



The **AUDIO / VISUAL** Experience

Please Fill Out:

Tradeshow Name: _____

Tradeshow Dates: _____

TRADESHOW PACKAGE

22 Pearl Place • St John's, NL • Canada • A1E 4P3
Phone: 709.739.6666
Email: bhollett@canadianavinc.com

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Enquiries

**Canadian AV is proud to offer
24 hour 7 days a week contact.**

Address: 22 Pearl Place
St. John's, NL
Canada
A1E 4P3

Phone 709.739.6666
Phone 709.579.5959
Fax 709.739.6455

Email: bhollett@canadianavinc.com

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WELCOME

Canadian AV INC. are proud to be the Exhibitor Service Provider and Audio Visual provider for your upcoming Conference and Trade show.

As the largest audio visual and trade show supplier in the province we promise to live by our mantra “*WHENEVER, WHATEVER!*”. What ever you require great or small we promise to ensure an outstanding event in our beautiful province, Newfoundland and Labrador. Thank you for allowing us the opportunity to work together!

Shipping information

Important Notes on Shipping – Must Read!

- Canadian AV is not responsible for arranging shipping of freight from our warehouse back to your office.
- Arrangement of pickup (Via: UPS, Fed EX, Etc.) can be made 24 hours after the tradeshow is finished. If freight is not picked 72 hours after the end of tradeshow, storage fees will apply.
- Canadian AV INC. warehouse address is: 22 Pearl Place, St. John’s NL, A1E 4P3
- Once a pickup has been scheduled, please scan and e-mail a copy of the bill of lading to Brad Hollett via bhollett@canadianavinc.com. *Make sure to include the name of your company in the subject line of the email.*
- Canadian AV will accept **ADVANCED SHIPMENTS** one month prior to your event. Our warehouse hours are Monday – Friday 9am-5pm. Shipments will be accepted anytime during these hours.
- **DEADLINE FOR RECEIVING ADVANCED SHIPMENTS is (48 hours before event)**

PLEASE SEND ADVANCED SHIPMENTS TO:

CONFERENCE/TRADESHOW NAME
EXHIBITING COMPANY NAME
BOOTH NUMBER
NUMBER OF PACKAGES **(IE. 1 OF 5)**
C/O Canadian AV
22 Pearl Place
St. John's NL, A1E 4P3

Please note that shipping to St. John's can be delayed due to weather, as most shipment is done via ferry. Please ensure to ship your materials at least 5 business days earlier than standard.

Canadian AV INC. will accept responsibility of your materials while it is in our possession. Once materials are delivered on site Canadian AV INC. will no longer be liable until pick up. We have the right to refuse damaged, missing/unsealed, or improperly labeled packages. If you require Canadian AV INC. to setup or tear down your materials, please fill out the **DRAYAGE/STORAGE** order form located on page 5. When your event is completed we will remove all your packaged materials back to our warehouse for reloading on to outboard carriers.

Please provide all return information here:

COMPANY NAME _____

SHIPPING ADDRESS _____

PHONE NUMBER _____

SHIPPING COMPANY _____ **ACCOUNT NUMBER** _____

Customs Brokerage Canadian Import / Export
P.F Collins St John's Office 709-726-7596

Don't forget to e-mail a copy of the bill of lading to Brad Hollett via bhollett@canadianavinc.com. Make sure you include the name of your company in the subject line of the email.

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Costs of Delivery

INDIVIDUAL BOX OR PACKAGE (36" x 36" x 48" MAX 50LBS OR LESS) - \$20 EACH
MULTIPLE BOXES OR PALLETS - \$0.50 per Lbs. (\$75 Min. Charge)

Costs of Drayage/Storage

FOR EVERY TRADESHOW, 5 BUSINESS DAY OF DRAYAGE/STORAGE IS INCLUDED FOR FREE

BEYOND 5 BUSINESS DAYS:

INDIVIDUAL BOX OR PACKAGE (36" x 36" x 48" MAX 50LBS OR LESS) - \$20 A WEEK

MULTIPLE BOXES OR PALLETS - \$0.50 per Lbs A WEEK

ITEMS SHIPPED TO CANADIAN AV

ITEM	DESCRIPTION OF ARTICLES	DIMENSIONS L*W*H	WEIGHT Specify lbs or kgs	ESTIMATED VALUE

ITEMS SHIPPED FROM CANADIAN AV

ITEM	DESCRIPTION OF ARTICLES	DIMENSIONS L*W*H	WEIGHT Specify lbs or kgs	ESTIMATED VALUE

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Audio/Visual Order Form

COMPANY NAME: _____

EVENT NAME: _____

BOOTH NUMBER: _____

Video monitors and players

QUANTITY	EQUIPMENT	ADVANCE ORDER	LATE /ON-SITE ORDER
	19" LCD MONITOR	\$75/DAY	\$110/DAY
	22" FLAT SCREEN MONITOR	\$100/DAY	\$140/DAY
	42" LCD MONITOR	\$195/DAY	\$275/DAY
	52" LCD MONITOR	\$295/DAY	\$375/DAY
	DVD PLAYER	\$40/DAY	\$48/DAY
	BLUE RAY PLAYER	\$40/DAY	\$48/DAY
	42" HIGH DRAPED CART	\$20/DAY	\$30/DAY

Computers and computer monitors

QUANTITY	EQUIPMENT	ADVANCE ORDER	LATE/ON-SITE ORDER
	LAPTOP	\$125/DAY	\$150/DAY
	DESK TOP	\$125/DAY	\$150/DAY
	LASER JET PRINTER	\$75/DAY	\$90/DAY
	COMPUTER SPEAKERS	\$35/DAY	\$45/DAY
	19" LCD MONITOR	\$75/DAY	\$110/DAY
	22" FLAT SCREEN MONITOR	\$100/DAY	\$140/DAY
	42" LCD MONITOR	\$195/DAY	\$275/DAY
	52" LCD MONITOR	\$295/DAY	\$375/DAY
	42" HIGH DRAPED CART	\$20/DAY	\$30/DAY

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Furniture Order Form

COMPANY NAME: _____

EVENT NAME: _____

BOOTH NUMBER: _____

QUANTITY	EQUIPMENT	ADVANCE ORDER	LATE/ ON-SITE ORDER
	6' SKIRTED BANQUET TABLE	\$25/DAY	\$30/DAY
	4' SKIRTED BANQUET TABLE	\$20/DAY	\$25/DAY
	40" HIGH 30" DIAMETER ROUND BISTRO TABLE	\$40.00/DAY	\$50/DAY
	Scuba stretch table form for Bistro table (Includes cleaning charge)	\$24/DAY	\$29/DAY
	40" high - approx 2' x 2' square counter (black fabric) with wire management & internal storage	\$73/DAY	\$80/DAY
	40" high - approx 4' x 2' square counter (black fabric) with wire management & internal storage	\$127/DAY	\$150/DAY
	40" high - 4' x 2' black draped high table	\$60/DAY	\$67/DAY
	40" high - 6' x 30" black draped high table	\$73/DAY	\$80/DAY
	29" High table skirt for banquet table	\$16/ DAY	\$21/DAY
	White linen table cloth for 4' or 6' banquet table	\$7/ DAY	\$12/DAY
	White vinyl table cloth for up to 8' banquet table	\$3/DAY	\$7/DAY
	Glass top coffee table	\$80/DAY	\$87/DAY
	Glass top coffee table with two end tables	\$173/DAY	\$190/DAY
	40" high, 23" round (enclosed) pedestal Tambour table (black or grey fabric)	\$73/DAY	\$80/DAY
	High back swivel stool (brown)	\$20/DAY	\$25/DAY

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Furniture Order Form (Page 2)

QUANTITY	EQUIPMENT	ADVANCE ORDER	LATE /ON-SITE ORDER
	High back non-swivel stool (black)	\$20/DAY	\$25/DAY
	Club Chair (black leather)	\$79/DAY	\$86/DAY
	Deluxe cloth armchair (grey fabric)	\$7/DAY	\$12/DAY
	Love Seat (black leather)	\$172/DAY	\$190/DAY
	Booth Carpet per 100 sq.ft. (rounded up to nearest 100) Underpad extra \$37.50 per 100 sq.ft	\$100/DAY	\$115/DAY
	6' Panel Tabletop Display (39" high) (black, blue, or silver Velcro-compatible fabric panels)	\$113/DAY	\$120/DAY
	6' Curved Tabletop Display (52" high) (black, blue, or silver Velcro-compatible fabric panels)	\$200/DAY	\$230/DAY
	Lights for Tabletop Displays (above 2 lines)	\$13/DAY	\$18/DAY
	10 pocket literature stand	\$60/DAY	\$67/DAY
	Mini literature stand (4-6 pockets)	\$40/DAY	\$45/DAY
	Medium artificial plant	\$40/DAY	\$45/DAY
	Easel	\$20/DAY	\$25/DAY
	Clear Plexi glass ballot box	\$13/DAY	\$18/DAY
	Mini fridge (3.2 cubic feet)	\$65/DAY	\$72/DAY
	4' x 8' Poster board (2-sided) (inside dimensions: 45" x 91")	\$66/DAY	\$73/DAY
	3' x 4' Fabric poster board (2-sided)	\$66/DAY	\$73/DAY
	6' High Truss computer kiosk	\$234/DAY	\$249/DAY
	42" high glass display case (showcase dimensions - 15" H x 22" D x 48" L)	\$127/DAY	\$137/DAY
	Registration desk (Octa-norm construction)	\$433/DAY	\$475/DAY
	Stanchion (price per stanchion upright)	\$26/DAY	\$31/DAY
	10' Red Velour Rope	\$7/DAY	\$12/DAY
	Red aisle carpeting (price per running foot)	\$5/DAY	\$10/DAY

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Booth Order Form

QUANTITY	EQUIPMENT	ADVANCE ORDER	LATE/ON-SITE ORDER
	8 X 10 BOOTH	\$50 /DAY	\$60 /DAY
	8 X 10 CARPET	\$100 /DAY	\$125 /DAY

Electrical Order Form

QUANTITY	EQUIPMENT	ADVANCE ORDER	LATE / ON-SITE ORDER
	15AMP CIRCUIT	\$50 /DAY	\$60 /DAY
	30 AMP CIRCUIT	\$70 /DAY	\$85 /DAY
	25' AC CORD	\$5 /DAY	\$6 /DAY
	POWER BAR	\$5 /DAY	\$6 /DAY

***IF YOU REQUIRE ANY OTHER EQUIPMENT PLEASE CONTACT OUR OFFICE.**

Labour Order Form

COMPANY NAME: _____

EVENT NAME: _____

BOOTH NUMBER: _____

Display labour rates (TWO HOUR MINIMUM PER WORKER)

Straight time 8am – 12am Monday to Friday **\$56 per hour**

Over time 12am – 8am Monday to Friday **\$84 per hour**

8am – 12am Saturday and Sunday

Double time 12am – 8am Saturday and Sunday **\$112 per hour**

All Holidays

Install and dismantle labour

DATE	START TIME	# OF PERSONS	APPROX. HOURS PER PERSON	HOURLY RATE

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Payment Form

COMPANY NAME: _____

EVENT NAME: _____

BOOTH NUMBER: _____

EVENT DATES: _____

Type of Card (Visa/MasterCard/Amex): _____

Card Number: _____

Expiration Date: _____

Card Holders' Name (please print): _____

Card Holders' Signature: _____

Email Address: _____

SUB TOTALS

Inbound Shipment		
Outbound Shipment		
Storage	Days stored	
Audio Visual	Days used	
Furniture	Days used	
Booth	Days used	
Electrical	Days used	
Labour		
	Sub Total	
	HST 13%	
	Total	

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