

**DARWINEVENTGROUP**

PO Box 667, 60 Morse Lane, Unit 16  
 Berwick, Nova Scotia B0P 1E0  
 Phone: 902-679-7177 Fax: 902-678-4436

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

Name of Show: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**EXHIBITOR EQUIPMENT & FURNISHINGS**

- Rental prices are based on show duration. Goods are site delivered, installed and collected. Exhibitor is responsible for any damage to rented materials.
- Remember to order in advance and save 25% over on-site orders. You may place your order by fax or mail.
- Orders placed during the move-in of the show will be charged on site prices 25% higher and must be paid in full at time order is placed.
- Orders must be paid in full before show opening. Exhibitors are responsible for damage or loss of rented material.

<u>Quantity</u>	<u>Description</u>	<u>Show Special</u> <small>Advance Order Deadline April 30</small>	<u>On-Site Orders</u>	<u>Total</u>
	Chrome Chair with cushion seat	\$19.57	\$24.47	
	Captain's Chair – white swivel with red or blue cushion	\$31.60	\$37.62	
	Trumpet Show Table – 3 ft. round top, white	\$37.77	\$47.21	
	Contemporary Group – 2 Captain's Chairs, 1 Trumpet Table	\$90.25	\$112.81	
	Carpet – Broadloom (blue or grey)			
	10' x 10'	\$90.25	\$112.81	
	10' x 20'	\$180.52	\$225.65	
	Drape – 8 ft. high (blue, black, red, gold, white, yellow, green)	\$6.02/ft.	\$7.52/ft.	included
	Show Stool – 19" tall	\$19.57	\$24.47	
	Table – 4' Heavy Duty Model	\$19.57	\$24.47	
	Table – 6' Heavy Duty Model	\$23.46	\$29.33	
	Table Leg Extensions (to raise table to 40" high)	\$12.04	\$15.06	
	Table Skirting – white top, sides and front (burgundy, blue, gold, white, green, black)	\$29.56	\$36.95	
	Poster Display Board – table top or self-standing display unit for posters	From \$82.90	Not Available	
	Product display units including adjustable shelf system, floor bunks and wooden cabinets	From \$90.25	Not Available	
	Signs – self-standing chrome frame interchangeable letters	\$37.44	\$46.81	
	Peg Boards – Two 4' x 8' sections (metal frame with bottom shelf)	\$67.53	\$84.41	
	Chrome Stanchions (incl. red velvet rope)	\$31.28 ea.	\$39.10 ea.	
	Flip Chart/Easel	\$19.70	\$24.62	
	Waste Basket	\$4.79	\$5.99	
	Clip-on Flood Light	\$19.57	\$24.47	
	Potted Silk Plants– tropical plants and greenery	From \$42.12	Not Available	
	<b>DAILY BOOTH VACUUMING</b> (per square foot) Price is based on total square footage of booth regardless of area to be cleaned 100 sq. ft. minimum			
	(1 night only) March 8	\$0.28/sq. ft.	\$0.36/sq. ft.	
	(2 nights) March 8, 9	\$0.45/sq. ft.	\$0.57/sq. ft.	

<b>Sub-total</b>	
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Name of Show: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOURLY RATES (One Hour per Worker)**

**LABOUR**

Straight Time	8:00 am to 4:00 pm Monday through Friday .....	\$40.00	Per person/hour
Overtime	After 4:00 pm and all day Saturday, Sunday & Holidays .....	\$57.00	Per person/hour

- Start time guaranteed only at start of working day
- Supervisor must check in at Service Desk to pick up labour
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- DEG supervised jobs will be completed at our discretion prior to show opening.
- **Please include setup plan/photo, special instruction and inbound shipping information with this order**

**INSTALLATION LABOUR**

Darwin Event Group Supervised Labour – **Please complete the inbound/outbound shipping form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Exhibitor Supervised Labour

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Appx. Hours per person	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Darwin Event Group Supervision (30% /\$45.00)						= \$ _____
Total Installation						= \$ _____

**DISMANTLE LABOUR**

Darwin Event Group Supervised Labour – **Please complete the inbound/outbound shipping form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Exhibitor Supervised Labour

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Appx. Hours per person	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Darwin Event Group Supervision (30% /\$45.00)						= \$ _____
Total Dismantle						= \$ _____

Name of Show: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**DARWIN EVENT GROUP SUPERVISED LABOUR**

**IN ORDER TO BETTER SERVE YOU – PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY DARWIN EVENT GROUP I & D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**

**INBOUND SHIPPING & SET-UP INFORMATION**

Freight will be shipped to (please circle): ~~Warehouse~~ Show Site Date Shipped \_\_\_\_\_

Set-up Plan/Photo:  Attached  To be sent with exhibit  In crate No. \_\_\_\_\_

Carpet:  With exhibit  Rented from DEG  Color \_\_\_\_\_  Size \_\_\_\_\_

Electrical Placement:  Drawing attached  Drawing with exhibit  Electrical under carpet

Comments: \_\_\_\_\_  
\_\_\_\_\_

Graphics:  With exhibit  Shipped Separately

Comments: \_\_\_\_\_  
\_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

Ship to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of shipment (list carrier name and phone number):

Common Carrier: \_\_\_\_\_ Phone \_\_\_\_\_

Van Line: \_\_\_\_\_ Phone \_\_\_\_\_

Air Freight: \_\_\_\_\_ Phone \_\_\_\_\_

If assigned carrier fails to show for pick up, should we reassign carrier (please circle)?: YES NO

Please Note: The Darwin Event Group will not be responsible for product or literature that is not properly packed and labeled by exhibiting personnel. All outbound shipping is to be prepaid or billed to exhibiting company.

## Method of Payment

Name of Show: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code

### METHOD OF PAYMENT

Your signature above denotes acceptance to all terms and conditions included in this service manual.

Credit Card (Visa and MasterCard only) Card No.: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
CSC. (3 digit security code): \_\_\_\_\_  
Card Holders Name: \_\_\_\_\_

Company Cheque/Money Order/Etransfer Payable to: Darwin Event Group  
Mailing address:  
Darwin Event Group  
PO Box 667  
Berwick, NS  
B0P 1E0

### ENTER TOTALS BELOW

DEG Exhibitor Equipment & Furnishings \_\_\_\_\_

DEG Install Labour \_\_\_\_\_

DEG Dismantle Labour \_\_\_\_\_

Sub-Total \_\_\_\_\_

15% HST (#873491807) \_\_\_\_\_

Total Due \_\_\_\_\_

#### The Fine Print

- Remember to order in advance to save time and money. You may place your order by fax or mail.
- If you have questions or need assistance with any items not listed, please feel free to call our office
- Accounts must be paid in full at time of order.