



Halifax Office:  
1658 Market Street  
Halifax, NS B3J 1K9

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**Ideal Home Show**  
March 28-30, 2025  
Halifax Exhibition Centre  
Halifax NS

Dear Exhibitor,

Global Convention Services is pleased to be appointed by Show Management as the official Service Contractor for this Event. In the following pages, please find the necessary forms and information that will assist you with a successful exhibition experience.

Be sure to take advantage of discounted rates on various items. To receive the discounted rate, submit your completed forms along with Payment Form by the discounted date specified on the forms.

Should you have any questions, please feel free to contact our Exhibitor Services team and we will be happy to assist you with your needs.

We look forward to working with you on this event and wish you a successful show.

Global Convention Services Ltd.

**SERVICE CONTRACTOR CONTACT:** Global Convention Services  
1658 Market Street  
Halifax, NS B3J 1K9  
Tel. 902-425-1400 Fax: 902-423-4129  
Email: info@globalconvention.ca

**BOOTH EQUIPMENT:** *Each 10' wide x 10' deep exhibitor booth space consists of the following:*

- \* 8' high draped backwall and 3' high draped sidewalls.
- \* Standard show colour booth carpet.
- \* Daily booth vacuuming.
- \* Forklift service (up to 5000lb forklift) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.
- \* Empty container storage.

**NOTE: IT IS MANDATORY THAT ACCEPTABLE FLOOR COVERING BE LAID IN BULK BOOTHS.**  
**ELECTRICAL (10' x 10' BOOTHS):**  
^^ Each exhibitor, not per booth space, will receive one 110v, 750 wall (1 plug). Additional outlets can be ordered by completing the enclosed Electrical Form.

**EXHIBITOR MOVE-IN:**

Wednesday	March 26, 2025	8:30 AM	-	6:00 PM	General Move-In
Thursday	March 27, 2025	8:30 AM	-	6:00 PM	General Move-In

**Notes:** Aisle carpet will be laid at conclusion of exhibitor move-in. Small items can be carried in during this time, but absolutely no carts or dollies will be permitted on the show floor.

**EXHIBITION DATES:**

Friday	March 28, 2025	10:00 AM	-	8:00PM
Saturday	March 29, 2025	10:00 AM	-	6:00PM
Sunday	March 30, 2025	10:00 AM	-	4:00PM

**EXHIBITOR MOVE-OUT:**

Sunday	March 30, 2025	4:00 PM		8:00PM
Monday	March 31, 2025	8:30 AM	-	10:00AM

**Notes:** If freight is still on show floor at conclusion of Global tear down, Show Management reserves the right to ship your freight with the Official Show Carrier with all costs being billed to the exhibitor. If you are using another carrier and expect a problem with evening pick up, contact Show Management.

**ADVANCE PRICE DEADLINE:** In order to receive discounted rates on selected items, per dates listed on the enclosed forms, we must receive your order and payment by date below. Orders received after this date will be subject to Retail prices.

**March 14, 2025**

**ORDERING DEADLINE:** Ordering for this event will be available until: **March 21, 2025**  
Please contact our Exhibitor Services Department for availability after this date.

**MATERIAL HANDLING:** To expedite the move-in process we highly recommend sending all materials to the Global Advance Warehouse.

\*\* In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.

\*\* Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions.

**SHIPMENTS:** Please refer to the Material Handling order form for further information, costs and shipping labels.

**ADVANCE SHIPMENTS** should arrive between the dates indicated below. Freight received at advance warehouse prior to, or after, these dates will be subject to additional handling fees.

**February 21, 2025** to **March 21, 2025**

**DIRECT TO SITE SHIPMENTS** to arrive during scheduled exhibitor move-in times only!!

\*\* Freight received at venue in advance of exhibitor move-in risk having freight either refused by venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.

**POST-SHOW STRANDED FREIGHT:** Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.

















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1658 Market Street  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca

ORDERING DEADLINE: March 21, 2025

EVENT NAME Ideal Home Show DATES March 28-30, 2025  
 Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Booth Size \_\_\_\_\_

**SPECIFICATIONS ON SHIPMENTS - IN-BOUND \*\*\* Please provide copy of waybill \*\*\***

Carrier Name	Description	(L x W x H)	Weight
_____	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date	_____	_____	_____
_____	_____	_____	_____
Estimated Total Weight	_____	_____	_____
_____	_____	_____	_____
Total Weight			<input type="text"/>

**CALCULATION OF ORDER**

\*\* A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

\*\* Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight	CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)	
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$75.00	\$150.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$75.00	\$675.00

Service Type	Total Weight	CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)	
ADVANCED WAREHOUSE	_____	/ 100	_____	_____	X	\$75.00	_____
DIRECT TO SHOW SITE	Supplied by Show Management. Includes forklift service (up to 5000lb forklift) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.						
POST-SHOW RETURN TO WAREHOUSE	_____	/ 100	_____	_____	X	\$75.00	_____

**REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.**

\*\*\* PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.

\*\*\* Global Convention Services does not offer shipping, customs or brokerage services.

\*\*\* Global Convention Services Post-Show Return to Warehouse: Additional storage fees will apply after 5 business days on close of event.

\*\*\* Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: February 21, 2025 - March 21, 2025  
 Freight Accepted at Show Site: March 26, 2025

<b>SUMMARY</b>
\$ <input type="text"/>
<i>Carry this total to Method of Payment form</i>

### CONDITIONS

- \* Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

### LIABILITY

- \* Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- \* Shipments should be insured by the exhibitor.
- \* The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- \* Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- \* The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

### IMPORTANT INFORMATION

- \* Material Handling Form must be submitted at least **14 days** prior to show.
- \* Collect shipments **will not** be accepted.
- \* All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- \* All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- \* Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- \* Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- \* **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- \* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

### ADVANCED WAREHOUSE MATERIAL HANDLING

- \* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- \* Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

### DIRECT TO SITE MATERIAL HANDLING

- \* **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- \* *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- \* Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

### OUTBOUND SHIPMENTS

- \* Exhibitor is responsible for repacking their freight.
- \* **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- \* Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- \* **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- \* The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- \* No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- \* **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

**NOTE: Freight will not be released to ground transport until account has been settled with Global.**

### POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- \* Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- \* Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- \* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- \* Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- \* **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- \* **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

**USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.**

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

**February 21, 2025** TO **March 21, 2025**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Halifax, NS B3S 1B4

Show: **Ideal Home Show**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

.....

**USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.**

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

**February 21, 2025** TO **March 21, 2025**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Halifax, NS B3S 1B4

Show: **Ideal Home Show**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**Material Handling - Shipping Labels --- Advance Warehouse**

**USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.**

**Complete & submit Material Handling form to order show site material handling service.**

**!!! Freight to arrive on site during scheduled move in time only !!!**

**March 26, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O Halifax Exhibition Centre  
200 Prospect Road  
Halifax, NS, B3T 1P2

Show: **Ideal Home Show**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.**

**Complete & submit Material Handling form to order show site material handling service.**

**!!! Freight to arrive on site during scheduled move in time only !!!**

**March 26, 2025**

To: GLOBAL CONVENTION SERVICES  
C/O Halifax Exhibition Centre  
200 Prospect Road  
Halifax, NS, B3T 1P2

Show: **Ideal Home Show**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**Material Handling - Shipping Labels --- Direct to Show Site**













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**ADVANCE DEADLINE:** March 14, 2025  
**ORDERING DEADLINE:** March 21, 2025

**EVENT NAME** Ideal Home Show **DATES** March 28-30, 2025

**Exhibiting Company Billing Information**

Exhibiting Company: _____	<b>Booth #</b>
Exhibiting Company Billing Address: _____	
City / Province / Postal Code: _____	
Contact Name: _____	
Telephone: _____ Fax: _____ Email: _____	

**Third Party Company Information \*\*\* If Applicable \*\*\***

Third Party Company Name: \_\_\_\_\_  
 Third Party Billing Address: \_\_\_\_\_  
 City / Province / Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Services to be invoiced to Third Party Company**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> All Global Services      | <input type="checkbox"/> Booth Cleaning    | <input type="checkbox"/> Signage              | <input type="checkbox"/> In-Booth Forklift |
| <input type="checkbox"/> Furnishings              | <input type="checkbox"/> Electrical        | <input type="checkbox"/> Material Handling    | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Carpet, Plastic, Padding | <input type="checkbox"/> Hardwall Displays | <input type="checkbox"/> Display I & D Labour |  |

**INFORMATION**

- \* **Payment must accompany order. Order will not be processed without payment.**
- \* Advance pricing available until the date specified on order forms and when accompanied with payment.
- \* Global reserves the right to invoice at retail prices on orders received after pre-show deadline.
- \* Prices are based on duration of event and include site delivery, installation, and removal.
- \* *Prices are in Canadian funds.*
- \* Exhibitors are responsible for damage or loss of rental material.

**CANCELLATION OF ORDERS**

- \* Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.
  - \* If full service has been provided - subject to a 100% cancellation fee (no refund).
  - \* **Upon arrival to your booth for set up**, confirm that all items pre-ordered have been delivered to your booth. Notify the Global Service Desk immediately for any missing items.
- NOTE:** Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.

**PAYMENT INFORMATION**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

- BANK TRANSFER & E-TRANSFERS**
- \* Send e-transfers to: [accounting@globalconvention.ca](mailto:accounting@globalconvention.ca)
  - \* Contact office for Bank Transfer details
  - \* Customers are responsible for any bank processing fees
- CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges include labour & material handling services.

**PAYMENT INFORMATION**

Purchase Order # (if applicable) \_\_\_\_\_  
**(P.O. is for vendor's reference only. Payment must accompany order.)**

**Visa**    **MasterCard**    **Amex**   *2.75% Convenience Fee to be applied*

Card # \_\_\_\_\_  
 Expiry Date (Month/Year) \_\_\_\_\_ - \_\_\_\_\_   CVV # \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Cardholder Telephone \_\_\_\_\_

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet, Plastic & Cleaning	\$	_____
Electrical	\$	_____
Hardwall Displays	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Display Labour	\$	_____
Sign Hanging	\$	_____
In-Booth Forklift	\$	_____
	\$	_____

Copy of invoice sent on request.  
 Email \_\_\_\_\_

<b>Sub-Total of Items</b>	\$	_____
<b>15% HST</b>	\$	_____
<b>TOTAL</b>	\$	_____
<b>2.75% Convenience Fee</b>	\$	_____
<b>TOTAL ORDER (CDN)</b>	\$	_____

HST # 12259 9822 RT0001

**Method of Payment**