



BCMEA Conference
October 24-26 2019

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
www.canwestdisplay.com

Location:

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

Exhibitor Move-In:

October 24—12pm

Exhibit Dates:

October 24-26 2019

Exhibitor Move-Out::

October 26 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 10 2019 to qualify for discount pricing.

Advance Warehouse:

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

**STANDS
EATS
MOUTS**



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

Summary Page

Show: **BCMEA**
Date: **October 24-26 2019**

Orders must be received by October 10 2019 with full payment to qualify for discount pricing. Orders received after October 5 2018 will be charged the Standard Show Rate. We reserve the right to adjust totals that are calculated incorrectly. All cancelled orders must be received, by us, in writing, at least 7 days prior to show opening to qualify for a refund.

Page	Item	Code	Disc. Rate	Show Rate	Units	Total
Rental		CO				
Octanorm		OC				
Drayage		MH				
Signage		SG				
Electrical		EL				
Labour		LB				
Misc. Order Form		MO				
Booth Cleaning		BC				

By signing this form, you agree to be bound by all terms and conditions of our payment policies. We will use this authorization to bill for all items ordered by you, your show site representative or (EAC) exhibitor appointed contractor for items ordered on this sheet or any additional show site orders or costs. These costs may include, but not limited to, material handling, labour, power, rentals, cartage or storage. I understand that I am ultimately responsible for payment of all charges and agree to be bound by the payment policies described on this form and the order forms included. I understand that the total amount of charges to my credit card are subject to final verification by Can-West Display Services Ltd. at the conclusion of the event noted on this page. If you are using any services provided by Can-West Display Services Ltd., this form must be completed, signed and returned. We reserve the right to adjust orders that are calculated incorrectly. **Once signed, this page will become the original receipt that should be used for reimbursements.**

Total	
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GST Reg. # 868185455RT0001

Discount Order Deadline is October 10 2019

Cardholder Name:
Signature:
Exhibiting Company:

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

Visa <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Sec #	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Number	Card Expiry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sub-Total	
GST 5%	
PST 7%	
Total	



Can-West Display Services Ltd.
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Drayage Order Form

Show: BCMEA
Date: October 24-26 2019

Material Handling Form & Invoice

Rates	Discount Deadline Date: Oct 10 2019
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Per CWT. \$75.00 per 100 lbs.	-Minimum Charge 200 lbs -Unmarked freight will rated at 30lbs. per cubic foot -When calculating weight, round up to the nearest 100 lbs. 741 lbs = 800 lbs. -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 (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 24-26 2019**

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 2019 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 24 2019

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

604-608-5655

Address shipment to:

BCMEA 2019 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:



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Drayage Order Form

Show: BCMEA
Date: October 24-26 2019

Outbound Material Handling Form & Invoice

Outbound Rates

Receiving Deadline Date: Oct 21 2019

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.	-Minimum Charge \$150.00 -Unmarked freight will rated at 28 lbs. per cubic foot -When calculating weight, round up to the nearest 100 lbs. 741 lbs = 800 lbs.
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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%	
Total	


















Enter Total on Summary page in this package.



Can-West Display Services Ltd.
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Rental Order Form

Show: BCMEA
Date: October 24-26 2019

Codes in Brackets		Disc.	Show			Disc.	Show
	Arm Chair (CO101)	\$45.00	\$55.00		30 x 30 x 30 Chrome Cocktail Table	\$50.00	\$69.00
	Folding Chair (CO102)	\$15.00	\$19.00		Hydraulic Cruiser 30" Diameter 30"-42" Heights White or Black Top	\$85.00	\$109.00
	Stool w/backrest	\$55.00	\$72.00		Skirted Tables: 8' x 2' (CO308) 6' x 2' (CO306) 4' x 2' (CO304) Undecorated(CO302)	\$80.00 \$60.00 \$55.00 \$40.00	\$95.00 \$84.00 \$65.00 \$50.00
	Lit. Racks Accordion Chrome	\$35.00 \$45.00	\$49.00 \$59.00		Counter High Skirted Tables 42" High	Add \$20.00 To Above pricing	Add \$24.00 To Above pricing
	Sign Holder (22" x 28") (CO106)	\$38.00	\$52.00		Cocktail Table 30"D 30" H (CO309) 42" H (CO310)	\$45.00 \$56.00	\$59.00 \$71.00
	Waste Basket (CO107)	\$15.00	\$21.00		Round Cube - Red, White, Black, Brown, Silver, Gold 22"W x 18"H	\$45.00	\$75.00
	Counter 1m x 1/2m x 1m (CO108)	\$140.00	\$160.00		Light Stand (power not-included) LED Bar Floor lights	\$45.00 \$75.00	\$65.00 \$90.00
	Bar 72" x 30" x 42" H White, Black (Bar-2)	\$260.00	\$310.00		Coffee Table (CT-12) End Table (ET-5)	\$75.00 \$54.00	\$92.00 \$73.00
	Easel (AV502)	\$24.00	\$32.00		Gold Frame Bar Stool Black Seat (BS-9) White Seat (BS-10)	\$65.00	\$80.00

Enter Total on Summary page in this package.

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



Can-West Display Services Ltd.
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Special Furniture Form

Show: BCMEA
Date: October 24-26 2019

Codes in Brackets		Disc.	Show			Disc.	Show
	Ladderback Stool-Black (BS-16)	\$48.00	\$62.00		Toronto Sofa -White (SS-18) -Black (SS-15)	\$310.00	\$410.00
	Equino Stool -White (BS-4) -Black (BS-5)	\$59.00	\$74.00		Toronto Loveseat -White (SS-19) -Black (SS-16)	\$240.00	\$320.00
	Pitt Bar Stool -White (BS-6) -Black (BS-7)	\$59.00	\$74.00		Toronto Chair -White (SS-20) -Black (SS-17)	\$180.00	\$230.00
	Coffee Table 18h x 24w x 48l White/Black End Table 18x 18	\$75.00 \$54.00	\$92.00 \$73.00		Vancouver Sofa -White, Gold, Brown -Black, Red	\$310.00	\$410.00
	Sectional Middle -White (SS-70) -Black (SS-67)	\$140.00 \$140.00	\$165.00 \$165.00		Vancouver Loveseat -White, Gold, Silver -Black, Brown, Red	\$240.00	\$320.00
	Sectional Corner -White (SS-69) -Black (SS-66)	\$150.00 \$150.00	\$175.00 \$175.00		Vancouver Chair -White, Gold, Red -Black, Silver, Brown	\$180.00	\$230.00
	Cruiser Table Glass Top 42"h x 30"d (CR-2)	\$75.00	\$91.00		Rnd Back Tub Chair -Black (SS-5) -White (SS-4)	\$155.00	\$195.00
	Cruiser Table Round Chrome (CR-6)	\$65.00	\$81.00		Contemporary Bench -White, Red, Silver -Black, Brown, Gold (SS-77)	\$135.00	\$185.00
	Cruiser Table Square Chrome (CR-3)	\$65.00	\$81.00		Contemporary Cube -White, Red, Gold -Black, Brown, Silver (SS-47)	\$45.00	\$75.00

Please refer to www.canwestdisplay.com for more furniture images

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Sub-Total	
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A/V Order Form

Show: BCMEA
Date: October 24-26 2019

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		
	Floor Pole Stand (only in conjunction with monitor rental)	\$75.00	\$95.00		
	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

Sub-Total	
Delivery	\$45.00
Total	

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

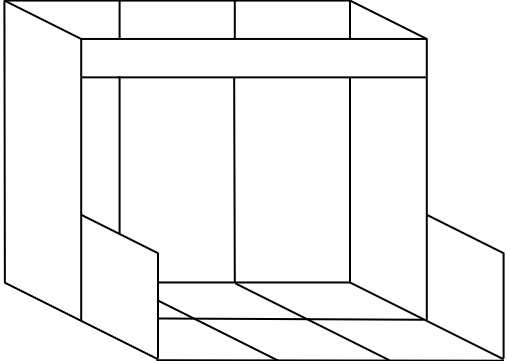


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Display Order Form

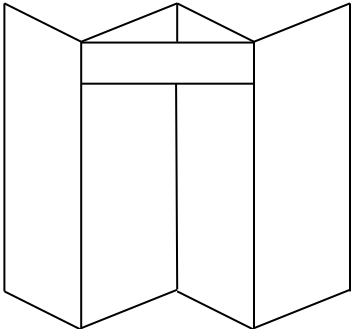
Show: BCMEA
Date: October 24-26 2019

Codes in Brackets

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

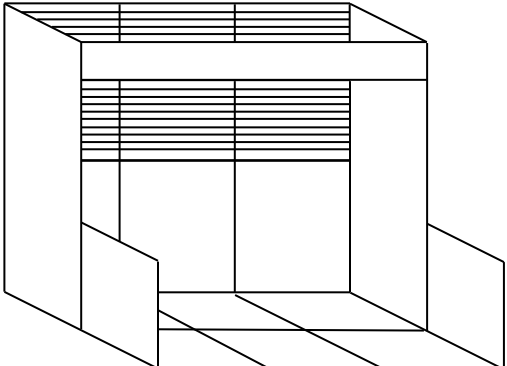
Comes complete with 3 chrome armbar lights & 1 sign
 (power not included)

Sign Copy:

Item	Pre-Show Price	Late Order
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Model 01 (OC700)</div> 	Vinyl Sintra \$400.00 Grey Burfab \$500.00 (Velcro compatible) 2.75m x 0.75 Footprint	\$530.00 \$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;">Model 01 (OC600)</div> 	Slatwall/ Sintra \$925.00 3m x 2m Footprint Slatwall Hooks \$1.50 Each	\$1090.00 \$2.00 Each (min. 20)

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

Sign Copy:

Enter totals on Summary	Sub-Total	
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Labour Order Form

Show: **BCMEA**
 Date: **October 24-26 2019**

Labour Rates		
Regular Time	8:00am—4:00pm Monday to Friday	\$75.00 per hour
Over Time	4:00pm—6:00pm Monday to Friday 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: _____	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: _____	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.

Inbound Freight Information	Carrier:
Origin:	Date Shipped:
Show Site: Advance:	

Exhibitor Information		
Company:		
Contact:	Booth:	
Street Address:		
City	Prov./State	Postal/Zip
Tel	Fax	

Enter Total on Summary page in this package.

GST Reg. # 868185455RT0001

Rate Adjustment (Office Use)	
Sub-Total	

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



Can-West Display Services Ltd.
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Sign & Carpet Order Form

Show: BCMEA
Date: October 24-26 2019

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, PDF 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 24-26 2019

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.

Sub-Total	
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Order Form

Show: BCMEA
Date: October 24-26 2019

Item	Units	Description	Unit Pr.	Late Order	Total

Can-West Display reserves the right to adjust orders calculated incorrectly.
All prices in Canadian Dollars. HST # 868185455 RT0001

Sub-Total |

Enter Total on Summary page in this package.

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