



# **HOSPITALITY**

NEWFOUNDLAND & LABRADOR

## **2024 Conference & Trade Show**

**February 20<sup>th</sup> - 22<sup>nd</sup>, 2024**

### **Exhibitor Order Manual**



5 Waterford Bridge Road, St. John's Newfoundland A1E 1C5  
709-722-0864 Toll Free: 1-800-640-4691 [www.easternaudio.com](http://www.easternaudio.com)  
[info@easternaudio.com](mailto:info@easternaudio.com)

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## **IMPORTANT DATES:**

Jan 23<sup>rd</sup>, 2024 Eastern Audio will **ACCEPT** Advanced Materials Handling Shipments

Feb 12<sup>th</sup>, 2024 Deadline to Receive Advance Order Rate

Feb 15<sup>th</sup>, 2024 Deadline to Receive Advance Shipments

Feb 20<sup>th</sup>, 2024 Exhibitor Move In and Setup (1200)

Feb 22<sup>nd</sup>, 2024 Exhibitor Dismantle and Move Out (1400)

Feb 28<sup>th</sup>, 2024 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 Feb 15<sup>th</sup>, 2024. (See Materials Handling Form)**
- **Deadline to receive Advanced Order Rate is Feb 12<sup>th</sup>, 2024.**

(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)

**Company Name:** \_\_\_\_\_ **Show Name:** \_\_\_\_\_  
**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Advanced Rate Deadline: Feb 12<sup>th</sup>, 2024**  
**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

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](mailto: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)	\$200.00	
	Additional \$100.00/100 LBS	WEIGHT	TOTAL

<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.</b> <b>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)	\$200.00	
	Additional \$75.00/100 LBS	WEIGHT	TOTAL

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:**

BOOTH #               OF        PCS

**TO:**

(EXHIBITOR NAME)

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

**WAREHOUSE**

**SHOW:**

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> _____
<b>Contact Email:</b> _____	<b>Booth Number:</b> _____
<b>Address:</b> _____	<b>Advanced Rate Deadline: Feb 12<sup>th</sup>, 2024</b>
<b>City, Prov/State:</b> _____	<b>Contact Name:</b> _____
<b>Postal/Zip Code:</b> _____	<b>Contact Ph #:</b> _____

### MONITORS / STANDS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	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' 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 10, OFFICE 2019)	\$200.00/day	\$240.00/day	
	INTERNET TURBO HUB (DEDICATED WIRELESS INTERNET – 15 IP'S)	\$200.00/day	\$240.00/day	

**AUDIO VISUAL TOTAL: \$**



# FURNITURE ORDER FORM

5 Waterford Bridge Rd  
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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:** \_\_\_\_\_  
**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Advanced Rate Deadline: Feb 12<sup>th</sup>, 2024**  
**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

## TABLES / SKIRTING / LINENS

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

## TRADE SHOW BOOTHS, CARPET, COUNTERS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	10' x 10' BOOTH CARPET (Color: Tuxedo: ___ Black ___ Blue: ___ Red: ___ Grey: ___)	\$90.00/show	\$108.00/show	
	BOOTH CLEANING	\$50.00/show	\$60.00/show	

## CHAIRS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	BAR STOOL- SWIVEL W/BACK (METALIC BRONZ)	\$45.00/show	\$54.00/show	
	BAR STOOL - SWIVEL BLACK/NO BACK (ADJ 21.5" - 30")	\$65.00/show	\$78.00/show	
	FOLDING CHAIR	\$3.00/show	\$3.60/show	

## BOOTH ACCESSORIES

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	MAGAZINE / LITERATURE HOLDER ZED-UP	\$75.00/show	\$90.00/show	
	FISH BOWL	\$20.00/3 day	\$24.00/3 day	
	ACRYLIC BALLOT BOX	\$50.00/show	\$60.00/show	
	LARGE PLANT	\$40.00/show	\$48.00/show	



	SMALL PLANT	\$25.00/show	\$30.00/show	
	LED CLAMP ON TRADE SHOW BOOTH LIGHT	\$35.00/show	\$42.00/show	
	4' x 8' DOUBLE SIDED POSTER BOARDS (VELCRO FRIENDLY)	\$90.00/show	\$108.00/show	
	BLACK WASTE BASKET	\$4.00/show	\$4.80/show	
	POLISHED CHROME STANCHION W/14" BASE	\$25.00/show	\$30.00/show	
	6' LONG STANCHION RED ROPE	\$5.00/show	\$6.00/show	
<b>FURNITURE TOTAL</b>		<b>\$</b>		



# POWER ORDER FORM

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Bus: (709) 722 0864 (800) 640 4691  
Fax: (709) 722 8114  
Email: [info@easternaudio.com](mailto:info@easternaudio.com)

**Company Name:** \_\_\_\_\_ **Show Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Advanced Rate Deadline: Feb 12<sup>th</sup>, 2024**

**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

## POWER

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	STANDARD 10 AMP – 120 VOLT POWER SERVICE (1 power drop Provided by HNL with Booth Purchase)	\$50.00/show	\$60.00/show	
	25' AC CABLE	\$5.00/show	\$6.00/show	
	POWER BAR	\$5.00/show	\$6.00/show	
	20 AMP – 120 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	20 AMP – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	30 AMP – 120 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	50 AMP – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	20 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	30 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	60 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	100 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	200 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	

## ELECTRICIAN LABOUR FOR 3 PHASE POWER

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	ELECTRICIAN ON AVAILABILITY	Call for Pricing	Call for Pricing	

Additional labour charges may apply for special connections or wiring, please call for details 709 722 0864

**POWER TOTAL \$**



## LABOR ORDER FORM

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**Address:** \_\_\_\_\_ **Advanced Rate Deadline: Feb 12<sup>th</sup>, 2024**  
**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

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

Straight Time: 0800 – 1800 (Monday to Friday) \$78.00/hr  
Overtime: 1800 – 2200 (Monday to Friday) \$117.00/hr  
0800 – 1800 (Saturday & Sunday)  
Double Time: ALL OTHER TIME NOT MENTIONED ABOVE \$175.00/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) \$78.00/hr  
Overtime: 1800 – 2200 (Monday to Friday) \$117.00/hr  
0800 – 1800 (Saturday & Sunday)  
Double Time: ALL OTHER TIME NOT MENTIONED ABOVE \$175.00/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

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:** \_\_\_\_\_  
**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Advanced Rate Deadline: Feb 12<sup>th</sup>, 2024**  
**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

*Please Complete ALL Information. Thank you*

**MATERIALS HANDLING ORDER FORM TOTAL: \$**

**AUDIO VISUAL ORDER FORM TOTAL: \$**

**FURNITURE ORDER FORM TOTAL: \$**

**POWER ORDER FORM TOTAL: \$**

**Delivery / Pickup \$100.00**

**Subtotal \$**

**15% HST \$**

**Total \$**

### **Method of Payment**

VISA ☐

MASTERCARD ☐

AMEX ☐

CHEQUE ☐

CARD NUMBER:		EXP:	
CARD HOLDERS NAME		SIGNATURE:	