****TRADESHOW PACKAGE**

******

**Table of Contents**

**Welcome letter/Booth Information 3**

**Audio Visual Order Form 4**

**Furniture Order Form 5**

**Electrical Order Form 7**

**Labor Order Form 7**

**Payment Form 8**

**Inquires**

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

Address: 22 Pearl Place

 St. John's, NL

 A1E 4P3

Canada

Phone 709.739.6666

 Fax 709.739.6455

Email: info@canadianavinc.com

**Welcome**

Canadian AV is proud to be the Exhibitor Service Provider and Audio Visual provider for the upcoming CSGNA National Conference 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**

**Carpeting:** included

**Exhibitor Move-In**

Wednesday, September 18, 2019 at 1300

**Exhibit Show time(s)**

Thursday, September 19, 2019 from 0700 to 1600

Friday, September 20, 2019 from 0700 to 1415

**Exhibitor Move-out**

Friday, September 20, 2019 from 1415 to 2100

**Audio/Visual Order Form**

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

**EVENT NAME: \_\_CSGNA National Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**VIDEO MONITORS AND PLAYERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE RATE** | **STANDARD RATE** |
|  | 22” HD LCD MONITOR | $100/DAY | $140/DAY |
|  | 32” HD LCD MONITOR | $200/DAY | $230/DAY |
|  | 42” HD LCD MONITOR | $275/DAY | $350/DAY |
|  | 52” HD LCD MONITOR | $300/DAY | $430/DAY |
|  | 65” 4K LCD MONITOR | $325/DAY | $420/DAY |
|  | DVD PLAYER | $50/DAY | $75/DAY |
|  | BLUE RAY PLAYER | $60/DAY | $90/DAY |
|  | 42” HIGH DRAPED CART | $30/DAY | $45/DAY |
|  | TRIPOD TV STAND | $75/DAY | $110/DAY |

**COMPUTERS AND ACCESSORIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE RATE** | **STANDARD RATE** |
|  | LAPTOP | $150/DAY | $210/DAY |
|  | LASER JET PRINTER | $250/DAY | $325/DAY |
|  | COMPUTER SPEAKERS | $40/DAY | $60/DAY |

**Furniture Order Form**

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

**EVENT NAME: \_CSGNA National Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE RATE** | **STANDARD RATE** |
|  | 6’ Skirted Banquet Table | $25/DAY | $37/DAY |
|  | 4’ Skirted Banquet Table | $24/DAY | $36/DAY |
|  | 40" High 30" Diameter Round Bistro Table | $40/DAY | $60/DAY |
|  | Scuba stretch table form for Bistro table (Includes cleaning charge) | $40/DAY | $60/DAY |
|  | 40" high - approx 2' x 2' square counter (black fabric) with wire management & internal storage | $60/DAY | $90/DAY |
|  | 40" high - approx 4' x 2' square counter (black fabric) with wire management & internal storage | $100/DAY | $140/DAY |
|  | 40" high - 4' x 2' black draped high table | $50/DAY | $75/DAY |
|  | 40" high - 6' x 30" black draped high table | $60/DAY | $90/DAY |
|  | 29” High table skirt for banquet table | $24/DAY | $36/DAY |
|  | White linen table cloth for 4' or 6' banquet table | $15/DAY | $22/DAY |
|  | White vinyl table cloth for up to 8' banquet table | $15/DAY | $22/DAY |
|  | Glass top coffee table | $96/DAY | $144/DAY |
|  | Glass top coffee table with two end tables | $192/DAY | $268/DAY |
|  | 40" high, 23" round (enclosed) pedestal Tambour table (black or grey fabric) | $115/DAY | $160/DAY |
|  | High back swivel stool (brown) | $20/DAY | $30/DAY |

**Furniture Order Form (Page 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE RATE** | **STANDARD RATE** |
|  | High back non-swivel stool (black) | $25/DAY | $37/DAY |
|  | Club Chair (black leather) | $95/DAY | $142/DAY |
|  | Deluxe cloth armchair (grey fabric) | $24/DAY | $36/DAY |
|  | Love Seat (black leather) | $150/DAY | $210/DAY |
|  | Booth Carpet per 100 sq.ft. (rounded up to nearest 100) Underpad extra $37.50 per 100 sq.ft | $100/DAY | $140/DAY |
|  | 6' Panel Tabletop Display (39” high) (black, blue, or silver Velcro-compatible fabric panels) | $152/DAY | $212/DAY |
|  | 6' Curved Tabletop Display (52” high) (black, blue, or silver Velcro-compatible fabric panels) | $200/DAY | $230/DAY |
|  | Lights for Tabletop Displays (above 2 lines) | $16/DAY | $24/DAY |
|  | Large literature stand | $55/DAY | $82/DAY |
|  | 10 pocket literature stand | $50/DAY | $75/DAY |
|  | Mini literature stand (4-6 pockets) | $50/DAY | $75/DAY |
|  | Medium artificial plant | $35/DAY | $52/DAY |
|  | Easel | $20/DAY | $30/DAY |
|  | Clear Plexi glass ballot box | $16/DAY | $24/DAY |
|  | 4' x 8' Poster board (2-sided) (inside dimensions: 45” x 91”) | $75/DAY | $112/DAY |
|  | 42" high glass display case (showcase dimensions - 15" H x 22" D x 48" L) | $127/DAY | $177/DAY |
|  | Stanchion (price per stanchion upright) | $20/DAY | $30/DAY |
|  | Retractable Stanchion | $25/DAY | $37/DAY |
|  | 10' Red Velour Rope | $15/DAY | $22/DAY |
|  | 6’ Red Velour Rope | $10/DAY | $15/DAY |
|  | Red aisle carpeting (price per running foot) | $5/DAY | $8/DAY |

**Electrical Order Form**

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

**EVENT NAME: \_\_CSGNA National Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **EQUIPMENT** | **ADVANCE RATE** | **STANDARD RATE** |
|  | 10AMP CIRCUIT | $50/DAY | $75/DAY |
|  | 20AMP CIRCUIT | $75/DAY | $100/DAY |
|  | 25’ AC CORD | $5/DAY | $10/DAY |
|  | POWER BAR | $5/DAY | $10/DAY |

**\*IF YOU REQUIRE ANY SPECIAL POWER, PLEASE CONTACT OUR OFFICE.**

**Labour Order Form**

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

**EVENT NAME: \_CSGNA National Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Straight time:**  8am – 5pm Monday to Friday **$75 per hour**

**Over time:**  5pm – 12am Monday to Friday **$125 per hour**

 8am – 12am Saturday and Sunday

**Double time:**  12am – 8am Monday to Sunday **$150 per hour**

 All Holidays

**Payment Form**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Name: \_CSGNA National Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booth Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

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

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please note that* ***ALL*** *orders will be subject to a $70 delivery charge and a $70 labor charge. Any orders placed* ***ON SITE*** *will be subject to a 50% price increase.*

**Sub Totals (To be filled out by CAV)**

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

 CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION.

IF THIS AUTHORIZATION IS NOT COMPLETED ORDERS WILL BE CONSIDERED INCOMPLETE AND VOID. LATE PAYMENTS WILL BE SUBJECT TO A 5% INCREASE ALL ON-SITE ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY WITH CREDIT CARD