



**BCMEA Conference**  
**October 18-20 2018**

General  
Contractor:

CAN-WEST DISPLAY SERVICES LTD.  
4646 Frances St. Burnaby BC V5C 2R8  
Ph. 604-434-4433  
Fx. 604-608-5655  
E-mail [events@canwestdisplay.com](mailto:events@canwestdisplay.com)  
[www.canwestdisplay.com](http://www.canwestdisplay.com)

Location:

**River Rock Hotel & Casino**  
**8811 River Road**  
**Richmond BC**  
**V6X 3P8**

Exhibitor Move-In:

October 18—3pm-7pm

Exhibit Dates:

October 18-20 2018

Exhibitor Move-Out:

October 20 5pm-9pm

In Your Booth :

-8' high backwall drapes  
-3' high sidewall drapes  
-1-6' x 2' skirted table  
-2 chairs

Carpet:

No Carpet. Bare Floor.

Discount Price Deadline:

To receive discount rates, please fill out enclosed order forms. Payment must be received by October 5 2018 to qualify for discount pricing.

Advance Warehouse:

Can-West Display Services  
1586 Rand Ave.  
Vancouver BC  
V6P 3G2

**STANDS  
EQUIPMENT  
SHOWS**





Can-West Display Services Ltd.  
 4646 Frances St.  
 Burnaby BC  
 V5C 2R8  
 Ph. 604-434-4433  
 Fx. 604-608-5655

# Drayage Order Form

**Show: BCMEA**  
**Date: October 18-20 2018**

## Material Handling Form & Invoice

|              |   |
|--------------|---|
| <b>Rates</b> | <b>Discount Deadline Date: Oct 5 2018</b> |
|--------------|---|

|                                       |  |
|---------------------------------------|--|
| Per CWT.        \$75.00 per 100 lbs.  | <b>-Minimum Charge 200 lbs</b><br>-Unmarked freight will rated at 30lbs. per cubic foot<br>-When calculating weight, round up to the nearest 100 lbs.<br>741 lbs = 800 lbs.<br>-Shipments arriving at different times, with different carriers or more than one waybill, will not be consolidated. |
| Special Handling \$95.00 per 100 lbs. |  |

| No. of Pieces | Description<br>(Crates, Boxes, Skids) | Total weight | Rate (min 200lbs charge) | Pre-Tax Total |
|---------------|---------------------------------------|--------------|--------------------------|---------------|
|               |                                       |              |                          |               |
|               |                                       |              |                          |               |
|               |                                       |              |                          |               |

Material Handling includes the following:  
 -Receiving your shipment up to 21 days prior to event and delivering your shipment to the facility or:  
 -Receiving and delivering the shipment from the unloading area to your booth in the facility.  
 -Removing any empty crates to a designated storage area.  
 -Returning your crates at the close of the show.  
 -Loading your crates onto your outbound carrier.  
 -All shipments are calculated separately. Shipments received at different times will not be consolidated.

**Note:**  
**Material Handling does not include making arrangements for or incurring any costs for shipping or storage of goods at the close of the show. Forced freight will be returned to our warehouse for pick up after the forced freight charges have been paid.**

**An advance warehouse will be available to receive and store freight up to 21 days prior to the show opening date. Advance shipments to the Hotel are not allowed and may be turned away. It is assumed that anyone using the advance warehouse is ordering the material handling services and is liable to Can-West Display for payment at the above rates. We reserve the right to re-calculate payment based on customer waybills.**

|                                       |                   |
|---------------------------------------|-------------------|
| Inbound Carrier:                      | Outbound Carrier: |
| To Show Site or Advance: (circle one) | Date to Arrive:   |

### Exhibitor Information

|                 |             |            |
|-----------------|-------------|------------|
| Company:        |             |            |
| Contact:        | Booth:      |            |
| Street Address: |             |            |
| City            | Prov./State | Postal/Zip |
| Tel             | Fax         |            |

**Enter Total on Summary page in this package.**

|                               |  |
|-------------------------------|--|
| Rate Adjustment (office only) |  |
| Sub-Total                     |  |



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# Drayage Order Form

Show: **BCMEA**  
Date: **October 18-20 2018**

## Advance Receiving for shipments

Fax completed materials handling form with payment method to Can-West Display Services Ltd.

604-608-5655

Address shipment to:

**BCMEA 2018 c/o (Exhibitor Name & Booth Number)**

**c/o Can-West Display**

**1586 Rand Ave**

**Vancouver BC V6P 3G2**

**It is important to address shipment as shown. Please remove any old labels.  
All shipping, cartage and brokerage costs are the responsibility of the Exhibitor.  
Collect shipments will not be accepted. Shipments must have bill of lading or weight ticket**

Date your shipment is to arrive at the warehouse: \_\_\_\_\_

## Direct to Show-Site shipments 12pm—5pm October 18 2018

Fax completed materials handling form with payment method to Can-West Display Services Ltd.

604-608-5655

Address shipment to:

**BCMEA 2018 c/o (Exhibitor Name & Booth Number)**

**c/o Can-West Display Services Ltd.**

**8811 River Rd.**

**Richmond BC**

**V6X 3P8**

**It is important to address shipment as shown. Please remove any old labels.  
All shipping, cartage and brokerage costs are the responsibility of the Exhibitor.  
Collect shipments will not be accepted. Shipments must have bill of lading or weight ticket**

## Terms and Liability

-Can-West Display Services Ltd. will not be responsible for shipments after they have been delivered to the booth or before they are picked up after show close.

-Can-West Display will not be responsible for damage to unwrapped or improperly packed materials.

-Can-West Display will not be held responsible for any lost profits or revenues, actual or potential, that may or may not be realized due to loss, damage or delay of shipments.

-Any shipments left at the end of the move-out period will be forced onto "Our" trucks at the exhibitors own expense. Forced freight rates will apply.

-Can-West Display will not be responsible for any freight it has not been paid to handle.

-It will be assumed that any exhibitor using the advance warehouse understands and accepts these terms and requires material handling services.

## Please Note:



Can-West Display Services Ltd.  
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# Drayage Order Form

**Show: BCMEA**  
**Date: October 18-20 2018**

## Outbound Material Handling Form & Invoice

### Outbound Rates

### Receiving Deadline Date: Oct 15 2018

In accordance with facility rules, all freight must be removed at show close. We understand that show closings are not always convenient times to arrange for shipping. We will transfer your goods back to our warehouse for pick-up the next business day at the rates posted below. Rates will be based on incoming weight. Please note that any freight left behind, will be forced to our facility at the rates posted below + 60%. Can-West Display will not contact your carrier on your behalf or fill out waybills/BOL's. Can-West Display reserves the right to change carriers if the exhibitors carrier doesn't pick-up within 4 hours of show close.

|                                      |                      |   |
|--------------------------------------|----------------------|---|
| All Weight based on in-bound weight. | \$45.00 per 100 lbs. | <b>-Minimum Charge \$150.00</b><br>-Unmarked freight will rated at 28 lbs. per cubic foot<br>-When calculating weight, round up to the nearest 100 lbs.<br>741 lbs = 800 lbs. |
|--------------------------------------|----------------------|---|

**All Cancelled orders must be sent to us at least 1 week prior to show opening, in writing, in order to qualify for a refund.**

**Pick-Up Information:**  
 Can-West Display  
 1586 Rand Ave.  
 Vancouver BC  
 V6P 3G2

This service can only be used in conjunction with the inbound material handling agreement.

|                   |
|-------------------|
| Outbound Carrier: |
| Date Shipped:     |

## Exhibitor Information

|                               |  |
|-------------------------------|--|
| Rate Adjustment (office only) |  |
| Inbound Drayage               |  |
| Outbound Drayage              |  |
| Post Deadline 15%             |  |
| <b>Total</b>                  |  |



**Enter Total on Summary page in this package.**



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# Rental Order Form

**Show: BCMEA**  
**Date: October 18-20 2018**

| Codes in Brackets   |   | Disc.              | Show               |   |  | Disc.                                    | Show                                     |
|---|---|--------------------|--------------------|---|--|--|--|
|    | Arm Chair<br>(CO101)                    | \$45.00            | \$55.00            |          | 30 x 30 x 30<br>Chrome Cocktail Table  | \$50.00                                  | \$69.00                                  |
|    | Folding Chair<br>(CO102)                | \$15.00            | \$19.00            |          | Hydraulic Cruiser<br>30" Diameter<br>30"-42" Heights<br>White or Black Top                     | \$85.00                                  | \$109.00                                 |
|    | Stool w/backrest                        | \$55.00            | \$72.00            |          | Skirted Tables:<br>8' x 2' (CO308)<br>6' x 2' (CO306)<br>4' x 2' (CO304)<br>Undecorated(CO302) | \$80.00<br>\$60.00<br>\$55.00<br>\$40.00 | \$95.00<br>\$84.00<br>\$65.00<br>\$50.00 |
|    | Lit. Racks<br>Accordion<br>Chrome       | \$35.00<br>\$45.00 | \$49.00<br>\$59.00 |   |               | Poster boards:<br>4' x 8' (CO208)        | \$110.00                                 |
|  | Sign Holder<br>(22" x 28")<br>(CO106)   | \$38.00            | \$52.00            |  | Cocktail Table 30"D<br>30" H (CO309)<br>42" H (CO310)  | \$45.00<br>\$56.00                       | \$59.00<br>\$71.00                       |
|  | Waste Basket<br>(CO107)                 | \$15.00            | \$21.00            |        | 8' Drape per lineal ft   | \$7.00                                   | \$8.50                                   |
|   |   |                    |                    |   | 3' Drape per lineal ft   | \$5.00                                   | \$6.50                                   |
|  | Counter<br>1m x 1/2m x 1m<br>(CO108)    | \$140.00           | \$160.00           |        | Light Stand<br>(power not-included)<br>LED Bar Floor lights                                    | \$45.00<br>\$75.00                       | \$65.00<br>\$90.00                       |
|  | Bar Fridge<br>1m x 1/2m x 1m<br>(BF110) | \$100.00           | \$130.00           |   |             | Ballot Box<br>(CO206)                    | \$29.00                                  |
|  | Easel<br>(AV502)                        | \$24.00            | \$32.00            |        | Counter High<br>Skirted Tables<br>42" High   | Add \$20.00<br>To Above<br>pricing       | Add \$24.00<br>To Above<br>pricing       |

**Enter Total on Summary page in this package.**

|                  |  |
|------------------|--|
| <b>Sub-Total</b> |  |
|------------------|--|

**Note: Please review carefully as some items may not be available on-site.**



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# Special Furniture Form

**Show: BCMEA**  
**Date: October 18-20 2018**

| Codes in Brackets   |  | Disc.                | Show                 |   |  | Disc.    | Show     |
|---|--|----------------------|----------------------|---|--|----------|----------|
|    | Ladderback Stool-Black<br><br>(BS-16)                              | \$48.00              | \$62.00              |    | Toronto Sofa<br>-White<br>-Black<br>(SS-15)            | \$310.00 | \$410.00 |
|    | Equino Stool<br>-White<br>-Black<br>(BS-4)                         | \$59.00              | \$74.00              |    | Toronto Loveseat<br>-White<br>-Black<br>(SS-16)        | \$240.00 | \$320.00 |
|    | Pitt Bar Stool<br>-White<br>-Black<br>(BS-8)                       | \$59.00              | \$74.00              |    | Toronto Chair<br>-White<br>-Black<br>(SS-17)           | \$180.00 | \$230.00 |
|    | Coffee Table<br>18h x 24w x 48l<br>White/Black<br>End Table 18x 18 | \$75.00<br>\$54.00   | \$92.00<br>\$73.00   |    | Vancouver Sofa<br>-White<br>-Black<br>-Red (SS-24)     | \$310.00 | \$410.00 |
|   | Sectional Middle<br>-White<br>-Black                               | \$140.00<br>\$140.00 | \$165.00<br>\$165.00 |   | Vancouver Loveseat<br>-White<br>-Black<br>-Red (SS-25) | \$240.00 | \$320.00 |
|  | Sectional Corner<br>-White<br>-Black                               | \$150.00<br>\$150.00 | \$175.00<br>\$175.00 |  | Vancouver Chair<br>-White<br>-Black<br>-Red (SS-26)    | \$180.00 | \$230.00 |
|  | Cruiser Table<br>Glass Top<br>42"h x 30"d<br>(CR-2)                | \$75.00              | \$91.00              |  | Rnd Back Tub Chair<br>-Black<br>-White<br>(SS-8)       | \$155.00 | \$195.00 |
|  | Cruiser Table<br>Round Chrome<br><br>(CR-6)                        | \$65.00              | \$81.00              |  | Contemporary Bench<br>-White, Red<br>-Black<br>(SS-77) | \$135.00 | \$185.00 |
|  | Cruiser Table<br>Square Chrome<br><br>(CR-3)                       | \$65.00              | \$81.00              |  | Contemporary Cube<br>-White, Red<br>-Black<br>(SS-47)  | \$45.00  | \$75.00  |

**Please refer to [www.canwestdisplay.com](http://www.canwestdisplay.com) for more furniture images**

**Enter Total on Summary page in this package.**

|                  |  |
|------------------|--|
| <b>Sub-Total</b> |  |
|------------------|--|

**Note: Please review carefully as some items may not be available on-site.**



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# A/V Order Form

**Show: BCMEA**  
**Date: October 18-20 2018**

| QTY. | Equipment  | Advance Order Show Rate | Standard Show Rate |  | Total |
|------|--|-------------------------|--------------------|--|-------|
|      | 42" LCD Monitor w/Wall Mount                               | \$380.00                | \$500.00           |  |       |
|      | 46" LCD Monitor w/Wall Mount                               | \$420.00                | \$550.00           |  |       |
|      | 50" LCD Monitor w/Wall Mount                               | \$450.00                | \$610.00           |  |       |
|      | 55" LCD Monitor w/Wall Mount                               | \$525.00                | \$695.00           |  |       |
|      | 75" LCD Monitor w/Wall Mount                               | \$1150.00               | \$1350.00          |  |       |
|      | 39" Multicolour LED bar lights (wireless)                  | \$55.00                 | \$75.00            |  |       |
|      | LED Par Lights (wireless)                                  | \$55.00                 | \$75.00            |  |       |
|      | DVD Player   | \$50.00                 | \$75.00            |  |       |
|      | CD Player (Requires PA System)                             | \$40.00                 | \$50.00            |  |       |
|      | Booth audio 2-speaker system w/amp                         | \$105.00                | \$130.00           |  |       |
|      | Floor Pole Stand (only in conjunction with monitor rental) | \$150.00                | \$225.00           |  |       |
|      | All other computer requirements, please call for quote     |                         |                    |  |       |

**Agreement**

1. Your representative must be present at the time of delivery to take possession of ordered equipment. Equipment will not be left in your booth unattended.
2. Equipment is your responsibility until it is picked up at the show close by a Can-West representative. Do not leave equipment unattended after the show closes.
3. Written cancellation must be submitted at least one week prior to show or a minimum one day rental will apply.
4. Please note that items with a capital "H" beside them in the price area, require installation and will be charged accordingly. Please refer to labour sheet

|                  |                |
|------------------|----------------|
| <b>Sub-Total</b> |                |
| <b>Delivery</b>  | <b>\$45.00</b> |
| <b>Total</b>     |                |

Note: Please review carefully as some items may not be available on-site.  
 Enter Total on Summary page in this package.



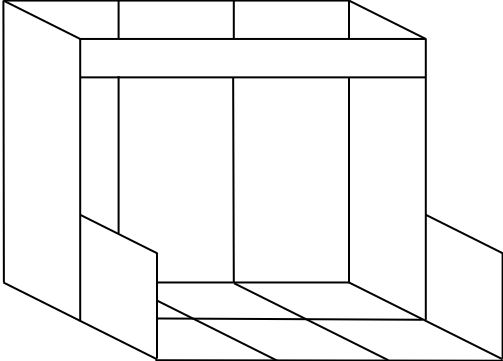


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# Display Order Form

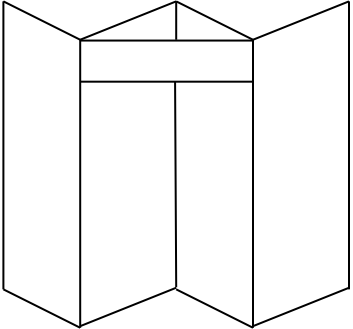
**Show: BCMEA**  
**Date: October 18-20 2018**

**Codes in Brackets**

| Item  | Pre-Show Price  | Late Order             |
|---|---|------------------------|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Model 01 (OC800)</b></div>  | Vinyl Sintra \$850.00<br>Grey Burfab \$925.00<br>(Velcro compatible)<br>3m x 2m Footprint | \$1100.00<br>\$1175.00 |

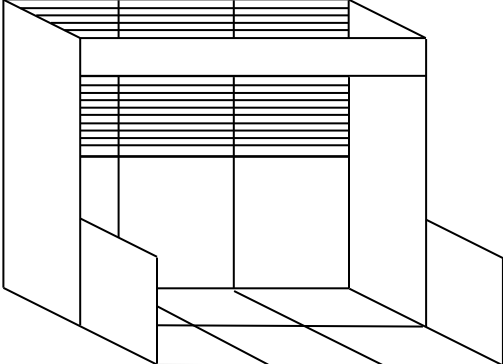
Comes complete with 3 chrome armbar lights & 1 sign  
 (power not included)

Sign Copy:

| Item  | Pre-Show Price   | Late Order           |
|---|--|----------------------|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Model 01 (OC700)</b></div>  | Vinyl Sintra \$400.00<br>Grey Burfab \$500.00<br>(Velcro compatible)<br>2.75m x 0.75 Footprint | \$530.00<br>\$630.00 |

Comes complete with 2 chrome armbar lights & 1 sign  
 (power not included)

Sign Copy:

| Item  | Pre-Show Price   | Late Order                                |
|---|--|---|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Model 01 (OC600)</b></div>  | Slatwall/ Sintra \$925.00<br>3m x 2m Footprint<br>Slatwall Hooks \$1.50 Each | \$1090.00<br><br>\$2.00 Each<br>(min. 20) |

Comes complete with 3 chrome armbar lights & 1 sign  
 (power not included)

Sign Copy:

|                         |                  |  |
|-------------------------|------------------|--|
| Enter totals on Summary | <b>Sub-Total</b> |  |
|-------------------------|------------------|--|



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# Labour Order Form

Show: **BCMEA**  
 Date: **October 18-20 2018**

| Labour Rates |  |                   |
|--------------|--|-------------------|
| Regular Time | 8:00am—4:00pm Monday to Friday                           | \$75.00 per hour  |
| Over Time    | 4:00pm—6:00pm Monday to Friday<br>8:00am—4:00pm Saturday | \$95.00 per hour  |
| Double Time  | All other times including Sunday and Bank Holidays       | \$125.00 per hour |

### Estimated Install Requirements

|                         |              |        |          |                   |             |
|-------------------------|--------------|--------|----------|-------------------|-------------|
| Date Required:<br>_____ | Regular Time | __ men | __ hours | \$75.00 per hour  | Total _____ |
|                         | Over Time    | __ men | __ hours | \$95.00 per hour  | Total _____ |
|                         | Double Time  | __ men | __ hours | \$125.00 per hour | Total _____ |
| Start Time: _____       |              |        |          |                   |             |

### Estimated Dismantle Requirements

|                         |              |        |          |                   |             |
|-------------------------|--------------|--------|----------|-------------------|-------------|
| Date Required:<br>_____ | Regular Time | __ men | __ hours | \$75.00 per hour  | Total _____ |
|                         | Over Time    | __ men | __ hours | \$95.00 per hour  | Total _____ |
|                         | Double Time  | __ men | __ hours | \$125.00 per hour | Total _____ |
| Start Time: _____       |              |        |          |                   |             |

Supervision In: **CWDS** \_\_\_\_\_ Exhibitor \_\_\_\_\_      Supervision Out: **CWDS** \_\_\_\_\_ Exhibitor \_\_\_\_\_

A minimum labour charge of 2 hours applies to each man. 1/2 hour increments after 2 hours. Please send any special installation instructions in advance. Any labour that is not supervised by exhibitor will be supervised by CWDS at a 25% charge of the final invoice. Minimum labour charge will apply for orders cancelled within 72 hours of labour start time.

|                                    |               |          |
|------------------------------------|---------------|----------|
| <b>Inbound Freight Information</b> |               | Carrier: |
| Origin:                            | Date Shipped: |          |
| Show Site:                         | Advance:      |          |

|                              |             |            |
|------------------------------|-------------|------------|
| <b>Exhibitor Information</b> |             |            |
| Company:                     |             |            |
| Contact:                     | Booth:      |            |
| Street Address:              |             |            |
| City                         | Prov./State | Postal/Zip |
| Tel                          | Fax         |            |

**Enter Total on Summary page in this package.**

GST Reg. # 868185455RT0001

**Note: Please review carefully as some items may not be available on-site.**

|                              |  |
|------------------------------|--|
| Rate Adjustment (Office Use) |  |
| Sub-Total                    |  |



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# Sign & Carpet Order Form

**Show: BCMEA**  
**Date: October 18-20 2018**

To qualify for Pre-Show discount, orders must be received with payment in full, 12 days prior to show date. Orders required within 3 days of show opening will be subject to a rush delivery charge. GST #868185455RT

## Standard Vinyl and Digital Sign Requirements

| Quantity | Description | Pre-Show | Regular  | Total | Please Indicate Sign Copy & Colour Below |
|----------|-------------|----------|----------|-------|--|
|          | 7" x 11"    | \$40.00  | \$55.00  |       |  |
|          | 7" x 44"    | \$55.00  | \$75.00  |       |  |
|          | 11" x 44"   | \$70.00  | \$85.00  |       |  |
|          | 14" x 22"   | \$56.00  | \$72.00  |       |  |
|          | 22" x 28"   | \$90.00  | \$109.00 |       |  |
|          | 28" x 44"   | \$125.00 | \$145.00 |       |  |

Prices based on one-colour, up to 8 words and on white sign card. \$4.00 per word above 8 words.

Digital Printing Rates- \$22.00 per sq ft. Discount rate. \$28.00 per sq ft.

Files must be received in Vector format EPS or AI files.

Photographic & Pixel based complex graphics (Bitmap Files) must be MINIMUM 75 dpi at actual output size.

Formats include, but may require editing: .tif, .bmp, & .jpg. Editing billed at \$70.00 per hour (one hour increments)

Artwork is to be received as print ready and to the exact measurements. No bleed or cropping.

Orders within 5 days of show will be charged a 50% rush order charge.

## Carpet Orders

| Item       | Discount Rate  | Standard Rate  | Total |
|------------|----------------|----------------|-------|
| 8' x 10'   | \$140.00       | \$160.00       |       |
| 8' x 20'   | \$280.00       | \$320.00       |       |
| Custom Cut | \$2.20 Sq. Ft. | \$3.00 Sq. Ft. |       |
| Under Pad  | \$0.85 Sq. Ft. | \$1.35 Sq. Ft. |       |
| Visqueen   | \$0.55 Sq. Ft. | \$0.80 Sq. Ft. |       |

Colour Options: Blue \_\_ Red \_\_ Black \_\_ Grey \_\_

**A surcharge may apply for damage due to cuts, oil and/or other means. No refund for cancellations at show site. Daily cleaning is not included in carpet rental price. Please refer to "Booth Cleaning Form". All rental carpet will be vacuumed once, after installation.**

|              |  |
|--------------|--|
| Sign-Total   |  |
| Carpet-Total |  |
| Sub-Total    |  |

**Enter Total on Summary page in this package.**



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# Booth Cleaning Form

**Show: BCMEA**  
**Date: October 18-20 2018**

To qualify for Pre-Show discount, orders must be received with payment in full, 14 days prior to show date.  
 All prices in Canadian Dollars. GST # 868185455RT

## Discount Rate

| Total Square Feet of Booth Space |   | Days Required           |   | Rate   | Total |
|----------------------------------|---|-------------------------|---|--------|-------|
|                                  | X | 3                       | X | \$0.60 |       |
| 100 Sq. Ft. Minimum              |   | Number of days required |   |        |       |

Booth Cleaning includes booth vacuuming, emptying of waste basket and general clean-up. Each day indicated will be considered one day ordered. Booth cleaning is for each day of show and is only available for ALL show days.

## Standard Rate & On-Site Orders

| Total Square Feet of Booth Space |   | Days Required           |   | Rate   | Total |
|----------------------------------|---|-------------------------|---|--------|-------|
|                                  | X | 3                       | X | \$0.78 |       |
| 100 Sq. Ft. Minimum              |   | Number of days required |   |        |       |

Booth Cleaning includes booth vacuuming, emptying of waste basket and general clean-up. Each day indicated will be considered one day ordered. Booth cleaning is for each day of show and is only available for all show days.

|                  |  |
|------------------|--|
| <b>Sub-Total</b> |  |
|------------------|--|

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**Note: Please review carefully as some items may not be available on-site.**



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# Order Form

**Show: BCMEA**  
**Date: October 18-20 2018**

| Item | Units | Description | Unit Pr. | Late Order | Total |
|------|-------|-------------|----------|------------|-------|
|      |       |             |          |            |       |
|      |       |             |          |            |       |
|      |       |             |          |            |       |
|      |       |             |          |            |       |
|      |       |             |          |            |       |
|      |       |             |          |            |       |
|      |       |             |          |            |       |
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Can-West Display reserves the right to adjust orders calculated incorrectly.  
 All prices in Canadian Dollars. HST # 868185455 RT0001

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| <b>Sub-Total</b> |  |
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**Enter Total on Summary page in this package.**

**Note:** Please review carefully as some items may not be available on-site.