



Please find below a pre-addressed mailing label for the Calgary TELUS Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. Our shipping and contact information is included for your convenience - however we ask you please fill in the remaining sections, especially your EXHIBITOR COMPANY NAME and your BOOTH NUMBER (if available)

CALGARY CITY TEACHERS' CONVENTION ASSOCIATION

c/o 705 – 1st Street SE

Calgary, Alberta T2G 2G9

Canada

North Loading Dock (403) 261-8583

COMPANY NAME:

BOOTH #:

ONSITE CONTACT:



ST. GEORGE SHOW SERVICE INC.

Calgary TELUS Convention Centre
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Phone: 403 261-8575 Fax 403 261-8576
www.stgeorgeshowservice.com

LIMITS OF LIABILITY & RESPONSIBILITY

1. It is understood that the following Limits of Liability and Responsibility are applicable to all subcontractors of ST.GEORGE Show Service Inc.. and apply to all of ST.GEORGE Show Service Inc.'s locations and employees.
2. ST.GEORGE Show Service Inc. shall not be liable for damages, losses or delays due to strikes, lockouts or work stoppages of any kind.
3. ST.GEORGE Show Service Inc. shall not be responsible for loss or damage due to water, windstorm, theft, fire, vandalism, acts of God, mysterious dissipation, common wear and tear in handling of equipment or other factors beyond their control.
4. ST.GEORGE Show Service Inc. shall not be held liable for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
5. There may be a lapse of time between the placement of in-coming shipment(s) in the booth by ST.GEORGE Show Service Inc. and the arrival of the Exhibitor's representative at the booth. There is a possibility that some time may pass between the pick-up of materials from the booth for loading on a carrier and the completion of packing. It is understood that if these circumstances occur, the shipment(s) will be left in the booth unattended. If, after the placement of exhibitor's materials in their booth, there is a loss or disappearance of any goods, it is agreed that ST.GEORGE Show Service Inc. is not liable. The same is applicable if there is a loss or disappearance of any material from the booth prior to ST.GEORGE Show Service Inc. picking up the shipment after the show. As a result, where discrepancies exist on outgoing shipping documents, St. George Show Service Inc. will make the necessary corrections upon pickup of material from the booth.
6. ST.GEORGE Show Service Inc. does not provide for full liability should loss or damage occur. ST.GEORGE Show Service Inc. is not an insurer; therefore, the exhibitor should obtain insurance. **All materials should be insured from the time they leave the Exhibitor's firm until they are returned after the show. All risk coverage can usually be arranged with riders to existing policies. Contact your insurance company to make arrangements for coverage during transit and return of materials, during storage and at show site.** Any amounts payable by ST.GEORGE Show Service Inc. are based on the scope of responsibility set forth herein and are unrelated to the value of the Exhibitor's property. If ST.GEORGE Show Service Inc. is found liable for disappearance or damages to Exhibitor's material, it is agreed that liability will be limited to that specific article only. Liability will be restricted to a settlement equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Compensations outlined in this paragraph shall apply if loss or damage occurs, regardless of cause or origin, results directly or indirectly to property through execution or non-execution of obligations imposed by the offering of services to Exhibitors or from negligence
7. A minimum of 10 days notification must be given to ST.GEORGE Show Service Inc. in order to obtain any special equipment necessary to properly handle shipment for loading, placing or reloading. St. George Show Service Inc. shall not be held responsible for any damages incurred unless written notification is issued within the time period stated above.
8. ST.GEORGE Show Service Inc. shall not be held responsible to any degree for any current, possible or anticipated loss of profit or revenues or for any related costs that may result from any loss or damage to Exhibitor's materials which may make it inconceivable or unfeasible to exhibit materials.
9. Claims for loss or damage must be submitted to ST.GEORGE Show Service Inc. by the close of the applicable show or event. No suit or action shall be brought against ST.GEORGE Show Service Inc. more than one year after the cause of action.
10. All parties agree relevant to receiving, handling, temporary storage and reloading of materials, that ST.GEORGE Show Service Inc. will provide these services as the Exhibitor's agent. ST.GEORGE Show Service Inc. is not a bailee or shipper. ST.GEORGE Show Service Inc.'s signing of a delivery receipt, bill of lading or other document is done so as an agent of the Exhibitor only and the Exhibitor accepts all responsibility thereof.
11. ST.GEORGE Show Service Inc. shall not be responsible for shipments received without receipts, freight bills or specified piece counts on receipts or freight bills such as a courier or van line. Such shipments will be delivered to the booth without guarantee of piece count or condition.
12. Empty storage labels are available from ST.GEORGE Show Service Inc.'s service desk. Affixing the labels is the sole responsibility of the Exhibitor. It is understood that these labels are for "Empty Storage Only". ST.GEORGE Show Service Inc. will not assume responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.
13. If designated carriers fail to pick-up shipments on time, ST.GEORGE Show Service Inc. shall have the authority to change carriers in order to accelerate removal of goods from the show site. Where the Exhibitor makes no arrangement, materials will be taken to a warehouse to await Exhibitor's shipping instructions. The Exhibitor agrees to be responsible for payment of charges incurred with such handling and transporting to the warehouse. ST.GEORGE Show Service Inc. assumes no liability pertaining to such re-routing or handling.
14. The Exhibitor agrees that they will not withhold payment in any amount due to ST.GEORGE Show Service Inc. for material handling or any other service provided by ST.GEORGE Show Service Inc. as an offset against the amount of an alleged loss or damage to any material or equipment. The Exhibitor agrees to pursue any claim against ST.GEORGE Show Service Inc. independently as a completely separate transaction to be resolved on its own merit.

Acceptance of the above terms and conditions will be construed upon consignment or delivery of a shipment to ST.GEORGE Show Service Inc. by an exhibitor or by any shipper on behalf of the Exhibitor.



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IN-BOOTH FORKLIFT SERVICE ORDER FORM

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

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

COMPANY NAME:	BOOTH #
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This service is NOT PROVIDED by show management. Exhibitors requiring assistance with the installation of exhibit booth components, movement or placement of products within their exhibit booth space must order this service.

Minimum charge is ONE (1) HOUR per call, with increments of 30 minutes after the first hour.

To have forklift(s) assigned, please check in at ST.GEORGE Show Service's order desk prior to your requested time.

STRAIGHT TIME (Monday to Friday - 8:00 AM - 4:00 PM)
with a minimum charge of ONE (1) hour per call

	DATE REQUIRED: _____	TIME REQUIRED: _____				
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	A _____ x _____ = _____			\$ 100.00	\$ 130.00	_____
DATE REQUIRED: _____ TIME REQUIRED: _____						
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	B _____ x _____ = _____			\$ 100.00	\$ 130.00	_____

OVERTIME (Monday to Friday - 4:00 PM - Midnight, Saturday & Sunday 8:00 AM - Midnight)
with a minimum charge of ONE (1) hour per call

	DATE REQUIRED: _____	TIME REQUIRED: _____				
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	C _____ x _____ = _____			\$ 120.00	\$ 150.00	_____
DATE REQUIRED: _____ TIME REQUIRED: _____						
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	D _____ x _____ = _____			\$ 120.00	\$ 150.00	_____

DOUBLE-TIME (Monday to Sunday - Midnight-8:00 AM, all day on Statutory Holidays)
with a minimum charge of FOUR (4) hours per call.

	DATE REQUIRED: _____	TIME REQUIRED: _____				
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	E _____ x _____ = _____			\$ 150.00	\$ 195.00	_____
DATE REQUIRED: _____ TIME REQUIRED: _____						
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	F _____ x _____ = _____			\$ 150.00	\$ 195.00	_____

	AMOUNT DUE: \$ _____
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE	

TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:
 Orders will only be processed once payment in full has been received. A 25% cancellation fee may be applied to all orders cancelled after the early order discount date. Cancellations within 2 business days of the official move-in date are non-refundable. ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation. Credit card authorization MUST accompany all orders.



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**FURNISHINGS
ORDER FORM**

Show Name:

CALGARY CITY TEACHERS' CONVENTION ASSOCIATION

EARLY ORDER DISCOUNT DEADLINE:

February 1, 2012

COMPANY NAME:		BOOTH #		
DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
CHAIRS				
padded side chair	\$ 25.00	\$ 30.00		\$ -
office reception chair	\$ 60.00	\$ 80.00		\$ -
leather executive chair	\$ 90.00	\$ 120.00		\$ -
stool with back (gas lift, reg height to bar height)	\$ 80.00	\$ 105.00		\$ -
directors chair (reg table height)	\$ 50.00	\$ 75.00		\$ -
directors chair (bar height)	\$ 80.00	\$ 105.00		\$ -
TABLES				
round pedestal table, 30" high (unskirted)	\$ 55.00	\$ 75.00		
round pedestal table, 42" high (unskirted)	\$ 75.00	\$ 95.00		\$ -
8' x 2' skirted table (skirted 3 sides) 30" high	\$ 70.00	\$ 90.00		\$ -
6' x 2' skirted table (skirted 3 sides) 30" high	\$ 70.00	\$ 90.00		\$ -
4' x 2' skirted table (skirted 4 sides) 30" high	\$ 70.00	\$ 90.00		\$ -
fourth side of table skirted	\$ 30.00	\$ 40.00		\$ -
SKIRT COLOUR: blue <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> match show colour <input type="checkbox"/>				
6' x 2' skirted tables (skirted 3 sides) 40" high	\$ 100.00	\$ 130.00		\$ -
4' x 2' skirted tables (skirted 4 sides) 40" high	\$ 100.00	\$ 130.00		\$ -
fourth side of table skirted	\$ 35.00	\$ 45.00		\$ -
SKIRT COLOUR: blue <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> match show colour <input type="checkbox"/>				
MISCELLANEOUS ITEMS				
wastebasket w/ bag	\$ 20.00	\$ 26.00		\$ -
5-pocket folding literature rack	\$ 90.00	\$ 120.00		\$ -
easel	\$ 40.00	\$ 50.00		\$ -
sign holder (holds 22"w x 28" h sign)	\$ 55.00	\$ 75.00		\$ -
posterboard, 4'x8'	\$ 125.00	\$ 152.00		\$ -
FOR ADDITIONAL ITEMS NOT FOUND ON THESE ORDER FORMS, PLEASE CONTACT OUR OFFICE FOR AVAILABILITY AND PRICING		AMOUNT DUE: \$		
		PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE		

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Orders will only be processed once payment in full has been received.
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 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation.
 If skirt colour is not chosen, ST.GEORGE Show Service Inc will choose a colour for you. A labour charge may be assessed for on-site changes.
 Exhibitor is responsible for all items for the duration of the show.
 No refunds on cancelled items once placed.
 Charges are for rental of equipment only. All items remain the property of ST.GEORGE Show Service Inc.
 Credit card authorization MUST accompany all orders.



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CARPET & VACUUMING ORDER FORM

Show Name:

CALGARY CITY TEACHERS' CONVENTION ASSOCIATION

EARLY ORDER DISCOUNT DEADLINE:

February 1, 2012

COMPANY NAME:		BOOTH #		
<i>DESCRIPTION</i>	<i>EARLY ORDER DISCOUNT PRICE</i>	<i>REGULAR PRICE</i>	<i>QUANTITY</i>	<i>\$ TOTAL</i>
FOAM PADDING				
10'x10' foam padding	\$ 100.00	\$ 130.00		\$
10'x20' foam padding	\$ 200.00	\$ 260.00		\$
bulk area foam padding (10'x10' increments)				
<i>price per square foot</i>				
_____ x _____ = _____ SqFt	\$ 1.25	\$ 1.65		\$
POLY COVERING				
bulk area poly covering				
<i>price per square foot</i>				
_____ x _____ = _____ SqFt	\$ 0.80	\$ 1.05		\$
BOOTH VACUUMING SERVICE				
<i>price per square foot</i>				
<i>DAILY BOOTH VACUUMING IS PROVIDED BY SHOW MGMT</i>				
MON	TUE	WED	THU	FRI
SAT	SUN			
				AMOUNT DUE: \$
				PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE

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 If carpet colour is not chosen, ST.GEORGE Show Service Inc will choose a colour for you. A labour charge may be assessed for on-site changes.
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 A surcharge may be applied for damages incurred after installation.
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**SPECIALTY ITEMS
ORDER FORM**

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

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

COMPANY NAME:	BOOTH #			
<i>DESCRIPTION</i>	<i>EARLY ORDER DISCOUNT PRICE</i>	<i>REGULAR PRICE</i>	<i>QUANTITY</i>	<i>\$ TOTAL</i>
SPECIALTY ITEMS				\$ -
lounge chair (armless)	\$ 125.00	\$ 216.00		\$ -
loveseat (2 seater)	\$ 260.00	\$ 330.00		\$ -
coffee table (approx 27" x 45" x 18"h)	\$ 115.00	\$ 150.00		\$ -
end table (approx 27" x 27" x 18"h)	\$ 85.00	\$ 112.00		\$ -
Bar fridge	\$ 125.00	\$ 165.00		\$ -
Water cooler c/w 1 -15L water bottle	\$ 125.00	\$ 165.00		\$ -
- 7 oz disposable cups (sleeve of 50)	\$ 25.00	\$ 30.00		\$ -
- Additional water bottles (15L)	\$ 15.00	\$ 25.00		\$ -
Coat Tree	\$ 35.00	\$ 50.00		\$ -
Full-length Mirror	\$ 35.00	\$ 50.00		\$ -
				\$ -
PLANTS				\$ -
seasonal flowering plant (approx 1' high)	\$ 40.00	\$ 54.00		\$ -
Boston Fern	\$ 45.00	\$ 60.00		\$ -
2' - 3' high live tropical plant	\$ 55.00	\$ 75.00		\$ -
4' - 5' high live tropical plant	\$ 66.00	\$ 87.00		\$ -
6' - 7' high live tropical plant	\$ 95.00	\$ 128.00		\$ -
floral arrangements	<i>CALL FOR PRICING</i>			\$ -
				\$ -
CUSTOM BOOTH DRAPERY	price per linear foot			
3' high drapery	\$ 6.00	\$ 8.00		\$ -
8' high drapery	\$ 8.00	\$ 10.00		\$ -
DRAPE COLOUR: black <input type="checkbox"/> silver <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/>				\$ -
				\$ -
SOME ITEMS ARE LIMITED QUANTITY. BOOK EARLY TO AVOID DISAPPOINTMENT.				
FOR ADDITIONAL ITEMS NOT FOUND ON THESE ORDER FORMS, PLEASE CONTACT OUR OFFICE FOR AVAILABILITY AND PRICING		AMOUNT DUE: \$ PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE		

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Credit card authorization MUST accompany all orders.



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**HARDWALL SYSTEM RENTAL
 ORDER FORM**

Show Name:

CALGARY CITY TEACHERS' CONVENTION ASSOCIATION

EARLY ORDER DISCOUNT DEADLINE:

February 1, 2012

COMPANY NAME:	BOOTH #
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DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
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10' x 10' BOOTH PACKAGES Base package includes aluminum structure, white hardwall panels, company name in block text, carpet and installation & dismantle

MODEL 1010	BASIC - 1 straight header sign	\$ 1,450.00	\$ 1,920.00		\$
	DELUXE - basic, plus 2 lights*, 1 white counter (*power not included)	\$ 1,745.00	\$ 2,315.00		\$

10' x 20' BOOTH PACKAGES Base package includes aluminum structure, white hardwall panels, company name in block text, carpet and installation & dismantle

MODEL 2010	BASIC - 2 straight header signs	\$ 2,455.00	\$ 3,250.00		\$
	DELUXE - basic, plus 4 lights*, 2 white counters (*power not included)	\$ 2,775.00	\$ 3,675.00		\$

OPTIONS & INFORMATION

CARPET:	blue	black	grey	red				
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HEADER 1:

HEADER 2:

Each header up to 20 characters, black block text.

POP-UP / PORTABLE BOOTHS

POP-UP BOOTH, 8' high x 8' long	BLUE	BLACK	LT GREY	\$ 675.00	\$ 890.00		\$ -
POP-UP BOOTH, 8' high x 10' long	BLUE	BLACK	LT GREY	\$ 705.00	\$ 920.00		\$ -
<i>Include 2 arm lights * (* power not included)</i>							

ACCESSORIES

* SEE NOTE *	SHELF, ¼m deep, 1 m long	\$ 45.00	\$ 65.00		\$ -
* SEE NOTE *	ANGLED SHELF, ¼m deep, 1 m long	\$ 60.00	\$ 80.00		\$ -
* SEE NOTE *	FABRIC PANEL INSERT: blue black grey (per panel)	\$ 50.00	\$ 75.00		\$ -
* SEE NOTE *	SLATWALL PANEL INSERT: white (per panel)	\$ 125.00	\$ 160.00		\$ -
	HEADER SIGN LOGO or COLOUR CHANGE	<i>call for pricing</i>			\$ -
	STORAGE COUNTER UNIT 1m h x 1m w x ½m d	\$ 150.00	\$ 195.00		\$ -
	COMPUTER COUNTER 1m h x 1m w x ½m d	\$ 175.00	\$ 220.00		\$ -
	PEDESTAL DISPLAY 30"h X 20"w x 20"d	\$ 145.00	\$ 185.00		\$ -
	DISPLAY SHOWCASE (½m glass display area, ¼m storage below)	\$ 180.00	\$ 230.00		\$ -
	DISPLAY SHOWCASE (¼m glass display area, ¾m storage below)	\$ 160.00	\$ 210.00		\$ -
	150 w chrome arm light* (* power not included)	\$ 65.00	\$ 85.00		\$

*** NOTE: IF ORDERING ANY STYLE OF SHELF or PANEL INSERT, PLEASE PROVIDE A DIAGRAM TO AVOID ONSITE CHANGES and/or LABOUR CHARGES.**

FOR ADDITIONAL ITEMS NOT FOUND ON THESE ORDER FORMS, PLEASE CONTACT OUR OFFICE FOR AVAILABILITY AND PRICING

AMOUNT DUE: \$
 PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE

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Credit card authorization MUST accompany all orders.



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SIGNAGE ORDER FORM

Show Name:

CALGARY CITY TEACHERS' CONVENTION ASSOCIATION

EARLY ORDER DISCOUNT DEADLINE:

February 1, 2012

COMPANY NAME:	BOOTH #
----------------------	----------------

DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
SIGN LAYOUT				
9" x 12" sign	\$ 35.00	\$ 50.00		\$
11" x 14" sign	\$ 35.00	\$ 50.00		\$
11" x 28" sign	\$ 40.00	\$ 60.00		\$
22"w x 28"h sign (standard size for sign holders)	\$ 80.00	\$ 120.00		\$
7" x 44" sign	\$ 40.00	\$ 75.00		\$
28" x 44" sign	\$ 90.00	\$ 135.00		\$
3' x 8' banner	\$ 240.00	\$ 315.00		\$
3' x 10' banner	\$ 300.00	\$ 390.00		\$
4' x 8' banner	\$ 320.00	\$ 420.00		\$
4' x 10' banner	\$ 400.00	\$ 520.00		\$
<i>other sizes available - please call for pricing.</i>				

<p>SIGN SIZE</p> <p style="text-align: center;">_____ x _____ inches wide x inches high</p>	<p style="text-align: center;">OTHER OPTIONS AVAILABLE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Additional copy colour</td> <td style="width: 15%;">\$10.00/colour/sign</td> <td style="width: 15%; text-align: right;">\$</td> </tr> <tr> <td>Variations in lettering</td> <td>\$ 10.00 / sign</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Additional words</td> <td>CALL FOR QUOTE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Change copy colour</td> <td>\$ 25.00 / sign</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Easel Backing</td> <td>\$ 20.00 / sign</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Emblems, trademarks or logos</td> <td>CALL FOR QUOTE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Other sizes/materials/banners</td> <td>CALL FOR QUOTE</td> <td style="text-align: right;">\$</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Additional copy colour	\$10.00/colour/sign	\$	Variations in lettering	\$ 10.00 / sign	\$	Additional words	CALL FOR QUOTE	\$	Change copy colour	\$ 25.00 / sign	\$	Easel Backing	\$ 20.00 / sign	\$	Emblems, trademarks or logos	CALL FOR QUOTE	\$	Other sizes/materials/banners	CALL FOR QUOTE	\$																											
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Other sizes/materials/banners	CALL FOR QUOTE	\$																																															

RATES ARE BASED ON THE FOLLOWING:	AMOUNT DUE: \$
Ten (10) words or less. Black text in block letters on white background. All very small text is black only.	PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE

TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:

Orders will only be processed once payment in full has been received.
 There are NO REFUNDS on signs
 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation.
 Exhibitor is responsible for all items for the duration of the show.
 All claims or discrepancies must be settled with ST.GEORGE Show Service Inc. prior to show closing.
Credit card authorization MUST accompany all orders.



ST. GEORGE SHOW SERVICE INC.

at the Calgary TELUS Convention Centre
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 Calgary, AB T2G 0P3
 Phone: 403 261-8575 Fax 403 261-8576

**LABOUR SERVICE
ORDER FORM**

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

EARLY ORDER DISCOUNT DATE: **February 1, 2012**

COMPANY NAME: _____ **BOOTH #** _____

Labour rates are charged PER PERSON at a MINIMUM CHARGE OF TWO (2) HOURS. Labour over 2 hours is charged in 1/2 hour increments.
 If ST.GEORGE Show Service Inc. supervision is required, add 40% to the total labour cost.

**To have staff assigned, please check in at ST. GEORGE Show Service's
order desk prior to your requested time.**

STRAIGHT TIME (Monday to Friday - 8:00 AM - 4:00 PM) with a minimum charge of ONE (1) hour per call

	DATE REQUIRED:			TIME REQUIRED:		
	# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST
INSTALL	A _____	x _____	= _____	\$ 80.00	\$ 110.00	\$ _____
DISMANTLE	B _____	x _____	= _____	\$ 80.00	\$ 110.00	\$ _____

Supervision by exhibitor (must be present to supervise) Name: _____ Supervisor provided by ST.GEORGE Show Service Inc. Add 40% to above charge \$ _____

OVERTIME (Monday to Friday - 4:00 PM - Midnight, Saturday & Sunday 8:00 AM - Midnight) with a minimum charge of TWO (2) hours per call

	DATE REQUIRED:			TIME REQUIRED:		
	# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST
INSTALL	A _____	x _____	= _____	\$ 110.00	\$ 150.00	\$ _____
DISMANTLE	B _____	x _____	= _____	\$ 110.00	\$ 150.00	\$ _____

Supervision by exhibitor (must be present to supervise) Name: _____ Supervisor provided by ST.GEORGE Show Service Inc. Add 40% to above charge \$ _____

DOUBLE-TIME (Monday to Sunday - Midnight-8:00 AM, all day on Statutory Holidays with a minimum charge of FOUR (4) hours per call.

	DATE REQUIRED:			TIME REQUIRED:		
	# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST
INSTALL	A _____	x _____	= _____	\$ 140.00	\$ 180.00	\$ _____
DISMANTLE	B _____	x _____	= _____	\$ 140.00	\$ 180.00	\$ _____

Supervision by exhibitor (must be present to supervise) Name: _____ Supervisor provided by ST.GEORGE Show Service Inc. Add 40% to above charge \$ _____

PLEASE PROVIDE DRAWINGS and/or INSTRUCTIONS IF NO CLIENT SUPERVISION IS ORDERED. AMOUNT DUE: \$ _____
 PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE.

TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:
 Orders will be processed once payment in full has been received. Payments received after the deadline date will be processed at regular prices.
 A 25% cancellation fee may be applied to all orders cancelled after the early discount deadline date.
 Cancellations within 2 business days of the official move-in date are non-refundable.
 If no Client Supervision is noted, we will assign a St. George supervisor and charge accordingly.
 ST. GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation.
 We reserve the right to change labourers and/or rates as shifts change.