Dear Exhibitor

CENTRAL DISPLAY LTD. is pleased to be the official show contractor for:

Manitoba AG Days
January 22 – 24, 2019
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.

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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 business 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.

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063

(Please complete the following information as required.)

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

Credit Card Account Number: ________________________________________________

Expiry Date:                                                          Security Code:  

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 $ 

FULL PAYMENT DUE: CDN $ 

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.
**EXHIBITOR RENTAL ORDER FORM**

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.

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMOUNT</th>
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**FURNITURE**

- Deluxe Armchair: $45.00
- Padded Banquet Chair - no arms: $40.00
- Office Armchair: $35.00
- Folding Chair: $20.00
- Cruiser Table 40” High: $65.00
- Spandex Cover - for cruiser table: $35.00
- Pedestal table 30” High: $55.00
- Coffee Table 18” High: $55.00
- Deluxe Stool - Highback Pneumatic: $70.00
- Stools - Highback Manual: $55.00
- Bar Stool: $55.00
- Easel: $25.00
- Waste Basket: $15.00
- Garment Racks - Inc 20 Hangers: $40.00
- Sign Holder - Chrome 22” x 28”: $35.00

**DECORATED TABLES - 30” High, 24” Wide, White Tops Only**

- □ Blue □ Red □ Black □ Silver □ Dove-Beige

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- 8’ Decorated (3 sides) (color choice above): $75.00
- 6’ Decorated (3 sides) (color choice above): $70.00
- 4’ Decorated (4 sides) (color choice above): $65.00
- Undecorated □ 8’ □ 6’ □ 4’ (color choice above): $40.00
- 40’ High Tables (3 sides) Black Only □ 8’ □ 6’ □ 4’ (color choice above): $90.00
- Table Skirt (skirt 4th side): $35.00

**DECORATED TABLE RISERS**

- 6’ - 10” Wide - 10” High: $25.00

**DISPLAY PANELS ON LEGS**

- Pegboard 4’ x 8’ Hooks not included: $70.00
- Bulletin Board 4’ x 8’ Thumbtacks Only: $70.00

Please indicate □ Horizontal □ Vertical

**All orders must be prepaid in full, including Manitoba sales tax & G.S.T.**

**Damaged Inventory:**
Rentals damaged onsite will be charged at replacement value to the credit card on file.

**Cancellation / Exchange Policy:**
Items cancelled or exchanged prior to show start will be refunded at 50% of original cost.

**Carpet, Underlay & Electrical Outlet:** No refunds once installed

<table>
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</table>

**Drape with Drape Hardware Included** (per linear foot)

- □ Charcoal □ Blue □ Black □ Red □ Dove-Beige: $5.00

**Drape Hardware Only** (hardware without drape panels)

- 8’ Upright Base: $10.00
- Telescopic Crossbar (6’ - 10’): $10.00

**Carpet** *Carpet requirements over 300 sq ft are considered bulk area*

- □ Grey □ Blue □ Black □ Red □ Green: $1.20

- □ Grey □ Black □ Red □ Green: $1.44

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

- Underlay per sq ft: $0.90
- Plastic Covering for Protection per sq ft: $0.25

**Staging / Ramps**

- Staging - Fashion Ramps - 4’ X 8’ Includes Carpet / Skirt: $120.00
- Stairs - 16”/20”/30”/40” High: $75.00

**Miscellaneous**

- 3’ Silk Plants: $30.00
- 150 Watt Flood Lights Inc Hardware: $30.00
- 300 Watt Halogen Lights Inc Hardware: $40.00
- 2 Sided Carpet Tape (2”W x 33m): $25.00
- Single Sided Floor Tape (2”W x 55m): $20.00

- 2 Sided Carpet Tape (2”W x 33m): $30.00
- Single Sided Floor Tape (2”W x 55m): $40.00

**TV’s & Specialty Drape/Carpet Colours - Contact Office**

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

**SUB-TOTAL** $  
**PROV SALES TAX 8%** $  
**G.S.T. 5%** $  
**TOTAL CDN** $  

**Company** ____________________________  **Booth No #** _______________________

If known

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063
FURNITURE RENTAL ORDER FORM

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063

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

<table>
<thead>
<tr>
<th>COUCHES</th>
<th>QTY</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leather Couches</td>
<td></td>
<td>$300.00</td>
<td>$390.00</td>
<td></td>
</tr>
<tr>
<td>Leather Loveseat</td>
<td></td>
<td>$250.00</td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td>Leather Tub Chair</td>
<td></td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS</th>
<th>QTY</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Lamp</td>
<td></td>
<td>$65.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>Literature Stand</td>
<td></td>
<td>$75.00</td>
<td>$98.00</td>
<td></td>
</tr>
<tr>
<td>Draw Drum - brass</td>
<td></td>
<td>$35.00</td>
<td>$46.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLES</th>
<th>QTY</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Tables</td>
<td></td>
<td>$80.00</td>
<td>$104.00</td>
<td></td>
</tr>
<tr>
<td>End Tables</td>
<td></td>
<td>$60.00</td>
<td>$78.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Please add total to Payment & Credit Card Authorization Form.

Company ____________________________________________  Booth # ________________

(Manitoba AG Days 2019)
DISPLAY BOOTH RENTAL
ORDER FORM

EMAIL COMPLETED FORMS TO: info@centraldisplay.ca OR FAX: 204-235-1063

All display panels are velcro receptive only.

<table>
<thead>
<tr>
<th>QTY</th>
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<th>TOTAL AMT</th>
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<tbody>
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</tbody>
</table>

DISPLAYS

- OCTANORM BOOTHs
  - 3m - Model 100 - Black Fabric: $750.00 $900.00
  - 6m - Model 200 - Black Fabric: $1,050.00 $1,260.00

- POP-UP DISPLAY - 10' Fabric: $500.00 $600.00

- 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

- OCTANORM HEADER SIGNS
  - Model 100 - 3m: $200.00 $240.00
  - Model 200 - 6m: $380.00 $456.00

- TABLE TOP DISPLAY: $175.00 $210.00

- ACCESSORIES - cost per metre

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 # _______________ (If known)

SUBTOTAL

PST (8%)

GST (5%)

TOTAL CDN
**EXHIBIT INSTALLATION SERVICES**

**SHOW:** Manitoba AG Days  
**DATE:** January 22 – 24, 2019  
**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 # _______________ If known

**LABOUR RATES**

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

<table>
<thead>
<tr>
<th>Labour Type</th>
<th>Rate/Rate (HOURS)</th>
<th>Min. Regular Hours</th>
<th>Overtime Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installer</td>
<td>$65.00/hour (CLIENT SUPERVISED)</td>
<td>Mon. – Fri., 8am – 5pm</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>$80.00/hour</td>
<td></td>
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</tr>
</tbody>
</table>

**Minimum Hours per Staff – Per Shift**

- **Installer (CLIENT SUPERVISED)**: $97.50/hour
- **Supervisor**: $120.00/hour

**Date** | **Start Time** | **No. of Staff** | **Approx. Hrs. per Person** | **Total Hrs.** | **Hourly Rate** | **Estimated Total Cost**
---|---|---|---|---|---|---|
|   |   |   | Min. 4 hrs./staff |   |   | 

**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**

EMAIL COMPLETED FORMS TO: info@centralsdisplay.ca OR FAX: 204-235-1063
** JANITORIAL ORDER FORM **

** **

<table>
<thead>
<tr>
<th>SHOW:</th>
<th>Manitoba AG Days</th>
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</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>January 22 – 24, 2019</td>
</tr>
<tr>
<td>VENUE:</td>
<td>Brandon Keystone Centre</td>
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</tbody>
</table>

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 # ___________________

If known

**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)

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>PST (8%)</th>
<th>n/a</th>
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<tbody>
<tr>
<td>GST (5%)</td>
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TOTAL CDN

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

SPECIAL INSTRUCTIONS:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

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