



ATMIA Canada Conference 2020
Sept 22-23 2020

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:

Sheraton Wall Centre Hotel
1088 Burrard St.
Vancouver BC
V6Z 2R9

Exhibitor Move-In:

Sept 21 2020

Exhibit Dates:

Sept 22 10:40am-6:30pm
Sept 23 10:45am-12:30pm

Exhibitor Move-Out::

Sept 23 2020 12:30pm-5pm

In Your Booth:

-10' x 10' Draped booth-8' Backwall, 3' Sidewing
-2 chairs
-1 6' Skirted Table
-1 Waste Basket

Carpet:

Hotel Grade Carpet

Discount Price Deadline:

To receive discount rates, please fill out enclosed order forms. Payment must be received by Sept 8 2020 to qualify for discount pricing.

Advance Warehouse for Courier Shipments:

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

**STARS
FACTOR
SHOWS**



Can-West Display Services Ltd.
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Summary Page

Show: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

Orders must be received by Sept 8 2020 with full payment to qualify for discount pricing. Orders received after Sept 8 2020 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				
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 Sept 8 2020

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 <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Card Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Sub-Total	
GST 5%	
PST 7%	
Total	

Rush!

Exhibition Material

From:

To:

Exhibiting Company

Booth #

ATMIA 2020

Show Date

Show City

C/O Can-West Display Services Ltd.
1586 Rand Ave. Vancouver BC V6P 3G2

Can-West Display Services

Carrier: _____

Number of Pieces: _____

Date Shipped: _____

Rush!

Exhibition Material

From:

To:

Exhibiting Company

Booth #

ATMIA 2020

Show Date

Show City

C/O Can-West Display Services Ltd.
1586 Rand Ave. Vancouver BC V6P 3G2

Can-West Display Services

Carrier: _____

Number of Pieces: _____

Date Shipped: _____



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Drayage Order Form

Show: **ATMIA Canada Conference 2020**
 Date: **Sept 22-23 2020**

Material Handling Form & Invoice

Rates

Courier Receiving Deadline Date: Sept 17 2020

Per CWT.	\$95.00 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	\$115.00 per 100 lbs.	

Please note: Wall Centre elevator dimensions are 7' long x 4' wide. Regular size doors to rooms.

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: **ATMIA Canada Conference 2020**
Date: **Sept 22-23 2020**

Advance Receiving for couriers—Receiving Deadline Sept 17 2020

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

604-608-5655

Address shipment to:

ATMIA Canada Conference 2020 c/o (Exhibitor Name & Booth Number)
c/o Can-West Display
1586 Rand Ave.
Vancouver BC

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 Sept 21 2020 Only

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

604-608-5655

Address shipment to:

ATMIA Canada Conference 2020 c/o (Exhibitor Name & Booth Number)
c/o Can-West Display Services Ltd.
1088 Burrard St.
Vancouver BC
V6Z 2R9

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: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

Outbound Material Handling Form & Invoice

Outbound Rates

Receiving Deadline Date: Sept 17 2020

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.	\$55.00 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

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 Order + 15%	
Total	
















Enter Total on Summary page in this package.



Can-West Display Services Ltd.
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Special Furniture Form

Show: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

Codes in Brackets		Disc.	Show			Disc.	Show
	Coffee Table Barn Door Top End Table Barn Door Top	\$75.00 \$54.00	\$85.00 \$64.00		30 x 30 x 30 Chrome Cocktail Table	\$50.00	\$69.00
	Folding Chair (CO102)	\$15.00	\$19.00		Sectional Bench SS-52 Black SS-53 White	\$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
	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 Counter 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

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

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.



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Rental Order Form

Show: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

Codes in Brackets		Disc.	Show			Disc.	Show
	Cruiser Table Gold- (CRU-8)	\$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, Silver	\$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

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Labour Order Form

Show: ATMA Canada Conference 2020
Date: Sept 22-23 2020

Labour Rates		
Regular Time	8:00am—4:00pm Monday to Friday	\$85.00 per hour
Over Time	4:00pm—6:00pm Monday to Friday 8:00am—4:00pm Saturday	\$105.00 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	\$85.00 per hour	Total _____
	Over Time	__ men	__ hours	\$105.00 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

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Rate Adjustment (Office Use)	
Sub-Total	



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A/V Order Form

Show: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

QTY.	Equipment	Advance Order Show Rate	Standard Show Rate		Total
	40" LCD Monitor	\$455.00	\$555.00		
	43" LCD Monitor	\$500.00	\$620.00		
	50-55" LCD Monitor	\$725.00	\$850.00		
	75" LCD Monitor	\$1350.00	\$1550.00		
	LED Par Lights (wireless)	\$105.00	\$132.00		
	DVD Player	\$50.00	\$75.00		
	Floor Pole Stand (in conjunction with monitor rental)	\$100.00	\$145.00		
	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

Delivery	\$65.00
Total	

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Sign & Carpet Order Form

Show: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

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- \$24.00 per sq ft. Discount Rate. \$30.00 per sq ft. Standard Rate
 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
10' x 10'	\$160.00	\$180.00	
10' x 20'	\$320.00	\$360.00	
Custom Cut	\$2.50 Sq. Ft.	\$3.50 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: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

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	2	X	\$0.90	
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	2	X	\$1.20	
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: ATMIA Canada Conference 2020
Date: Sept 22-23 2020

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	
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