



EXHIBITOR ORDER MANUAL



CONTENTS

SHIPPING INSTRUCTIONS	3
MATERIALS HANDLING FORM	4
SHIPPING LABELS	5
AUDIO VISUAL ORDER FORM	6
FURNITURE ORDER FORM	7 & 8
POWER ORDER FORM	9
LABOUR ORDER FORM	10
PAYMENT FORM	11

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

Company Name: **Show Name:** AIBC 2022
Contact Email: **Booth Number:**
Address: **Advanced Rate Deadline:** September 20, 2022
City, Prov/State: **Contact Name:**
Postal/Zip Code: **Contact Ph #:** **Fax #:**

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

ADVANCED SHIPMENTS TO EASTERN AUDIO WAREHOUSE 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)	\$130.00	
	Additional \$65.00/100 LBS	WEIGHT	TOTAL

POST SHOW SHIPMENTS FROM EASTERN AUDIO WAREHOUSE 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.	Minimum Charge (up to 200 lbs)	\$90.00	
	Additional \$45.00/100 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:	
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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

TO:

EXHIBITOR NAME

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

WAREHOUSE

WAREHOUSE

SHOW: AIBC 2022

SHOW: AIBC 2022

BOOTH # OF PCS

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

Company Name: **Show Name: AIBC 2022**
Contact Email: **Booth Number:**
Address: **Advanced Rate Deadline: September 20, 2022**
City, Prov/State: **Contact Name:**
POSTAL/ZIP CODE: **Contact Ph #:** **Fax #:**

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

Company Name: **Show Name: AIBC 2022**
Contact Email: **Booth Number:**
Address: **Advanced Rate Deadline: September 20, 2022**
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/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
N/A	8' x 10' TRADE SHOW BOOTH (SUPPLIED by AIBC)	\$50.00/show	\$60.00/show	N/A
	10' x 10' BOOTH CARPET VENUE IS FULLY CARPETED (Color: Tuxedo: ___ Black ___ Blue: ___ Red: ___ Grey: ___)	\$90.00/show	\$108.00/show	
	████████████████████	\$70.00/show	\$84.00/show	
	10' x 10' HARDWALL BOOTH W/ CARPET	\$1000.00/show	\$1200.00/show	
	10' x 20' HARDWALL BOOTH W/ CARPET	\$1500.00/show	\$1800.00/show	
	ALUSETT HARDWALL COUNTER (19.5" X 39" X 39")	\$150.00/show	\$180.00/show	
	PORTABLE EXHIBIT POP-UP BOOTH (BLACK - 10'W)	\$525.00/show	\$525.00/show	
	BOOTH CLEANING	\$50.00/show	\$60.00/show	

CHAIRS

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

	BLACK EXECUTIVE HIGH BACK CHAIR W/ ARMS & WHEELS	50.00/show	\$60.00/show	
	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	
	BAR STOOL – WOODEN	\$20.00/show	\$24.00/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	
	SIGN CARD HOLDER	\$20.00/show	\$24.00/show	
	DESKTOP DOCUMENT HOLDER	\$20.00/show	\$24.00/show	
	FISH BOWL	\$20.00/show	\$24.00/show	
	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	
	SMALL CLAMP ON DESK LAMP (25 WATTS)	\$10.00/show	\$12.00/show	
	3 LIGHT 71" HIGH OUTDOOR LAMP POST	\$150.00/show	\$180.00/show	
	CELL PHONE CHARGING STATION	\$50.00/show	\$60.00/show	
	11" BANQUET TABLE HEIGHT EXTENDER (PACK OF 4)	\$20.00/show	\$24.00/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	

FURNITURE TOTAL \$



POWER 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

Company Name: **Show Name: AIBC 2022**
Contact Email: **Booth Number:**
Address: **Advanced Rate Deadline: September 20, 2022**
City, Prov/State: **Contact Name:**
POSTAL/ZIP CODE: **Contact Ph #:** **Fax #:**

POWER (ONE STANDARD DUPLEX OUTLET IS SUPPLIED N/C)

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	ADDITIONAL STANDARD 10 AMP – 120 VOLT POWER SERVICE (one standard outlet supplied at n/c by AIBC)	\$50.00/show	\$60.00/show	
	20 AMP – 120 VOLT POWER SERVICE	\$135.00/show	\$162.00/show	
	20 AMP – 208 VOLT POWER SERVICE	\$190.00/show	\$228.00/show	
	30 AMP – 120 VOLT POWER SERVICE	\$230.00/show	\$276.00/show	
	50 AMP – 208 VOLT POWER SERVICE	\$375.00/show	\$450.00/show	
	20 AMP – 3 PHASE – 208 VOLT POWER SERVICE	\$350.00/show	\$420.00/show	
	30 AMP – 3 PHASE – 208 VOLT POWER SERVICE	\$450.00/show	\$540.00/show	
	60 AMP – 3 PHASE – 208 VOLT POWER SERVICE	\$550.00/show	\$660.00/show	
	100 AMP – 3 PHASE – 208 VOLT POWER SERVICE	\$650.00/show	\$780.00/show	
	200 AMP – 3 PHASE – 208 VOLT POWER SERVICE	\$800.00/show	\$960.00/show	
	25' AC CABLE	\$5.00/show	\$6.00/show	
	POWER BAR	\$5.00/show	\$6.00/show	

ELECTRICIAN LABOUR FOR 3 PHASE POWER

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	ELECTRICIAN 0700 – 1700 (MIN 2 HOUR)	\$85.00/hr	\$100.00/hr	
	ELECTRICIAN 1700 – 0700 (MIN 2 HOUR)	\$150.00/hr	\$180.00/hr	

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

POWER TOTAL \$



LABOUR ORDER FORM

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Company Name:	Show Name: AIBC 2022
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Address:	Advanced Rate Deadline: September 20, 2022
City, Prov/State:	Contact Name:
POSTAL/ZIP CODE:	Contact Ph #: Fax #:

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	\$156.00/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	\$156.00/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

Company Name: Show Name: AIBC 2022
Contact Email: Booth Number:
Address: Advanced Rate Deadline: September 20, 2022
City, Prov/State: Contact Name:
POSTAL/ZIP CODE: Contact Ph #: Fax #:

PLEASE COMPLETE ALL INFORMATION AND PRINT LEGIBLY. Thank you.

MATERIALS HANDLING ORDER FORM TOTAL:	\$ 0.00
AUDIO VISUAL ORDER FORM TOTAL:	\$ 0.00
FURNITURE ORDER FORM TOTAL:	\$ 0.00
POWER ORDER FORM TOTAL:	\$ 0.00
LABOUR ORDER FORM TOTAL:	\$ 0.00
DELIVERY / PICKUP	\$0.00
SUBTOTAL:	\$ 0.00
15% HST:	\$ 0.00
TOTAL AMOUNT DUE:	\$ 0.00

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:	