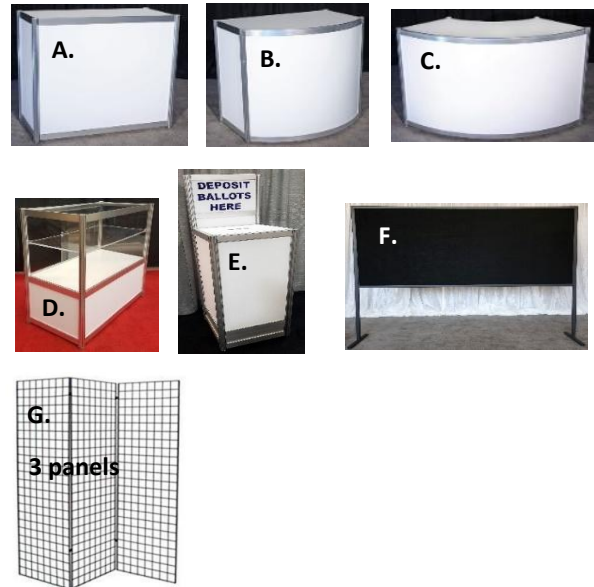
Description	Qty	Advance	Retail	Total
A. Literature Rack (Floor Model)		\$212	\$276	
B. Coffee Table		\$195	\$254	
C. End/Side Table		\$127	\$165	
D. Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$78	\$101	
E. Easel (Aluminum, Tri-Pod, Floor Model)		\$60	\$78	
F. Wastebasket		\$27	\$35	
G. Bag Holder (1m tall, 2 arms)		\$81	\$105	
H. Sign Holder (22"x28"x5' tall) * Sign Available- See Signage Form		\$91	\$118	
I. Rolling Coat Rack, Chrome		\$111	\$144	
J. Black Wood Ballot Box (12"x12"x40")		\$62	\$81	
K. Plant (Tropical, 2'-3' High) * Specialty Plants Available Upon Request		Contact Global office for quote		
<b>SUB-TOTAL ACCESSORIES</b>				



**PORTABLE DISPLAYS & COUNTERS**

*\* All items subject to availability.  
\*\*\* Items may not be exactly as shown and may be substituted for similar item. \*\*\**

Description	Qty	Advance	Retail	Total
A. 1m Standard Counter w/Sliding Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$267	\$347	
B. 1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$403	\$524	
C. 1/4 Round Counter, White - Open in Back		\$507	\$659	
D. 1m Display Showcase, Double Shelf, White/Acrylic		\$631	\$820	
E. Ballot Box Display (1/2m x 1/2m x 1m tall)- White PVC Panels		\$289	\$376	
F. Posterboard (8'x4', Velcro Adaptable)		\$228	\$296	
G. Gridwall, 2'x6' (Must order minimum of 2, per order)		\$43	\$56	
<b>SUB-TOTAL PORTABLE DISPLAYS &amp; COUNTERS</b>				



*\*\* Graphic panels available for counters. See Signage Form for pricing.*

<b>SUMMARY</b>	
Accessories	\$ _____
Portable Displays & Counters	\$ _____
<b>SUB-TOTAL</b>	<b>\$ _____</b>

Send completed form to [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca). We will process your order and send over an invoice with a payment link as well as etransfer information.



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Tel/Fax: (604) 851-0224  
Email: abbotsford@globalconvention.ca

**ADVANCE DEADLINE:**

**September 26th**

**ORDERING DEADLINE:**

**October 3rd**

**EVENT NAME** Canadian Parking Association 2025 Conference **DATES** October 5th-7th

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**CARPET, PROTECTIVE PLASTIC and CARPET PADDING**

- \*\* Colours subject to availability. Select first and second desired colour.
- \*\* Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.
- 1 Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- 2 Booth and bulk carpet supplied in 10' x 10' increments.
- 3 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
- 4 It is the responsibility of the exhibitor to remove plastic prior to show opening.

**1st Colour Choice:**     Grey     Black     Blue     Red

**2nd Colour Choice:**     Grey     Black     Blue     Red

Description	Quantity	Advance	Retail	Total
Broadloom - 10' x 10'		\$253	\$329	
Broadloom - 20' x 10'		\$515	\$670	
Broadloom - 30' x 10'		\$683	\$888	
Broadloom - 20' x 20' (1)		\$890	\$1,157	
Bulk Carpet, 10'x10' Increments (1,2)    Size    x    =		\$2.30	\$2.99	
Custom Sized Bulk Carpet (3)    Size    x    =		\$3.60	\$4.68	
Protective Plastic (4)    Size    x    =		\$0.98	\$1.27	
Carpet Padding    Size    x    =		\$2.13	\$2.77	
<b>SUB-TOTAL CARPET, PROTECTIVE PLASTIC &amp; PADDING</b>				

\*\*\* Payment must be received with order. Orders will not be processed without payment. \*\*\*

\*\*\* No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime. \*\*\*

**BOOTH CLEANING**

Service Option	Booth Size	Total Sq. Ft.	X	Advance	Retail	Total
<b>A</b> Initial vacuum before first day only	x		x	\$0.65	\$0.85	
<b>B</b> 2 Day Service: Daily vacuum & empty waste basket	x		x	\$1.30	\$1.69	
<b>C</b> 3 Day Service: Daily vacuum & empty waste basket	x		x	\$1.95	\$2.54	
<b>SUB-TOTAL BOOTH CLEANING</b>						

**SPECIAL INSTRUCTIONS:**

**SUMMARY**

\$ \_\_\_\_\_

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**Carpet, Plastic, Padding & Booth Cleaning**



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 Email: abbotsford@globalconvention.ca

**ORDERING DEADLINE:** \_\_\_\_\_ **#VALUE!**  
 Orders received after this date will be subject to **RETAIL** pricing

**Hardwall Displays**

**EVENT NAME** \_\_\_\_\_ Canadian Parking Association 2025 Conference \_\_\_\_\_ **DATES** \_\_\_\_\_ October 5th-7th \_\_\_\_\_

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**HARDWALL BOOTH PACKAGES**



- 10' x 10' Hardwall Package:**
- \* White PVC Panels
  - \* One Black Lettered Company Header
  - \* Two Arm Lights (**does not include power**)
  - \* Set Up & Dismantle



- 20' x 10' Hardwall Package:**
- \* White PVC Panels
  - \* Two Black Lettered Company Headers
  - \* Four Arm Lights (**does not include power**)
  - \* Set Up & Dismantle

**Custom header(s) & graphic panels available. See Signage Form for pricing.**

Description	Quantity	Advance	Retail	Total
10' x 10' Hardwall Booth Package		\$1,937	\$2,518	
20' x 10' Hardwall Booth Package		\$2,470	\$3,211	
Upgrade PVC Panel to Slatwall Panel (per 1m x 2.5m panel)		\$228	\$296	
LED Arm Light for Hardwall Displays		\$75	\$98	
Shelving (White Melamine, 1m long x 12" deep)		\$86	\$112	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Headers:** Black lettering on white PVC. All CAPS lettering.

**Header # 1 to read** (10' x 10' and 20' x 10' systems)

**Header # 2 to read** (20' x 10' systems only)

**SUMMARY**

\$ \_\_\_\_\_

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**ORDERING DEADLINE:** \_\_\_\_\_ **#VALUE!**  
Orders received after this date will be subject to RUSH pricing

**EVENT NAME** \_\_\_\_\_ Canadian Parking Association 2025 Conference **DATES** \_\_\_\_\_ October 5th-7th

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**BOOTH ID and SHOW SIGNAGE**

- \*\* All signage pricing is based on Global Convention Services in-house printing.  
Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.
- \*\* Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).
- \*\* Date for artwork deadline will be supplied at time of order.

Description (Width x Height)	Qty.	Unit Price	RUSH	Total
<b>BOOTH ID SIGNS</b> ^^^ Print to Coroplast, Non-Laminated, Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$47.90	\$62.30	
36" x 8"		\$52.80	\$68.65	
44" x 7"		\$61.10	\$79.40	
22" x 17"		\$63.00	\$81.90	
28" x 14"		\$66.30	\$86.20	
<b>SHOW SIGNAGE</b> ^^^ Print to Coroplast, Non-Laminated				
22" x 28"		\$95.70	\$124.40	
44" X 28"		\$135.30	\$175.90	
40" X 30"		\$135.30	\$175.90	
Brass Grommets (Rings) for hanging- Per Sign		no charge	no charge	
Holes Drilled for hanging- Per Sign		no charge	no charge	
		<b>SUB-TOTAL SIGNAGE</b>		

Width \_\_\_\_\_ x Height \_\_\_\_\_  
**W**

Width \_\_\_\_\_ x Height \_\_\_\_\_  
**W**

H

*I would like my sign(s) to read / logo:*

H

**CUSTOM BOOTH SIGNAGE**

- \* We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- \* Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- \* Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Total
<b>HARDWALL BOOTH GRAPHICS</b> *** Print to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$330.00	\$429.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$515.00	\$670.00	
Graphic panel for lower rail sidewalls (price per panel)		\$211.00	\$274.00	
<b>COUNTER GRAPHICS</b> *** Print to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$211.00	\$274.00	
Graphic front panel for 1m curved front counter		\$232.00	\$302.00	
Graphic front panel for 1/4 round counter		\$330.00	\$429.00	
Graphic side panel for counters (price per panel)		\$106.00	\$138.00	
		<b>SUB-TOTAL CUSTOM SIGNAGE</b>		

**SUMMARY**

\$ \_\_\_\_\_

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**ORDERING DEADLINE:** October 3rd

**EVENT NAME** Canadian Parking Association 2025 Conference **DATES** October 5th-7th

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**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. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$125.00	\$250.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$125.00	\$1,125.00

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	\$125.00	
DIRECT TO SHOW SITE		/ 100			X	\$140.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$125.00	

**REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.**

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

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

\*\*\* Global Convention Services Post-Show Return to Warehouse: Additional storage fees will apply after 5 business days on close of event.

\*\*\* Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.

**Freight Accepted at Global Advanced Warehouse: September 22nd - October 3rd**  
**Freight Accepted at Show Site: October 5th**

**SUMMARY**

\$ \_\_\_\_\_

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### 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 only.** Freight received prior to this date 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.
- \* ***All material entering the facility will incur material handling fees. This includes but is not limited to the use of the loading dock facilities, elevator access to show floor and any equipment used to deliver materials to your booth or other designated area within the facility.***

### 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-4pm)

**September 22nd** TO **October 3rd**

To: GLOBAL CONVENTION SERVICES  
Unit #115 - 2325 Peardonville Road  
Abbotsford, BC V2T 6J8

Show: **Canadian Parking Association 2025 Con'**

Exhibitor: \_\_\_\_\_

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

.....

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

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**Material Handling - Shipping Labels --- Advance Warehouse**

**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 !!!**

**October 5th**

To: GLOBAL CONVENTION SERVICES  
C/O Hyatt Regency Vancouver  
655 Burrard Street  
Vancouver, BC, V6C 2R7

Show: **Canadian Parking Association 2025 Con**

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 !!!**

**October 5th**

To: GLOBAL CONVENTION SERVICES  
C/O Hyatt Regency Vancouver  
655 Burrard Street  
Vancouver, BC, V6C 2R7

Show: **Canadian Parking Association 2025 Con**

Exhibitor: \_\_\_\_\_

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**Material Handling - Shipping Labels --- Direct to Show Site**



Unit#115 – 2325 Peardonville Road,  
Abbotsford, BC V2T 6J8  
Tel/Fax: (604) 851-0224  
Email: abbotsford@globalconvention.ca

**ADVANCE DEADLINE:** September 26th  
**ORDERING DEADLINE:** October 3rd

**EVENT NAME** Canadian Parking Association 2025 Conference **DATES** October 5th-7th

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**IMPORTANT INFORMATION**

- \* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- \* Minimum 2 hour call out, per man, on labour and stand-by, thereafter charged in half hour increments.
- \* Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- \* **Supervised labor must check in at service desk.**
- \* Start time guaranteed only at start of working day.
- \* Global supervised jobs will be completed at our discretion prior to show opening.

**DISPLAY BOOTH INFORMATION**

Type of System \_\_\_\_\_ System Size \_\_\_\_\_

Special tools required for installation \_\_\_\_\_ Ladder(s)?  Yes  No Size \_\_\_\_\_ Quantity \_\_\_\_\_

Specify Details: \_\_\_\_\_

**POWER:**  Included in Booth Pkg  Ordered by Exhibitor  Ordered by Display House  Not Applicable

**CARPET:**  Hall Carpeted  Included in Booth Pkg  Ordered by \_\_\_\_\_  With Display

**FREIGHT - Installation:**  Global advance warehouse  **\*\*\*Direct to Show Site\*\*\*** Carrier: \_\_\_\_\_

Expected number of pieces & weight: \_\_\_\_\_

**FREIGHT - Dismantle**  Return to advance warehouse  **\*\*\*Direct from Show Site\*\*\*** Carrier: \_\_\_\_\_

<b>RATES:</b>	<b>ST</b> (Standard Time- 1) 8:00am - 4:30pm Monday to Friday	<b>\$124.00 per hour</b>
	<b>OT</b> (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday	<b>\$186.00 per hour</b>
	<b>DT</b> (Double Time- 2) All day Sunday & Holidays	<b>\$248.00 per hour</b>

**ESTIMATED INSTALLATION REQUIREMENTS**

Date Required, Day 1 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date Required, Day 2 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

<b>ST</b>	_____ # Labourers	x	_____ # Hours	x	<b>\$ 124.00</b>	=	\$ _____
<b>OT</b>	_____ # Labourers	x	_____ # Hours	x	<b>\$ 186.00</b>	=	\$ _____
<b>DT</b>	_____ # Labourers	x	_____ # Hours	x	<b>\$ 248.00</b>	=	\$ _____

Global Supervised  Add 25% for Global Supervision \$ \_\_\_\_\_

Exhibitor/Display House Supervised  **ESTIMATED INSTALLATION** \$ \_\_\_\_\_

Supervisor Name & Cell # \_\_\_\_\_

**ESTIMATED DISMANTLE REQUIREMENTS**

Date Required, Day 1 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date Required, Day 2 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

<b>ST</b>	_____ # Labourers	x	_____ # Hours	x	<b>\$ 124.00</b>	=	\$ _____
<b>OT</b>	_____ # Labourers	x	_____ # Hours	x	<b>\$ 186.00</b>	=	\$ _____
<b>DT</b>	_____ # Labourers	x	_____ # Hours	x	<b>\$ 248.00</b>	=	\$ _____

Global Supervised  Add 25% for Global Supervision \$ \_\_\_\_\_

Exhibitor/Display House Supervised  **ESTIMATED DISMANTLE** \$ \_\_\_\_\_

Supervisor Name & Cell # \_\_\_\_\_

**SUMMARY**  
\$ \_\_\_\_\_

Send completed form to [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca). We will process your order and send over an invoice with a payment link as well as etransfer information.

Display Installation & Dismantle