



ST. GEORGE SHOW SERVICE INC.

at the Calgary TELUS Convention Centre
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Phone: 403 261-8575 Fax 403 261-8576
NANCYF@calgary-convention.com

**CREDIT CARD
AUTHORIZATION FORM**

Show Name: **CALGARY CITY TEACHERS' CONVENTION ASSOCIATION**

EARLY ORDER DISCOUNT DEADLINE **February 1, 2012**

COMPANY NAME: _____ BOOTH # _____

VISA	<input type="checkbox"/>	MASTERCARD	<input type="checkbox"/>	AMEX	<input type="checkbox"/>	COMPANY CHEQUE	<input type="checkbox"/>
Card Number						EXP: ____ / ____	
CVD (DIGITS ON BACK OF CARD)							

NOTE: CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS SIGNED & COMPLETED CREDIT CARD AUTHORIZATION FORM.

Cardholder Name _____ Cardholder Signature _____

Exhibit House (if applicable) _____ Onsite Contact: _____

MAIL ADDRESS: _____

MAIL ADDRESS: _____

MAIL ADDRESS: _____ Post/ZipCode: _____

Phone #: _____ Fax #: _____

Email: _____


PLEASE COMPLETE ALL INFORMATION AND PRINT LEGIBLY. Thank you.

CREDIT CARD RECEIPT(S) ARE AVAILABLE FOR PICK UP AT THE ST. GEORGE ONSITE OFFICE DURING THE TRADE SHOW. A receipt/invoice showing the amount charged to your credit card will be e-mailed upon being processed, if a LEGIBLE e-mail address is provided.

THIS AUTHORIZATION ALLOWS ST. GEORGE SHOW SERVICE INC. TO CHARGE ANY FEES OUTSTANDING AFTER THE SHOW CLOSING TO THIS CREDIT CARD AUTHORIZATION (INCLUDING FEES OWED DUE TO A CHEQUE RETURNED NSF - A \$ 25.00 SERVICE CHARGE APPLIES.)

Credit card authorization must accompany all orders.

PAGE 1	MATERIAL HANDLING ORDER FORM	\$	_____
	STORAGE TO THE PALLISER TEACHERS CONVENTION/TRADE SHOW	\$	_____
	SHIPPING LABEL		
PAGE 2	LIMITS OF LIABILITY & RESPONSIBILITY		
PAGE 3	IN-BOOTH FORKLIFT SERVICE ORDER FORM	\$	_____
PAGE 4	FURNISHINGS ORDER FORM	\$	_____
PAGE 5	CARPET & VACUUMING ORDER FORM	\$	_____
PAGE 6	SPECIALTY ITEMS ORDER FORM	\$	_____
PAGE 7	HARDWALL RENTAL ORDER FORM	\$	_____
PAGE 8	SIGNAGE ORDER FORM	\$	_____
PAGE 9	LABOUR ORDER FORM	\$	_____
	OTHER: _____	\$	_____
	OTHER: _____	\$	_____
	SUB TOTAL	\$	-
	5% G.S.T.	\$	-
	TOTAL AMOUNT DUE	\$	-

 Save a tree!
Print & return only those forms from which you wish to order.

ST. GEORGE SHOW SERVICE INC. RESERVES THE RIGHT TO CORRECT ALL MATHEMATICAL MISCALCULATIONS.



ST. GEORGE SHOW SERVICE INC.

Phone: 403 261-8575 Fax 403 261-8576
www.stgeorghowsservice.com

MATERIAL HANDLING ORDER FORM

Show Name: **CALGARY CITY TEACHERS' CONVENTION ASSOCIATION**

COMPANY NAME:	BOOTH #
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SHIPPING ADDRESS: ALL shipments MUST be addressed to:
NAME OF SHOW, Your Company Name & Booth #
c/o 705 - 1st Street SE, Calgary, Alberta T2G 2G9
This address is the Calgary TELUS Convention Centre's North Loading Dock

Rates are based on each 100 lbs. of weight for your shipment. To calculate charges please round up to the next 100 lbs.
 Example: 527 lbs = 600 lbs. **FOR SHIPMENTS over 2,000 lbs., special arrangements must be made - please contact our office prior to completing form.**

ADVANCE SHIPMENTS TO SHOW SITE/PRE-SHOW STORAGE Services Include:
 Receiving materials within 3 business days prior to the official move-in date, stored at the show site and delivered directly to your booth upon move-in. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.

Flat rate charge (up to 200 lbs.) \$116.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 58.00		

OVER 200 LBS, add \$58 per 100 LBS (or portion thereof)

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

SHIPMENTS TO SHOW SITE DURING OFFICIAL MOVE-IN Services Includes:
 Shipments will be unloaded and delivered directly to your booth. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.

THIS SERVICE PROVIDED BY SHOW MGMT AT NO ADDITIONAL COST TO EXHIBITORS		
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OVER 200 LBS, add \$48 per 100 LBS (or portion thereof)

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

POST SHOW STORAGE Services Include:
 Post show storage arrangements MUST BE made prior to the show closing. Your repacked freight will be held until the next business day and then returned to the loading dock and outbound vehicles. For any shipments left after this time, St. George Show Service Inc. will force out "collect" using our choice of transport company.

Flat rate charge (up to 200 lbs.) \$76.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 38.00		

OVER 200 LBS, add \$38 per 100 LBS (or portion thereof)

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ not ST. GEORGE Show Service Inc. nor the Calgary TELUS Convention Centre.

**LOST PACKAGES AND MISSING SHIPMENTS ARE GREATLY REDUCED BY USING THE OFFICIAL CARRIER.
 THE OFFICIAL CARRIER USUALLY HAS AN ONSITE REPRESENTATIVE DURING MOVE-IN/MOVE-OUT TIMES (INCLUDING EVENINGS & WEEKENDS).**

<p>ATTENTION SHIPPERS: All shipments must be accompanied with a bill of lading indicating the number of pieces, weight and description of contents. If shipment is from outside of Canada, please ensure all Customs Documentation is included with shipment. Once shipped, copies of the bill of lading must be immediately faxed to ST. GEORGE Show Service Inc. along with the name of your on-site representative in order to plan for your shipment.</p>	<p>AMOUNT DUE: \$</p>
<p>PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE</p>	

OFFICE USE ONLY:

TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:
 All shipments must be sent pre-paid. Any collect shipments will not be accepted. ST. GEORGE Show Service Inc. is not responsible for any concealed damage, damage to loose or inadequately packed shipments, and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. It is the exhibitor's sole responsibility to secure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. Any and all claims must be settled at the ST. GEORGE Show Service's Desk prior to the show closing. Orders will only be processed once payment in full has been received. Materials must be loaded in and out through the designated loading dock. Please refer to the "Limits of Liability and Responsibility" on page 2. ST. GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculations. Credit card authorization MUST accompany all orders.