



7 - 850 Marion St. Winnipeg, MB Canada R2J 0K4  
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

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Dear Exhibitor

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

ATA - Automotive Trades Association  
October 4, 2024  
CanadInns Polo Park

Show rentals supplied:

Flame Resistant Draped Booth  
8' high Back Wall  
3' high Side Arms  
Comes with: 1 – 8' Decorated Table  
2 – Folding Chairs  
1 – Electrical Outlet

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

**MUST be completed & submitted with all orders. No exceptions. We do NOT invoice for exhibitor orders**

COMPANY NAME \_\_\_\_\_ BOOTH NO. # \_\_\_\_\_ If known

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 your order 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 order, 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.

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**

(ATA - Automotive Trades Association 2024)

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 \_\_\_\_\_

**We do NOT accept Debit or Visa/Debit**

Visa

MasterCard

Amex

Credit Card Account Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **CALCULATION OF ORDERS**

Drape/Carpet/Display Panels/Stages Rental Order Form – <i>page 3</i>	\$
Table Rental Order Form – <i>page 4</i>	\$
Chairs/Stools Rental Order Form – <i>page 5</i>	\$
Lounge Furniture Order Form – <i>page 6</i>	\$
Miscellaneous Rental Order Form – <i>page 7</i>	\$
Display Booth Rental Order Form – <i>page 8</i>	\$
Counters & Other Units Order Form – <i>page 9</i>	\$
Exhibit Installation Services – <i>page 10</i>	\$
Inbound Material Handling Form – <i>page 11</i>	\$
Outbound Material Handling Form – <i>page 12</i>	\$
<b>FULL PAYMENT DUE:</b>	<b>CDN \$</b>

**GST Reg # R100870906**

**Central Custom Design & Display Ltd**

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:

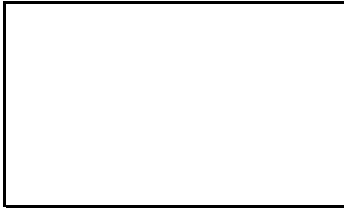
\$ \_\_\_\_\_

**\*Payments by cheque must be received at our office 7 days prior to event.**



# DRAPE, CARPET, DISPLAY PANELS, STAGES RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY



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, up to one week's duration.

UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4  
Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

<b>SHOW</b> ATA - Automotive Trades Association	<b>DATE</b> October 4, 2024	<b>LOCATION</b> CanadInns Polo Park
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>DRAPE WITH DRAPE HARDWARE INCLUDED (per linear foot)</b>				
	3' Charcoal Blue Black Red Dove/Beige	\$ 6.00	\$ 7.20	\$
	8' Charcoal Blue Black Red Dove/Beige	\$ 7.00	\$ 8.40	\$
	12' Black Silver	\$ 9.00	\$ 10.80	\$

<b>DRAPE HARDWARE ONLY (hardware without drape panels)</b>				
	8' Upright	\$ 12.00	\$ 14.40	\$
	Base	\$ 12.00	\$ 14.40	\$
	Telescopic Crossbar	\$ 12.00	\$ 14.40	\$

<b>DISPLAY PANELS ON LEGS</b>				
	Pegboard 4' x 8' Hooks not included	\$ 75.00	\$ 90.00	\$
	Bulletin Board 4' x 8' Thumbtack only	\$ 75.00	\$ 90.00	\$

Please indicate for above **Horizontal** **Vertical**

	4' x 3' Velcro poster board 78" high	\$ 75.00	\$ 90.00	\$
	4' x 6' Velcro poster board 78" high	\$ 95.00	\$ 114.00	\$
	4' x 9' Velcro poster board 78" high	\$ 120.00	\$ 144.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>CARPET *carpet requirements over 300 sq ft are considered bulk area</b>				
	10' x 10' Installed (colour choice below)	\$ 140.00	\$ 168.00	\$
	10' x 20' Installed (colour choice below)	\$ 270.00	\$ 324.00	\$
	10' x 30' Installed (colour choice below)	\$ 405.00	\$ 486.00	\$

**Grey Blue Black Red Green**

	Bulk Areas per sq ft (colour choice below)	\$ 1.40	\$ 1.68	\$
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**Grey Black Red Green**

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

\* Cutting & waste charges will apply to bulk carpet orders that are not in 10' increments

	Underlay per sq ft	\$ 1.10	\$ 1.32	\$
	Plastic Covering for protection per sq ft	\$ 0.35	\$ 0.42	\$

exhibitor responsible for removing plastic covering

<b>STAGING / RAMPS</b>				
	Staging - Fashion Ramp - 4' X 8'	\$ 125.00	\$ 150.00	\$
	Stairs - 16" or 20" High	\$ 90.00	\$ 108.00	\$
	Stairs - 30" or 40" High includes railing	\$ 125.00	\$ 150.00	\$
	Railing per lin ft	\$ 8.00	\$ 9.60	\$

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

**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

<b>SUB-TOTAL</b>	\$
<b>PROV SALES TAX 7%</b>	\$
<b>G.S.T. 5%</b>	\$
<b>TOTAL</b>	<b>CDN \$</b>

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

If known



Velcro Poster Board (grey & black side) 4' x 3'



Velcro Poster Board (grey & black side) 4' x 6'



Velcro Poster Board (grey & black side) 4' x 9'



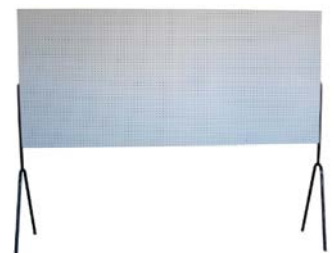
4' x 8' Stage shown - 20", 30" & 40" high



Peg Board - Vertical



Bulletin Board



Peg Board - Horizontal

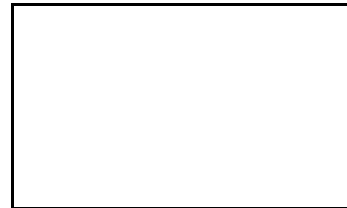


# TABLE RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY

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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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<b>DECORATED TABLES - 30" High, 24" Wide, White Tops Only</b>				
	8' Decorated (3 sides) (colour choice below)	\$ 80.00	\$ 96.00	\$
	6' Decorated (3 sides) (colour choice below)	\$ 75.00	\$ 90.00	\$
	4' Decorated (4 sides) (colour choice below)	\$ 70.00	\$ 84.00	\$
	<b>Blue Red Black Silver Dove/Beige</b>			

	Undecorated - Vinyl Top Only	\$ 45.00	\$ 54.00	\$
	<b>8' 6' 4'</b>			

	40" High Tables (3 sides) <i>Black Only</i>	\$100.00	\$120.00	\$
	<b>8' 6' 4'</b>			
	40" High Tables - Undecorated	\$ 75.00	\$ 90.00	\$
	<b>8' 6' 4'</b>			

	Table Skirt (skirt 4th side)	\$ 40.00	\$ 48.00	\$
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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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<b>TABLES</b>				
	Cruiser Table 42" High	\$ 70.00	\$ 84.00	\$
	Spandex Cover for cruiser or pedestal	\$ 35.00	\$ 42.00	\$
	Pedestal table 30" High	\$ 55.00	\$ 66.00	\$
	Round Coffee Table 18" High	\$ 55.00	\$ 66.00	\$

	Decorated Table Riser	\$ 30.00	\$ 36.00	\$
	6' Long - 12" Wide - 12" High			

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX</b>	7%	\$
<b>G.S.T.</b>	5%	\$
<b>TOTAL</b>	<b>CDN</b>	\$

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

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



8' Decorated table (red shown)



6' Decorated table (blue shown)



4' Decorated table (silver shown)



Cruiser table 42" high



Spandex Cover



Undecorated table (8' shown)



Table riser



40" high Decorated table (black only)



Round Coffee Table 18" high

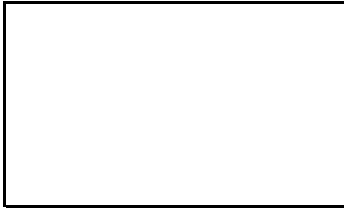


Pedestal table 30" high



# CHAIRS/STOOLS RENTAL ORDER FORM

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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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CHAIRS				
	Deluxe Armchair	\$ 50.00	\$ 60.00	\$
	Padded Banquet Chair - no arms	\$ 45.00	\$ 54.00	\$
	Advantage Armchair	\$ 40.00	\$ 48.00	\$
	Folding Chair	\$ 20.00	\$ 24.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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STOOLS				
	Deluxe Stool - Highback Pneumatic	\$ 75.00	\$ 90.00	\$
	Stool - Highback Manual	\$ 60.00	\$ 72.00	\$
	Bar Stool	\$ 60.00	\$ 72.00	\$
	White Adjustable Stool - Pneumatic	\$ 90.00	\$108.00	\$

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

**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX 7%</b>		\$
<b>G.S.T. 5%</b>		\$
<b>TOTAL</b>	<b>CDN</b>	\$

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

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COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

If known



Deluxe Armchair



Banquet Chair



Advantage Armchair



Folding Chair



Deluxe Stool



Stools - Highback Manual



Bar Stool



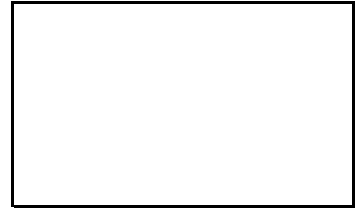
White Adjustable Stool





# LOUNGE FURNITURE

CENTRAL DISPLAY USE ONLY



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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>LOUNGE FURNITURE</b>				
	Black Leather Couch	\$300.00	\$ 360.00	\$
	Black Leather Loveseat	\$250.00	\$ 300.00	\$
	Black Leather Armchair	\$160.00	\$ 192.00	\$
	Leather Tub Chair	\$130.00	\$ 156.00	\$
	White Leather Couch	\$375.00	\$ 450.00	\$
	White Leather Loveseat	\$300.00	\$ 360.00	\$
	White Leather Chair	\$200.00	\$ 240.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>TABLES</b>				
	Wood/Metal Coffee Table	\$ 90.00	\$ 108.00	\$
	Wood/Metal End Table	\$ 70.00	\$ 84.00	\$
	White Coffee Table	\$ 90.00	\$ 108.00	\$
	White End Table	\$ 70.00	\$ 84.00	\$

<b>SUB-TOTAL</b>		\$
<b>PROV SALES TAX 7%</b>		\$
<b>G.S.T. 5%</b>		\$
<b>TOTAL</b>	<b>CDN</b>	\$

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

**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 less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

If known



Black Leather Couch



Black Leather Loveseat



Black Leather Armchair



White Leather Couch



White Leather Loveseat



White Leather Chair



Wood/Metal Coffee Table



Wood/Metal End Table



White Coffee Table



White End Table

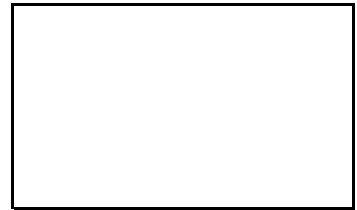


Leather Tub Chair



# MISCELLANEOUS RENTAL ORDER FORM

CENTRAL DISPLAY USE ONLY



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QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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**MISCELLANEOUS**

	Chrome Stanchion Incl Velour Rope	\$ 30.00	\$ 36.00	\$
	Easel	\$ 30.00	\$ 36.00	\$
	Garment Rack - Inc 20 Hangers	\$ 40.00	\$ 48.00	\$
	Bag Rack	\$ 60.00	\$ 72.00	\$
	Sign Holder - Chrome 22" x 28"	\$ 40.00	\$ 48.00	\$
	Literature Stand - single	\$ 80.00	\$ 96.00	\$
	Literature Stand - double	\$ 140.00	\$ 168.00	\$
	Gridwall - 2' x 7' chrome <small>NOTE: 2 required for it to stand</small>	\$ 40.00	\$ 48.00	\$
	Velcro Mount Brochure Holder	\$ 25.00	\$ 30.00	\$
	Waste Basket	\$ 15.00	\$ 18.00	\$
	Draw Drum	\$ 45.00	\$ 54.00	\$
	Ballot Box (purchase)	\$ 30.00	\$ 36.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
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**MISCELLANEOUS**

	3' Silk Plants	\$ 45.00	\$ 54.00	\$
	150 Watt Flood lights Incl Hardware	\$ 40.00	\$ 48.00	\$
	300 Watt Halogen Lights Incl Hardware	\$ 50.00	\$ 60.00	\$
	2 Sided Carpet Tape (2"W x 33m)	\$ 25.00	\$ 25.00	\$
	Single Sided Floor Tape (2"W x 55m)	\$ 20.00	\$ 20.00	\$
	28" 4K Monitor	\$ 350.00	\$ 420.00	\$
	32" Smart Flat Screen TV with HDMI	\$ 250.00	\$ 300.00	\$
	40" Smart Flat Screen TV with HDMI	\$ 350.00	\$ 420.00	\$
	50" Smart Flat Screen TV with HDMI	\$ 450.00	\$ 540.00	\$
	70" Smart Flat Screen TV with HDMI	\$ 850.00	\$ 1,020.00	\$
	TV Stand <small>NOTE: TV bracket (not included) &amp; is required for the stand if you are not renting a TV</small>	\$ 100.00	\$ 120.00	\$
				\$

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

**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

<b>SUB-TOTAL</b>	\$
<b>PROV SALES TAX 7%</b>	\$
<b>G.S.T. 5%</b>	\$
<b>TOTAL</b>	<b>CDN \$</b>

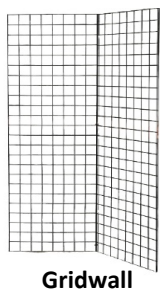
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COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



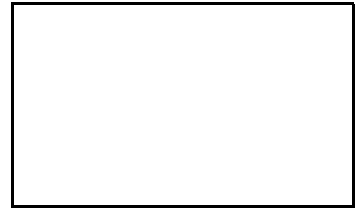


# DISPLAY BOOTH RENTAL ORDER FORM

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**Octanorm - 3 meters - Fabric Wrap Display**  
exhibitor keeps fabric wrap portion of display



**Octanorm – 3 meters shown - black fabric Model 100 (signage optional)**  
also available in 6 meters



**Octanorm – 3 meters with Counter - black fabric Model 101 (signage optional)**  
also available in 6 meters



**Pop-up Display - 10' wide x 8' tall**

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>DISPLAYS &amp; OCTANORM BOOTHS</b>				
	3m - Model 100 (10'W)	\$ 750.00	\$ 900.00	\$
	6m - Model 200 (20'W) <i>(not shown)</i>	\$ 1,050.00	\$ 1,260.00	\$
	3m & counter - Model 101 (10'W)	\$ 950.00	\$ 1,140.00	\$
	6m & counter - Model 201 (20'W) <i>(not shown)</i>	\$ 1,250.00	\$ 1,500.00	\$
	3m fabric wrapped	\$ 1,300.00	\$ 1,560.00	\$
	Pop-up Display 10'W <b>Black Grey</b>	\$ 500.00	\$ 600.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>OCTANORM GRAPHICS</b>				
	3m Header Sign	\$ 150.00	\$ 180.00	\$
	6m Header Sign	\$ 300.00	\$ 360.00	\$
	Full height panels (1m x 2.5m)	\$ 350.00	\$ 420.00	\$
	Counter panels - front (1m x 1m)	\$ 150.00	\$ 180.00	\$

**\*Graphic prices are based on print ready files**

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

<b>ACCESSORIES - cost per meter</b>				
	Octanorm Slatwall - 1m	\$ 75.00	\$ 90.00	\$
	Octanorm Light	\$ 25.00	\$ 30.00	\$
	Octanorm Shelves - 1m	\$ 25.00	\$ 30.00	\$
	Velcro - 1m	\$ 5.00	\$ 6.00	\$

<b>SUB-TOTAL</b>	\$
<b>PROV SALES TAX 7%</b>	\$
<b>G.S.T. 5%</b>	\$
<b>TOTAL</b>	<b>CDN \$</b>

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COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**





# COUNTERS & OTHER UNITS RENTAL ORDER FORM

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Jewellery Case



Counters – black or white



Ballot/Draw Counter

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>COUNTERS - 1/2m x 1m x 1m</b>				
	<b>Black White</b>	\$ 200.00	\$ 240.00	\$
	<b>Sliding door No Sliding door</b>			
	shelf	\$ 25.00	\$ 30.00	\$

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
<b>JEWELLERY CASES - with lights</b>				
	1/2m x 1m x 1m	\$ 250.00	\$ 300.00	\$
<b>BALLET/DRAW COUNTER</b>				
	1/2m x 1/2m x 1m	\$ 150.00	\$ 180.00	\$
	1/2m x 1m x 1m (shown)	\$ 225.00	\$ 270.00	\$

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

**ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T**

SUB-TOTAL	\$
PROV SALES TAX 7%	\$
G.S.T. 5%	\$
<b>TOTAL</b>	<b>CDN \$</b>

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

**CANCELLATION / EXCHANGE POLICY:** Items cancelled or exchanged less than 7 business days prior to show start will be refunded at 50% of original cost.

COMPANY \_\_\_\_\_

BOOTH # \_\_\_\_\_

**If known**



**EXHIBIT INSTALLATION SERVICES**

CENTRAL DISPLAY USE ONLY

UNIT # 7 - 850 MARION ST. WINNIPEG, MB Canada R2J 0K4  
 Phone: (204) 237-3367 Fax: (204) 235-1063 Email: info@centraldisplay.ca

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, up to one week's duration.

**SHOW: ATA - Automotive Trades Association**  
**DATE: October 4, 2024**  
**VENUE: CanadInns Polo Park**

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.

**LABOUR SERVICE MAY BE LIMITED & WILL BE PROVIDED ON A FIRST COME / FIRST SERVE BASIS**

Company \_\_\_\_\_

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

**If known**

**LABOUR RATES**

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

**Regular hours per staff** **Mon. – Fri., 8am – 5pm**  
**Installer rate (CLIENT SUPERVISED)** **\$75.00/hour**  
**Supervisor rate** **\$85.00/hour**

**Overtime hours per staff** **Evenings, weekends, & holidays**  
**Installer rate (CLIENT SUPERVISED)** **\$112.50/hour**  
**Supervisor rate** **\$127.50/hour**

Date	Start Time	No. of Staff	Approx. Hrs. per Person <small>Min. 4 hrs./staff</small>	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	x _____	_____ = _____	_____	@ \$ _____	= \$ _____

**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.)**

<b>SUB-TOTAL</b>		\$ _____
<b>PROV SALES TAX 7%</b>		N/A
<b>G.S.T. 5%</b>		\$ _____
<b>TOTAL</b>	<b>CDN</b>	\$ _____

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

SPECIAL INSTRUCTIONS:

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**\*\*IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE\*\***

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







## **MATERIAL HANDLING - General Information**

Inbound Material Handling is offered in conjunction with our Outbound Material Handling Service. You must complete one or both of the attached Material Handling Order Form according to your needs.

**\*EXHIBIT MATERIAL REMAINING ON SITE BEYOND THE DESIGNATED MOVE-OUT TIME MIGHT BE FORCED TO OUR WAREHOUSE AT THE RATE LISTED ON OUR OUTBOUND MATERIAL HANDLING FORM.\***

**Inbound Material Handling** is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage. This is not to be confused with the **freight** cost to transport your exhibit material to and from the event.

### **Benefits of Advance Shipping to the Central Display Warehouse**

- Storage of materials for up to 21 days prior to your show.
- Delivery of shipments to your booth.
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### **How to Ship in Advance to the Central Display Warehouse (not the Venue)**

- Remove all old shipping and empty storage labels.
- Complete the enclosed *Inbound* Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

### **Storing Empty Containers**

- Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the Central Display Service Desk. Depending on the size of the show, it can take from 30 minutes to 2 hours to return empty containers.
- Do not store any items in crates marked empty.

**Outbound Material Handling** is the removal of display material from the show floor, transportation to Central Display's warehouse, and storage for up to (5) days. This is not to be confused with the **freight** cost to transport your exhibit material to and from the event.

### **How to use Outbound Material Handling through Central Display**

- Complete the enclosed *Outbound* Material Handling order form.
- Remove all old shipping and empty storage labels.
- ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY SLIP showing the number of pieces, weight, and type of merchandise.
- Arrange pick up of display material with carrier of your choice.

### **Benefits of Outbound Material Handling/Storage through Central Display Warehouse**

- Most facilities and events require outbound freight be removed from show site immediately following the close of the event. If this policy is inconvenient for you and/or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during regular business hours.



Advance Shipping Label

EVENT: ATA - Automotive Trades Association

BOOTH # \_\_\_\_\_ (If known)

EXHIBITION FREIGHT

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:

**CENTRAL DISPLAY LTD.  
UNIT #7 – 850 MARION STREET  
WINNIPEG, MB R2J 0K4  
CANADA**

Number of pieces: \_\_\_\_\_ of \_\_\_\_\_ pieces

Weight: \_\_\_\_\_ lbs

Warehouse hours: Mon – Fri 9:00 a.m – 4:00 p.m.

Advance Shipping Label

EVENT: ATA - Automotive Trades Association

BOOTH # \_\_\_\_\_ (If known)

EXHIBITION FREIGHT

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:

**CENTRAL DISPLAY LTD.  
UNIT #7 – 850 MARION STREET  
WINNIPEG, MB R2J 0K4  
CANADA**

Number of pieces: \_\_\_\_\_ of \_\_\_\_\_ pieces

Weight: \_\_\_\_\_ lbs

Warehouse hours: Mon – Fri 9:00 a.m – 4:00 p.m.