



47th Annual Conference / 47e Congrès Annuel May 24 to 27- 2009 - du 24 au 27 mai Westin Nova Scotian Hotel, Halifax NS

Included in the Exhibitor Manual

- Registration Form – Exhibitors are entitled to 1 complimentary registration per booth and 2 complimentary booth staff – **deadline for submission April 1, 2009**. This form may also be used to order Extra Tickets.
- Booth Staff Badge Request Form – **deadline for submission April 1, 2009**. This form may also be used to order all Extra Tickets for your staff members.
- Exhibits Floor Plan, Booth Allocation Chart, Vendor Demo Times
- Exhibitor Order Forms – for extra trade show requirements, electrical, drayage, etc.



47th Annual Conference / 47^e Congrès Annuel May 24 to 27- 2009 - du 24 au 27 mai Westin Nova Scotian Hotel, Halifax NS

Display Times

The move-in period is: Saturday May 23, 2009 12:00-17:00
Sunday May 24, 2009 07:00-11:00

Display Period: Sunday May 24, 2009 12:00-17:00
Monday May 25, 2009 07:30-18:30
Tuesday May 26, 2009 07:30-15:30¹

¹ Please note that the Exhibit Hall will be closed on Tuesday during the Annual General Meeting (Part 2).

The move-out period is: Tuesday May 26, 2009 15:30-17:30

Events in the Exhibit Hall:

Sunday Opening of Exhibit Hall and Lunch

Monday – Exhibitor Wine & Cheese Reception

Sunday, Monday and Tuesday – Refreshment Breaks

Tuesday – Lunch

Please note the exhibit hall consists of the Commonwealth Ballroom.
Exhibitors should check in at the Registration desk during the move-in period.



47th Annual Conference / 47e Congrès Annuel

May 24 to 27- 2009 - du 24 au 27 mai
Westin Nova Scotian Hotel, Halifax NS

Complimentary Exhibitor Registration Form

(One complimentary registration per Exhibit Booth)

Title: Mr. Ms. Dr.

Surname _____ First name _____

Institution/Organization: _____

Mailing Address: _____

_____ city _____ province _____ postal code

Tel: _____ Fax: _____

Email: _____ Member #: _____

* Exhibiting Companies are entitled to 1 complimentary Full registration per booth.¹

¹ includes Wine & Cheese Reception, Gala Banquet, entry to all sessions and trade show, 2 lunches, 2 breakfasts.

Extra Tickets:

Extra Banquet tickets (if required):	# tickets _____ x \$75/person	\$ _____
Deluxe Historic Halifax City Tour – Sat. May 23:	# tickets _____ x \$38/person	\$ _____
Mahone Bay & Lunenburg Tour:	# tickets _____ x \$65/person	\$ _____
	Sub Total:	\$ _____
	Add 13% HST:	\$ _____
	TOTAL AMOUNT:	\$ _____

Dietary Restrictions:

Vegetarian

Food Allergy

(specify) _____

PAYMENT

Payment must accompany Registration Form.
Cheques should be payable to: **CALL 2009**

Credit Card:

Visa MasterCard Amex

Card No. _____

Expiry Date: _____

Signature: _____

Send to: CALL 2009
4 Catarqui Street, Suite 310
Kingston, ON K7K 1Z
Fax: 613-531-0626

SUBMISSION DEADLINE: April 1, 2009



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Badge Request Form

(For personnel working the booth)

Institution/Organization: _____

Exhibit Companies are entitled to register a maximum of 2 Company Representatives to staff the booth in the Exhibit Hall. If required, additional staff can be registered at \$100.00 each to cover the cost of additional meals in the Exhibit Hall. *(Booth Staff registration includes all events in the Exhibit Hall).
Please complete the form below and submit by April 1, 2009.

The following is a list of company representatives who will staff the booth at the conference.
Please type or print clearly:

1) _____	Surname	First Name	Food Allergy
2) _____	Surname	First Name	Food Allergy
3) * _____	Surname	First Name	Food Allergy
4)* _____	Surname	First Name	Food Allergy
5)* _____	Surname	First Name	Food Allergy

Extra Payments:

Extra Booth Staff (if required 3, 4 & 5):	# extra Staff _____	x \$ 100/person	\$ _____
Extra Banquet tickets (if required):	# tickets _____	x \$ 75/person	\$ _____
	Sub Total:		\$ _____
	Add 13% HST:		\$ _____
	TOTAL AMOUNT:		\$ _____

PAYMENT

Payment must accompany Registration Form.
Cheques should be payable to: **CALL 2009**

Credit Card:

Visa MasterCard Amex

Card No. _____

Expiry Date: _____

Signature: _____

Send to: CALL 2009
4 Catarqui Street, Suite 310
Kingston, ON K7K 1Z
Fax: 613-531-0626

SUBMISSION DEADLINE: April 1, 2009



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Westin Nova Scotian Hotel Shipping Information

SHIPPING INSTRUCTIONS AND HANDLING FEES:

If you are sending materials to the hotel for use in a banquet room, please ship to arrive no earlier than three (3) days prior to the event. Items must be labeled as follows:

Name of Group and On-site Contact - *(address to the person that will be looking for the box on site)*
c/o Westin Nova Scotian Hotel
1181 Hollis Street
Halifax, N.S.
B3H 2P6
Hold for: May 24-27, 2009 Conference
Box(es) _____ of _____ *(multiple boxes MUST be numbered)*
Lesley Macleod Director of Catering, Westin Nova Scotian

Box deliveries will be assessed a handling fee determined by weight. These charges will be posted to your Master Account.

Inbound Package Handling Fees: The fees are as follows:

This is the standard range of pounds to be used at the Hotel	Maximum fee to be applied to all incoming packages
0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$ 10.00 each
21 to 50 pounds	\$ 15.00 each
Over 50 pounds	\$ 25.00 each
Crates	\$ 50.00 each
Pallets	\$ 75.00 each

Outbound Package Handling Fees: \$5.00 each box



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AVW-TELAV A/V Rentals Info

For Prices and other info on AV Rentals Please contact the following:

Brad Selig, CSC
Technical Service Manager, Westin Nova Scotian Hotel
AVW-TELAV Audio Visual Solutions
ISTS The Simultaneous Interpretation Specialists
100 Ilsley Avenue, Unit K Halifax, Nova Scotia B3B 1L3
bselig@avwtelav.com
T (902) 496-7984 | F (902) 496-7979



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Westin Nova Scotian Hotel Electrical Hook-ups

The Westin Nova Scotian Hotel can provide additional duplex outlets for CALL 2009 Exhibitors if required. The cost will be dependant on the type of outlets required.

For More Information Contact:

Lesley Macleod
Director of Catering
Westin Nova Scotian Hotel
1181 Hollis Street
Halifax NS B3H 2P6
Tel: 902-496-7416
Fax: 902-496-7979
lmacleod@westin.ns.ca



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FOR EXHIBITORS:

LIVINGSTON EVENT LOGISTICS CUSTOMS SERVICES

Livingston Event Logistics has been appointed as official customs broker for this meeting. For all customs needs, we recommend that you deal directly with this customs broker. They will assist exhibitors in the completion of customs documents. Their Canada Bound Customs and Shipping Guide PDF forms are available on-line @ www.livingstonintl.com. If you are shipping from the USA it is necessary to complete their **Order Form** and **Canada Customs Invoice**, prior to shipping, please fax John Santini copies of these completed forms as well as your shipment tracking number fax: 514-849-3446.

FOR CUSTOMS INQUIRIES PLEASE CONTACT :

John Santini., Operations Manager
514-987-2700 ext. 24
Mobile: 514-466-0680
Fax: 514-849-3446
jsantini@livingstonintl.com



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Westin Nova Scotian Hotel Internet Connections

The Westin Nova Scotian Hotel will provide Internet Access for CALL 2009 Exhibits.
Both wireless internet as well as hard wired is available on the trade show floor.

Charges for Internet are as follows:
Wireless - Complimentary
Wired - \$75.00 Flat fee

To order an Internet Connection for your Exhibit Booth Contact:

Lesley Macleod
Director of Catering
Westin Nova Scotian Hotel
1181 Hollis Street
Halifax NS B3H 2P6
Tel: 902-496-7416
Fax: 902-496-7979
lmacleod@westin.ns.ca



HALIFAX OFFICE:
 1800 Argyle St., Suite 445
 Halifax, NS B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail. Info@globalconvention.ca

INFORMATION SHEET

EVENT INFORMATION

**Canadian Association of Law Libraries
 47th Annual Conference
 May 24 - 26, 2009
 The Westin Nova Scotian Hotel
 1181 Hollis Street, Halifax, NS B3A 2G6**

GLOBAL CONTACT

**Exhibitor Services Department
 Halifax Office
 902-425-1400
info@globalconvention.ca**



BOOTH EQUIPMENT

Each 10' x 8' booth space consists of an 8' high teal draped backwall and 3' high teal draped sidewalls and one (1) 6' white skirted table. Please note that the trade show floor is carpeted. Electrical is NOT included as part of your booth package but can be ordered by contacting Donna Dennison at 613-531-9338 or via email at ddennison@eventsmgt.com.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheets, we must receive your order, *and payment*, by **May 11, 2009.**

EXHIBITOR MOVE-IN

Saturday	May 23rd	12:00 PM	-	5:00 PM
Sunday	May 24th	7:00 AM	-	11:00 AM

EXHIBITOR MOVE-OUT

Tuesday	May 26th	3:00 PM		
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MATERIAL HANDLING

Refer to the Material Handling Form for shipping instructions and addresses. A material handling charge based on CWT (per 100 lbs with a minimum of 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd. **Please refer to the rate sheet contained in this service manual for charges.** To reserve our services, complete the Material Handling Form, payment information, and fax to 902-423-4129.

Advance Shipping: Global Convention Services will accept crated, boxed, or skidded material beginning **Tuesday, April 21, 2009** at the advance shipping address indicated on the Material Handling Form. Materials should arrive at our warehouse by **Thursday, May 21, 2009.**

Direct Shipping: Freight to arrive on site during scheduled move in time only and is to be picked up only on scheduled move out time.



HALIFAX OFFICE:
1800 Argyle St., Suite 445
Halifax, NS B3J 3N8
Tel. 902-425-1400 Fax. 902-423-4129
E-mail. Info@globalconvention.ca

ON-LINE ORDERING INSTRUCTIONS

Global Convention Services Ltd. is pleased to provide on-line ordering for the upcoming:

<p>CALL 47th Annual Conference May 24 - 27, 2009 The Westin Nova Scotian Hotel Halifax, Nova Scotia</p>

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information.

To access our online catalogue, go to www.globalconvention.ca, select "Online Catalogue", then "Place an Order", and then enter the login and password supplied below.

Here is your security login and password:

Login: CALL
Password: 2009

**EQUIPMENT &
FURNISHINGS RENTAL**

Event Name CALL 47th Annual Conference Date(s) May 24 - 27, 2009
 Pre-Show Price Deadline: May 11, 2009
 Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____

Qty.	Description	Pre-Show	Retail	Amount
TABLES - Show colour unless otherwise specified				
	2'x4' Undressed Table (29" High)	\$21	\$26	
	2'x6' Undressed Table (29" High)	\$26	\$32	
	2'x8' Undressed Table (29" High)	\$32	\$40	
	2'x4' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$44	\$55	
	2'x6' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$49	\$61	
	2'x8' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$57	\$71	
	2'x4' Raised Dressed Table (41" High)	\$62	\$77	
	2'x6' Raised Dressed Table (41" High)	\$67	\$83	
	2'x8' Raised Dressed Table (41" High)	\$76	\$95	
	Extra Skirt (To Skirt 4th Side of Dressed Table)	\$27	\$33	
	Table Dressing (Vinyl & Skirt Only)	\$30	\$37	
SUB-TOTAL TABLES				

CARPET / CARPET PADDING				
Specify Colour Choice: Blue Green Burgundy Charcoal Black				
	Broadloom - 10' x 10'	Ballroom floor is carpeted	\$88	\$109
	Broadloom - 10' x 20'		\$156	\$195
	Broadloom - 10' x 30'		\$206	\$257
	Bulk Carpet *- Size _____ x _____	.74/sqft	\$92	
	Plastic- Size _____ x _____	.21/sqft	.27/sqft	
	Carpet Padding- Size _____ x _____	.74/sqft	pre-order	
SUB-TOTAL CARPET/PADDING				

* Bulk carpet pricing applied in bulk booth spaces (larger than 10'x30').
 * Bulk carpet rented in Increments of 10 feet.
 * Booth Vacuuming (if applicable): see Booth Cleaning Form

Qty.	Description	Pre-Show	Retail	Amount
FURNISHINGS				
	Fabric Chair (Grey, Padded Seat & Back)	\$19	\$23	
	Bistro Stool (Padded Seat with Back)	\$46	\$57	
	Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)	\$46	\$57	
	Show Table (30" Round Pedestal, 29" High)	\$46	\$57	
	Contemporary Grouping (Show Table/2 Chairs)	\$74	\$92	
	Bistro Table (30" Round, 39" High)	\$60	\$75	
	Bistro Grouping (Bistro Table/2 Bistro Stools)	\$133	\$166	
	Easel (Aluminum, Tri-Pod, Floor Model)	\$21	\$27	
	Wastebasket	\$9	\$12	
	Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.	\$45		
SUB-TOTAL FURNISHINGS				

PIPE & DRAPE - Rented by Lineal Foot				
Specify Colour Choice: Show Colour Blue Green Red Grey Burgundy White Black Teal				
	3' High Pipe & Drape	3.50/ft	4.35/ft	
	8' High Pipe & Drape	4.00/ft	5.00/ft	
SUB-TOTAL PIPE & DRAPE				

LIGHTING * / ELECTRICAL *				
	Clip on Spot Light (65 Watt) *	\$25	\$31	
	Quartz Flood Light (on 8' Upright, 150 Watt) *	\$39	\$49	
	Quartz Arm Light (150 Watt) *	\$39	\$49	
	5M Extension Cord (3 Prong) *	\$25	\$31	
	Power Bar *	\$20	\$25	
* Does not include power.				
SUB-TOTAL LIGHTING/ELECTRICAL				

SUMMARY OF EQUIPMENT & FURNISHINGS \$
 Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129



HARDWALL DISPLAYS

Event Name CALL 47th Annual Conference Date(s) May 24 - 27, 2009

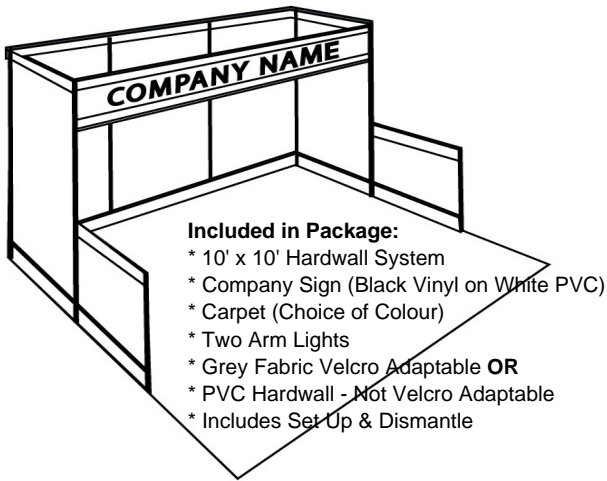
Order Deadline: May 11, 2009

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____

**** Hardwall booth orders, and custom header orders, must be submitted by date above ****



- Included in Package:**
- * 10' x 10' Hardwall System
 - * Company Sign (Black Vinyl on White PVC)
 - * Carpet (Choice of Colour)
 - * Two Arm Lights
 - * Grey Fabric Velcro Adaptable **OR**
 - * PVC Hardwall - Not Velcro Adaptable
 - * Includes Set Up & Dismantle

10' X 10' Hardwall Booth Packages			
Qty	Description	Price	Total
	Fabric Panels	\$839	
	PVC Panels	\$739	
SUB-TOTAL DISPLAY			

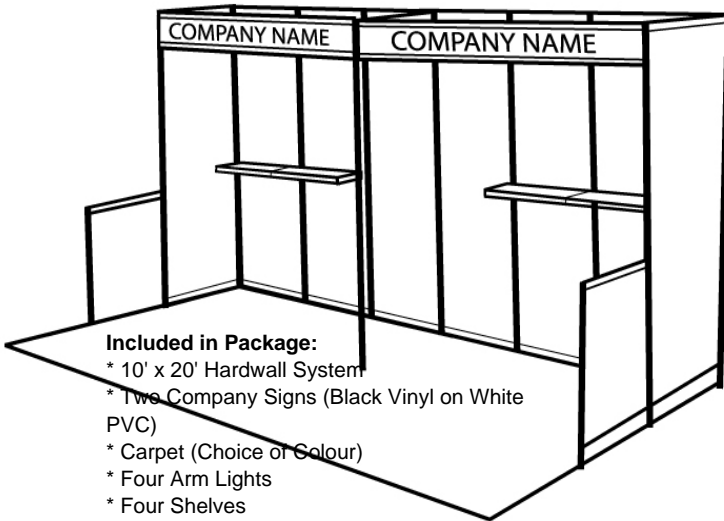
10' x 20' Hardwall Booth Packages			
Qty	Description	Price	Total
	Fabric Panels	\$1,249	
	PVC Panels	\$1,049	
SUB-TOTAL DISPLAY			

REQUIRED INFORMATION

PVC Panel Colour (**Specify**)
Note: if colour not indicated, white will be provided
 White Blue Black

Carpet Colour (**Specify**)
Note: if colour not indicated, charcoal will be provided
 Charcoal Burgundy Green
 Blue Black

Headers: Black vinyl on white PVC (All Caps)
 Header #1 _____
 Header #2 _____



- Included in Package:**
- * 10' x 20' Hardwall System
 - * Two Company Signs (Black Vinyl on White PVC)
 - * Carpet (Choice of Colour)
 - * Four Arm Lights
 - * Four Shelves
 - * Grey Fabric Velcro Adaptable **OR**
 - * PVC Hardwall - Not Velcro Adaptable
 - * Includes Set Up & Dismantle

ACCESSORY OPTIONS			
Qty	Description	Price	Total
	Shelf	\$22	
	Custom Header *	\$140	
	1 Metre Counter	\$89	
SUB-TOTAL ACCESSORIES			

* Header size 116-1/2" x 12", mounted to PVC with lustre laminate. See Signage Form for file information.

SUMMARY OF HARDWALL DISPLAYS

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

SPECIALTY ITEMS

Event Name CALL 47th Annual Conference Date(s) May 24 - 27, 2009

Pre-Show Price Deadline: May 11, 2009

Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____

Qty	Description	Unit Price	Amount
	Economy System (3 Panel, Grey Fabric, Velcro Adaptable) - Each Panel: 1m wide x 2.5m tall	\$249	
	8' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$369	
	10' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$469	
	Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary	\$158	
	Posterboard (1m x 2.5m, Velcro Adaptable)	\$90	
	1 Metre Counter (Sliding Doors at Back, White Melamine)	\$89	
	19" Flat Screen Computer Monitor	\$315	
	27" TV/DVD/VCR Combo	\$368	
	Executive Chair (Grey, Padded Seat/Back, Arms)	\$48	
	Leather Loveseat (Black)	\$263	
	Leather Tub Chair (Black)	\$105	
	Tub Chair Grouping (Show Table/2 Tub Chairs)	\$231	
	1.7 cu.ft. Bar Fridge	\$158	
	Coffee Table (Brown/Black)	\$74	
	Literature Rack (Floor Model)	\$90	
	Rope & Stanchions	available on request	

* Visit our website to view rental equipment

SUMMARY OF SPECIALTY ITEMS
 \$
 Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

SIGNAGE

Event Name CALL 47th Annual Conference **Date(s)** May 24 - 27, 2009
Order Deadline: May 11, 2009
Exhibiting Company: _____ **Booth #**
Contact Name: _____
Phone #: _____

Custom Panels and Show Signage

- * File Formats: Adobe Illustrator .ai (preferred), Vector .eps, or high resolution .pdf or .jpg.
- * Images must be a minimum 100 dpi at actual output size.
- * All text must be outlined/converted to curves, or fonts included with image files.
- * Files must arrive print ready. Editing & Design time is charged at a rate of \$75.00 (minimum 1 hour).
- * Contact Global for delivery instruction of files. Files must arrive at least three (3) weeks prior to show set up.
- * We would be pleased to provide a quote for any printing not indicated below.

Description	Mounted To	Size (width x height)			Total SqFt	Price/SqFt	Sub-Total per Panel	Qty	Total
Panels for hardwall booth (corex n/a)	PVC w/Laminate	38.25 in	x	87 in	24	\$14.00	\$336.00		
Custom 10' Header (corex n/a)	PVC w/Laminate	116.5 in	x	12 in	10	\$14.00	\$140.00		
Show Signage	Corex w/Laminate		x			\$13.00			
Banner	Block Out Vinyl		x			\$10.00			
Grommets (<u>per sign/banner</u>)	-	-	x	-	-	\$25.00	-		
Holes Drilled (<u>per sign</u>)	-	-	x	-	-	\$3.00	-		
SUB-TOTAL CUSTOM SIGNAGE									

Vinyl Signage

- * Prices listed reflect 10 words or less - ONE colour only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is Arial Black, all caps, unless otherwise specified by exhibitor.
- * Vinyl lettering on white corex.
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quote can be issued for size(s) not shown.

Quantity	Size **	Unit Price	Total
	6" x 40"	\$20.00	
	7" x 11"	\$17.00	
	7" x 44"	\$23.00	
	8" x 36"	\$18.00	
	11" x 22"	\$26.00	
	14" x 28"	\$32.00	
	17" x 22"	\$27.00	
	22" x 28"	\$48.00	
	28" x 44"	\$93.00	
	30" x 40"	\$93.00	
	40" x 60"	\$180.00	
	<u>Grommets-per sign</u>	\$25.00	
	<u>Holes Drilled-per sign</u>	\$3.00	
	<u>Graphic Time- per hour</u>	\$75.00	
SUB-TOTAL VINYL SIGNAGE			

** Indicate direction of sign, colour of vinyl, and sign content.
Sign # 1:
 Width _____ x Height _____
 Vinyl Colour _____
 Copy _____

Sign # 2:
 Width _____ x Height _____
 Vinyl Colour _____
 Copy _____

SUMMARY OF SIGNAGE
 \$
 Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129



HALIFAX OFFICE: 1800 Argyle Street, Suite 445, Halifax, NS B3J 3N8
Phone: 902-425-1400 Fax: 902-423-4129 Email: info@globalconvention.ca

MATERIAL HANDLING CONDITIONS

Global Convention Services Ltd. must be notified 14 days in advance of any individual piece that exceeds 5000 lb. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

PRESHOW SHIPPING

If you wish to pre-ship any materials, please complete the Global Convention Services Material Handling form and submit at least 14 days prior to the show. Global Convention Services will not accept COLLECT shipments.

LIABILITY

Global Convention Services has a limited liability for damage caused to shipments while being handled and will not be 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 for coverage. 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, labour 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.

OUTBOUND SHIPMENTS

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Global Convention Services a completed bill of lading covering each outbound shipment. Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.

The right is reserved to reroute any outbound shipment not picked up, within the allotted move-out period, by Exhibitor specified carrier. Exhibitor must arrange for carrier. Exhibitor material remaining after move-out period without forwarding instructions will be forwarded to the permanent address of the exhibitor or his agent, freight collect and no liability of any nature shall attach to Exhibit Management or Global Convention Services, in any event. Global Convention Services will not be liable for exhibit materials abandoned at the exhibit site.

SHIPMENT WEIGHTS

Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.



IMPORTANT INFORMATION

- * 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 (AS SHOWN BELOW).
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Outbound freight must contain **return shipping labels & waybills.**
- * Exhibitor is responsible for repacking their freight.
- * Exhibitor to make arrangements with shipper to have freight picked up at time of move out.
- * Any freight returned to warehouse will be subject to post-show material handling charges.
- * Exhibitor material remaining after move-out period, without forwarding instructions, will be forwarded to the permanent address of the exhibitor or his agent, freight collect.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.

ADVANCE MATERIAL HANDLING

- * **Advance shipments to Global warehouse accepted: April 21 - May 21, 2009 during normal business hours of Monday - Friday, 9:00 AM - 4:30 PM.**
- * Receive & store shipment in advance warehouse.
- * Delivery of shipment from advance warehouse to show site.
- * Removal, and return, of empty containers.
- * Reloading of shipment from booth onto designated outbound carrier (from show facility).

ON-SITE MATERIAL HANDLING

- * Shipments to arrive during scheduled move-in times only.
- * Delivery of shipment from facility shipping area to booth.
- * Removal, and return, of empty containers.
- * Reloading of shipment from booth onto designated outbound carrier (from show facility).

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements must be made in advance or prior to show closing
- * Outbound freight must contain **return shipping labels (on all pieces) and waybills.**
- * Exhibitor is responsible for repacking their freight.
- * Exhibitor to make arrangements with shipper to have freight picked up from advance warehouse the next business day between 12:00 noon - 4:30 PM.

LABELING FOR ADVANCED WAREHOUSE

CALL 48th Annual Conference
Exhibiting Company Name & Booth #
c/o Global Convention Services
120 Crane Lake Drive
Bayers Lake Business Park
Halifax, NS B3S 1B4

LABELING FOR DIRECT SHIPMENTS

CALL 48th Annual Conference
Exhibiting Company Name & Booth #
c/o Global Convention Services/Westin NovaScotian
1181 Hollis Street
Halifax, NS B3H 2P6



HALIFAX OFFICE:
 1800 Argyle Street, Suite 445
 Halifax, NS B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

MATERIAL HANDLING

Event Name CALL 47th Annual Conference Date(s) May 24 - 27, 2009

Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____

SPECIFICATIONS ON SHIPMENTS - IN BOUND (Please provide copy of waybill)

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

CALCULATION OF ORDER

Service	Total Weight	CWT	Round up CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)	
Example of shipments less than 200 lbs.	90	/ 100	0.9	2	\$35.00	\$70.00
Example	859	/ 100	8.59	9	\$35.00	\$315.00
Advanced Shipment		/ 100		\$35.00		
Direct Shipment		/ 100		\$38.00		
Return to Warehouse		/ 100		\$35.00		

SUMMARY OF MATERIAL HANDLING

\$

Carry this total to Method of Payment form |

Fax completed form along with Method of Payment to 902-423-4129



HALIFAX OFFICE:
 1800 Argyle St., Suite 445
 Halifax, NS B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail. Info@globalconvention.ca

**DISPLAY INSTALLATION &
DISMANTLE**

Event Name CALL 47th Annual Conference Date(s) May 24 - 27, 2009
 Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____

EMERGENCY CONTACT NAME & NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Labour and stand-by rate is \$45.00 per hour with a 2 hour minimum call out.
- * Global supervised rate is 25% of total labour. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- * Supervisor must check in at service desk to pick up labour.
- * Start time guaranteed only at start of working day.
- * Global supervised jobs will be completed at our discretion prior to show opening.

DISPLAY BOOTH INFORMATION

Type of System _____ Booth Size _____
 Special tools required for installation? _____ Please specify in detail: _____

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours / Man	@	Hourly Rate	Estimated Cost
				x		@	\$45.00	
				x		@	\$45.00	
				x		@	\$45.00	
Global Supervised						SUB-TOTAL		
Exhibitor/Display House Supervised						25% SITE SUPERVISOR		
Supervisor Name & Cell # _____						ESTIMATED INSTALLATION		

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours / Man	@	Hourly Rate	Estimated Cost
				x		@	\$45.00	
				x		@	\$45.00	
				x		@	\$45.00	
Global Supervised						SUB-TOTAL		
Exhibitor/Display House Supervised						25% SITE SUPERVISOR		
Supervisor Name & Cell # _____						ESTIMATED DISMANTLE		

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE
 \$
 Carry this total to Method of Payment form

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 Email. info@globalconvention.ca
 HST# 12259 9822 RT0001

METHOD OF PAYMENT

Event Name CALL 47th Annual Conference **Date(s)** May 24 - 27, 2009

Pre-Show Price Deadline: May 11, 2009

Exhibiting Company: _____ **Booth #**
 Contact: _____
 Mailing Address: _____

City / Province: _____ Postal Code: _____
 Telephone: _____ Fax: _____ Email: _____

INFORMATION

- * Payment must accompany order.
- * Pre-Show pricing available until the date specified above when accompanied with payment. After this date, Global reserves the right to invoice at retail prices.
- * Prices are based on duration of event and include site delivery, installation, and collection.
- * Prices are in Canadian dollars.
- * Exhibitors are responsible for damage or loss of rental material.
- * Copy of invoice sent on request only. Mail Fax Email
- * **CANCELLATION OF ORDERS:**
 - * Cancellation prior to move in - subject to a 25% cancellation fee
 - * If full service has been provided - subject to a 100% cancellation fee (no refund)

PAYMENT INFORMATION **CALCULATION OF ORDER**

BANK TRANSFER
 * Contact our office for banking information
 * 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 may include labour. Please complete the information requested below.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Equipment & Furnishings	\$ _____
Hardwall Displays	\$ _____
Specialty Items	\$ _____
Bulk Carpet	\$ _____
Booth Cleaning	\$ _____
Signage	\$ _____
Electrical	\$ _____
Material Handling	\$ _____
Labour	\$ _____
Sign Hanging	\$ _____
Forklift	\$ _____

Total of Items	\$ _____
13% HST	\$ _____
TOTAL ORDER	\$ _____

Canadian Funds

Fax completed forms to 902-423-4129



Canadian Association of Law Libraries
PO Box 1570
Kingston, ON
K7L 5C8

December 18, 2008

Attn.: Donna Dennison

Dear Ms. Dennison:

Thank you for your letter informing CBSA of the event the **CALL 2009 Conference of the Canadian Association of Law Libraries** which will be held at the **Westin Nova Scotian Hotel** in **Halifax, NS** from May 23-27, 2009.

D8-1-1:

Based on the information you have provided, the display goods for your event may be imported temporarily under the provisions of the Display Goods Temporary Importation Regulations (Customs Memorandum D8-1-1) for a period of time not to exceed six consecutive months (180 days) from the time that they are imported into Canada. These articles will be classified under tariff code 9993.

These display goods may be documented on a Temporary Admission Permit, form E29B, with a **refundable** security deposit taken. The security deposit would be the aggregate of Customs duties and Excise taxes that would be payable if the goods were to remain in Canada. You may post this security in the form of cash, certified cheque (drawn on a Canadian bank) or acceptable security bond. Your broker may post the security for you.

*** Goods imported for sale or give-a-ways are subject to duty and taxes at the time of importation.**

On-Site Clearance: For your convenience, I am authorizing Border to Show service. This service will allow goods to travel under Customs control from the first point of entry into Canada to the event site where Customs officers may be present to clear the goods and at time of exportation. If Customs presence is required after the normal business hours, special service charges may apply. Please advise Livingston to contact our Halifax office (902-426-2071) at least one week before the event.

Export

At the time of exportation, the goods granted temporary admission on the form E29B must be presented along with the importer's/owner's copies of the documentation to Customs for verification and certification either at the Customs office at the point of export or at the inland Customs office in the event the goods are exported under Customs control. This procedure is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

Please:

- advise your U.S. participants to **check with U.S. Customs service prior to exporting convention goods including give-a-ways** in order to determine conditions under which their goods may return to their country. This is particularly important if they wish to reimport textiles.
- give a copy of this letter of recognition to each delegate who is importing goods for this event and advise them to have in their possession an itemized list of articles stating description, quantity and value for presentation to Customs.

Citizenship & Immigration

Please refer to CIC's website <http://www.cic.gc.ca/english/index.html> for documentation requirements for visitors to Canada.

In closing I would like to extend to you and your exhibitors my sincere best wishes for a successful show. I wish you all safe travel and an enjoyable visit. If you have any questions or require further assistance, please do not hesitate to contact me at 902-426-7340, or by fax at 902-426-1347. Or refer to our website <http://www.cbsa-asfc.gc.ca/travel/visitors-e.html>.

Yours truly,

S. J. Horne
Convention Coordinator
Canada Border Services Agency
1969 Upper Water St., Halifax, NS
B3J 3R7

cc: CBSA, Halifax

cc: Livingston