



Newfoundland Aquaculture  
Industry Association

# Cold Harvest 2018 Conference & Trade Show

September 26<sup>th</sup> – 28<sup>th</sup>, 2018

## EXHIBITOR ORDER FORMS

IMPORTANT DATES:

September 18<sup>th</sup> – Advance Rate Deadline

September 24<sup>th</sup> - Deadline for Orders



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## **IMPORTANT DATES:**

- **AUGUST 29<sup>TH</sup>** : EASTERN AUDIO WILL ACCEPT ADVANCED MATERIALS HANDLING SHIPMENTS
- **SEPTEMBER 18<sup>TH</sup>** : DEADLINE TO RECEIVE ADVANCE RATES
- **SEPTEMBER 24<sup>TH</sup>** : DEADLINE TO RECEIVE ADVANCE SHIPMENTS
- **SEPTEMBER 26<sup>TH</sup>** : EXHIBITOR SHOW MOVE IN (1200)
- **SEPTEMBER 28<sup>TH</sup>** : SHOW MOVE OUT (1500)
- **OCTOBER 5<sup>TH</sup>** : EASTERN AUDIO WILL FORCE SHIP MATERIALS COLLECT.

## **SHIPPING INSTRUCTIONS:**

### **\*MATERIAL HANDLING FORM MUST BE COMPLETED PRIOR TO SHIPPING OF FREIGHT**

(1) Any exhibitor requesting Materials Handling service must ship their materials to following address:

**Eastern Audio Ltd  
5 Waterford Bridge Rd  
St. John's NL, Canada  
A1E 1C5  
(709)722-0864  
Hours = 0900 – 1700 (Mon - Fri)**

(2) All pieces in your shipment must include the following information:

**Company Name  
Show Name  
Number of pieces (i.e; 1 of 4, 2 of 4...)  
Booth Number  
(SEE SHIPPING LABELS BELOW)**

(3) All Materials received by Eastern Audio will be stored in our warehouse prior to show load in date. On show load in date, materials will be delivered to the venue and brought to your booth.

(4) Important Dates:

- **Advanced Shipments will be accepted 4 weeks prior to show date.**
- **Deadline to receive shipments is 48 hours before show date. (See Materials Handling Form)**
- **Deadline to receive Advanced Rates is 1 week before show date**

(5) If you require return Materials Handling service, all materials must be packed up and labeled with all shipping documents **including any customs forms**, and ready for pickup in your booth at the end of the show. Eastern Audio will pick up your materials and return to our warehouse to hold for your shipping company to pick up the next business day. **Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ c/o Eastern Audio Ltd. It is the exhibitor's responsibility to call their shipping company to arrange pick up the next business day from 0900 to 1700. You must use our warehouse address for the incoming freight as well as the pick-up location of the returning freight. See below.**

**Exhibitor Company Name  
c/o Eastern Audio Limited  
5 Waterford Bridge Road  
St. John's, NL  
A1E 1C5  
(709)722-0864**

(6) **PLEASE NOTE:** Any shipments left at our warehouse after 5 business days will be **FORCE SHIPPED COLLECT** using our choice of transport.



# MATERIALS HANDLING ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

<b>Company Name:</b> _____	<b>Show Name:</b> <u>NAIA Cold Harvest 2018</u>
<b>Contact Email:</b> _____	<b>Booth Number:</b> _____
<b>Address:</b> _____	<b>Advanced Rate Deadline:</b> <u>September 18<sup>th</sup>, 2018</u>
<b>City, Prov/State:</b> _____	<b>Contact Name:</b> _____
<b>Postal/Zip Code:</b> _____	<b>Contact Ph #:</b> _____ <b>Fax #:</b> _____

Rates are based on each 100 lbs. of weight for your shipment. Please round up to the next 100 lbs.  
 Example: 527 lbs = 600 lbs.

The greater of actual or volumetric weight will be charged. Vol Weight = 10lbs per cubic ft

**Large or oversized shipments requiring special handling (ie. forklift or truck with lift-gate) or freight being delivered to venues without proper loading docks/facilities may be subject to additional charges**  
**Please contact our office prior to completing form. Ph: (709) 722 0864 email: info @ easternaudio.com**

<b>ADVANCED SHIPMENTS TO EASTERN AUDIO WAREHOUSE</b>  Advanced Shipments will be accepted at our warehouse 4 Weeks prior to show Load in date. Deadline for advanced shipments = 48 hours prior to show load in	Minimum Charge (up to 200 lbs)	<b>\$130.00</b>	
	Additional \$65.00/100 LBS	<b>WEIGHT</b>	<b>TOTAL</b>

<b>POST SHOW SHIPMENTS FROM EASTERN AUDIO WAREHOUSE</b>  All materials must be packed up and labeled with all shipping documents including any customs forms, and ready for pickup in your booth at the end of the show. Eastern Audio will pick up your materials and return to our warehouse to hold for your shipping company to pick up the next business day.  <b>Please note that in all cases, YOUR COMPANY is the SENDER &amp; RECEIVER ~ c/o Eastern Audio Ltd. It is the exhibitor's responsibility to call their shipping company to arrange pick up the next business day from 0900 to 1700.</b>	Minimum Charge (up to 200 lbs)	<b>\$90.00</b>	
	Additional \$45.00/100 LBS	<b>WEIGHT</b>	<b>TOTAL</b>

Any shipments left at our warehouse longer than 5 business days will be **FORCE SHIPPED COLLECT** using our choice of transport.

**MATERIALS HANDLING TOTAL: \$**

**EASTERN AUDIO LTD.**

**EASTERN AUDIO LTD.**

**R U S H R U S H**

***DO NOT DELAY***

***DO NOT DELAY***

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O: Eastern Audio Ltd  
5 Waterford Bridge Road  
St. John's, NL  
Canada  
A1E 1C5

**WAREHOUSE**

SHOW: **NAIA – "Cold Harvest 2018"**

BOOTH # \_\_\_\_\_ OF \_\_\_\_\_ PCS

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O: Eastern Audio Ltd  
5 Waterford Bridge Road  
St. John's, NL  
Canada  
A1E 1C5

**WAREHOUSE**

SHOW: **NAIA – "Cold Harvest 2018"**

BOOTH # \_\_\_\_\_ OF \_\_\_\_\_ PCS

*THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVINIENCE. PLACE ONE ON EACH  
PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES  
ARE ACCEPTABLE*



# AUDIO VISUAL ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

<b>Company Name:</b> _____	<b>Show Name:</b> <u>NAIA Cold Harvest 2018</u>
<b>Contact Email:</b> _____	<b>Booth Number:</b> _____
<b>Address:</b> _____	<b>Advanced Rate Deadline:</b> <u>September 18<sup>th</sup>, 2018</u>
<b>City, Prov/State:</b> _____	<b>Contact Name:</b> _____
<b>Postal/Zip Code:</b> _____	<b>Contact Ph #:</b> _____ <b>Fax #:</b> _____

## MONITORS / STANDS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	19" LCD MONITOR (4:3 Format – VGA & DVI INPUT)	\$75.00/day	\$90.00/day	
	24" LED MONITOR (16:9 Format – DVI & HDMI INPUT – NO AUDIO IN)	\$100.00/day	\$120.00/day	
	32" LCD MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$200.00/day	\$240.00/day	
	42" LED MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$275.00/day	\$330.00/day	
	55" LED MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$325.00/day	\$390.00/day	
	80" LED MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$600.00/day	\$720.00/day	
	PREMIER FLATSCREEN FLOOR STAND 60" W/SHELF	\$75.00/day	\$90.00/day	
	PREMIER FLATSCREEN FLOOR STAND 72" W/SHELF	\$75.00/day	\$90.00/day	
	42" SKIRTED AV CART W/15' POWER CORD	\$30.00/day	\$36.00/day	
	6' VGA Cable	\$5.00/day	\$6.00/day	
	6' DVI Cable	\$5.00/day	\$6.00/day	
	6' HDMI Cable	\$5.00/day	\$6.00/day	

## COMPUTERS / INTERNET TURBO HUBS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	DELL LAPTOP WITH HDMI OUTPUT (WINDOWS 7, OFFICE 2010)	\$150.00/day	\$180.00/day	
	DESKTOP COMPUTER SPEAKERS	\$40.00/day	\$48.00/day	
	INTERNET TURBO HUB (DEDICATED WIRELESS INTERNET – 15 IP'S)	\$175.00/day	\$210.00/day	

## VIDEO PLAYERS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	DVD PLAYER W/ AV CABLE	\$50.00/day	\$60.00/day	
	BLU RAY PLAYER W/HDMI CABLE	\$60.00/day	\$72.00/day	

**AUDIO VISUAL TOTAL: \$**



# FURNITURE ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

**Company Name:** \_\_\_\_\_ **Show Name:** NAIA Cold Harvest 2018  
**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Advanced Rate Deadline:** September 18<sup>th</sup>, 2018  
**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

## TABLES / SKIRTING / LINENS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	6' SKIRTED BANQUET TABLE (Skirt Color: Black ___ Blue: ___ Red: ___ White: ___ Green: ___ Burgundy: ___)	\$45.00/3 day	\$54.00/3 day	
	16" HIGH PEDESTAL TABLE 30" DIAMETER	\$40.00/3 day	\$48.00/3 day	
	30" HIGH PEDESTAL TABLE 30" DIAMETER	\$40.00/3 day	\$48.00/3 day	
	42" HIGH PEDESTAL TABLE 30" DIAMETER	\$40.00/3 day	\$48.00/3 day	
	42" HIGH BLACK SPANDEX SCUBA TABLE COVER	\$25.00/3 day	\$30.00/3 day	
	30" HIGH TABLE SKIRT FOR 6' BANQUET TABLE (Color: Black ___ Blue: ___ Red: ___ White: ___ Green: ___ Burgundy: ___)	\$15.00/3 day	\$18.00/3 day	
	WHITE LINEN TABLE CLOTH FOR 6' BANQUET TABLE	\$8.00/3 day	\$10.00/3 day	

## TRADE SHOW BOOTHS, CARPET, COUNTERS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	10' x 10' TRADE SHOW BOOTH (Color: Black: ___ Blue ___ Red: ___ Ivory: ___ Green: ___ Burgundy: ___)	\$50.00/3 day	\$60.00/3 day	
	10' x 10' BOOTH CARPET (Color: Tuxedo: ___ Black ___ Blue: ___ Red: ___ Grey: ___)	\$90.00/3 day	\$108.00/3 day	
	10' x 10' BOOTH CARPET PADDING	\$70.00/3 day	\$84.00/3 day	
	10' x 10' HARDWALL BOOTH W/ CARPET	\$1000.00/3 day	\$1200.00/3 day	
	10' x 20' HARDWALL BOOTH W/ CARPET	\$1500.00/3 day	\$1800.00/3 day	
	ALUSETT HARDWALL COUNTER (19.5" X 39" X 39")	\$150.00/3 day	\$180.00/3 day	
	PORTABLE EXHIBIT POP-UP BOOTH (BLACK - 10'W)	\$525.00/3 day	\$525.00/3 day	
	BOOTH CLEANING FOR 10' x 10' BOOTH AREA (100 SQ FEET)	\$50.00/day	\$60.00/day	

## CHAIRS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	ADJUSTABLE GREY STENO CHAIR	35.00/3 day	\$42.00/3 day	
	BLACK ARM CHAIR	\$25.00/3 day	\$30.00/3 day	
	GREY ARM CHAIR	\$25.00/3 day	\$30.00/3 day	



	BLACK EXECUTIVE HIGH BACK CHAIR W/ ARMS & WHEELS	50.00/3 day	\$60.00/3 day	
	BAR STOOL- SWIVEL W/BACK (METALIC BRONZ)	\$45.00/3 day	\$54.00/3 day	
	BAR STOOL - SWIVEL BLACK/NO BACK (ADJ 21.5" - 30")	\$65.00/3 day	\$78.00/ 3 day	
	BAR STOOL – WOODEN	\$20.00/3 day	\$24.00/3 day	
	FOLDING CHAIR	\$3.00/3 day	\$3.60/3 day	
<b>BOOTH ACCESSORIES</b>				
QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	MAGAZINE / LITERATURE HOLDER ZED-UP	\$75.00/3 day	\$90.00/3 day	
	SIGN CARD HOLDER	\$20.00/3 day	\$24.00/3 day	
	DESKTOP DOCUMENT HOLDER	\$20.00/3 day	\$24.00/3 day	
	FISH BOWL	\$20.00/3 day	\$24.00/3 day	
	ACRYLIC BALLOT BOX	\$50.00/3 day	\$60.00/3 day	
	LARGE PLANT	\$40.00/3 day	\$48.00/3 day	
	SMALL PLANT	\$25.00/3 day	\$30.00/3 day	
	LED CLAMP ON TRADE SHOW BOOTH LIGHT	\$35.00/3 day	\$42.00/3 day	
	SMALL CLAMP ON DESK LAMP (25 WATTS)	\$10.00/3 day	\$12.00/3 day	
	3 LIGHT 71" HIGH OUTDOOR LAMP POST	\$150.00/3 day	\$180.00/3 day	
	CELL PHONE CHARGING STATION	\$50.00/3 day	\$60.00/3 day	
	11" BANQUET TABLE HEIGHT EXTENDER (PACK OF 4)	\$20.00/3 day	\$24.00/3 day	
	4' x 8' DOUBLE SIDED POSTER BOARDS (VELCRO FRIENDLY)	\$90.00/3 day	\$108.00/3 day	
	BLACK WASTE BASKET	\$4.00/3 day	\$4.80/3 day	
	POLISHED CHROME STANCHION W/14" BASE	\$25.00/day	\$30.00/ day	
	6' LONG STANCHION RED ROPE	\$5.00/day	\$6.00/ day	
<b>FURNITURE TOTAL</b>		<b>\$</b>		



# LABOUR ORDER FORM

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### INSTALLATION LABOUR (Two hour minimum charge per worker)

Straight Time: 0800 – 1800 (Monday to Friday) \$72.00/hr  
 Overtime: 1800 – 2200 (Monday to Friday) \$108.00/hr  
 0800 – 1800 (Saturday & Sunday)  
 Double Time: ALL OTHER TIME NOT MENTIONED ABOVE \$144.00/hr

Installation Date:			
Start Time:		End Time:	
# of Persons:		Hours per person:	
Rate: (see above)	Straight Time <input type="checkbox"/>	Overtime <input type="checkbox"/>	Total Hours:
			Total: \$

### DISMANTLE LABOUR (Two hour minimum charge per worker)

Straight Time: 0800 – 1800 (Monday to Friday) \$72.00/hr  
 Overtime: 1800 – 2200 (Monday to Friday) \$108.00/hr  
 0800 – 1800 (Saturday & Sunday)  
 Double Time: ALL OTHER TIME NOT MENTIONED ABOVE \$144.00/hr

Installation Date:			
Start Time:		End Time:	
# of Persons:		Hours per person:	
Rate: (see above)	Straight Time <input type="checkbox"/>	Overtime <input type="checkbox"/>	Total Hours:
			Total: \$

**LABOUR TOTAL: \$**



# PAYMENT FORM

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 A1E 1C5  
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**PLEASE COMPLETE ALL INFORMATION AND PRINT LEGIBLY. Thank you.**

<b>MATERIALS HANDLING ORDER FORM TOTAL:</b>	<b>\$</b>
<b>AUDIO VISUAL ORDER FORM TOTAL:</b>	<b>\$</b>
<b>FURNITURE ORDER FORM TOTAL:</b>	<b>\$</b>
<b>LABOUR ORDER FORM TOTAL:</b>	<b>\$</b>
<b>DELIVERY / PICKUP</b>	<b>\$ 76.00</b>
<b>SUBTOTAL:</b>	<b>\$</b>
<b>15% HST:</b>	<b>\$</b>
<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>

**Method of Payment**

VISA <input type="checkbox"/>		MASTERCARD <input type="checkbox"/>		AMEX <input type="checkbox"/>		CHEQUE <input type="checkbox"/>	
CARD NUMBER:				EXP:			
CARD HOLDERS NAME				SIGNATURE:	_____		