



The International Conference on Biofabrication

Biofabrication 2023

Saskatoon, Canada • Sept. 17 - 20



Hub City Display

1740 Ontario Avenue
Saskatoon, SK. S7K 1T1
PH: 306-653-3705
FAX: 306-665-3075

**BIOFABRICATION CONFERENCE & TRADESHOW
SASKATOON INN
SEPTEMBER 17TH – 19TH, 2023**

Dear Exhibitor:

Hub City Display is proud to be the Official Display Contractor for the **Biofabrication Tradeshow**.

At this event your **10'x8'** exhibit space includes:

- 8' high back drape
- 4' high side drape
- 1 –skirted table (provided by hotel)
- 2 – chairs (provided by hotel)

We have a vast selection of *furniture, carpeting, lighting, and various specialty items* available for rent. We also offer *janitorial, labour, and material handling services*. Should you wish to achieve a more professional look to your booth, Hub City Display custom designs *hard wall show booths* to meet our customer's specific requirements.

You will note on the order forms there are two sets of pricing: **Pre-Show and Late Order**. **To qualify for the pre-show discount pricing, we must have your clear and concise order in our office before end of day Monday, September 4th, 2023, at 5:00pm**. This facilitates an organized set up of your booth with the added benefit of reduced pricing. No refunds will be issued once the service or product is provided.

Hub City Display requests that all orders be prepaid in full; no orders will be processed until full payment has been received. A receipt detailing your request will be provided to you after the order & payment is processed.

Should you require our **Material Handling Services** we require your freight to be sent to our warehouse (address noted above) by **Friday, September 15th, 2023** the latest (warehouse hours are Monday-Friday/8:30 am – 5:00 pm).

Should you require any further information or clarification, please call Carol Baker directly at (306) 653-4409 or e-mail carolb@hubcitydisplay.com I will be happy to help you.



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MATERIAL HANDLING – GENERAL INFORMATION

Inbound Material Handling freight can be shipped to our warehouse located at 1740 Ontario Avenue, Saskatoon SK, S7K 1T1. We will receive & cold store your materials and then transport them and unload them and deliver to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier.

Benefits of Advance Shipping to the Hub City Display Warehouse

- Storage of materials for up to 20 days prior to your show.
- Delivery of shipments to your booth.
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the Hub City Display Warehouse

- Remove all old shipping & storage labels.
- Complete the enclosed Material Handling Order Form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, and weight and type of merchandise.

Outbound Material Handling is the removal of display material from the show floor, transportation to the warehouse, and storage up to (5) days until your carrier of choice picks up.

How to use Outbound Material Handling through Hub City Display

- The company representative should attach a shipping label and Bill of Lading/ Delivery Document showing the number of pieces, weight and type of merchandise. **If you are not able to provide that before shipping in bound you can fax or e-mail it directly to the Tradeshow Manager and they will make sure this is attached when it comes back to warehouse.**
- Arrange pick up of display material with carrier of your choice



HUB CITY DISPLAY LTD.

1740 ONTARIO AVENUE, SASKATOON, SK S7K 1T1

PHONE (306) 653-3705

E-Mail: info@hubcitydisplay.com

Website: www.hubcitydisplay.com

MATERIAL HANDLING ORDER FORM

COMPANY:		NAME OF SHOW:	
STREET:		SHOW DATES:	
CITY:		CONTACT NAME:	
PROVINCE:	POSTAL CODE:	PHONE NUMBER:	
EMAIL ADDRESS:		FAX NUMBER:	BOOTH NUMBER:

WHEN YOU ORDER MATERIAL HANDLING, HUB CITY DISPLAY WILL:

Receive & cold store PREPAID shipments up to 20 days prior to show
 Deliver shipment to show site and any empty cases/boxes will be returned following the show.
 Return waybills MUST be included with materials received and properly completed.
 A \$150.00 service charge WILL be applied to any material handling request without the required information.

Material Handling Pricing (includes inbound/outbound)		Weight	Total
0 – 100 Lbs. (Minimum Charge)	\$264.00		
Each Additional 100 Lbs.	\$86.00		

Forklift Services (Includes Driver)		Hours	Total
Per ½ Hour (Minimum Charge) RT	\$180.00 per 1/2 hr		
OT	\$270.00 per 1/2 hr		

*Note: On-site forklift services may be limited or unavailable at certain facilities.

SUBTOTAL	_____
5% GST (R102417581)	_____
6% PST	_____
TOTAL ORDER	_____

INCOMING SHIPMENT

Number of Pieces: _____ Date Shipped: _____
 Shipping Company: _____ Shipper's Reference Number: _____

Exhibitors from outside Canada are responsible for all customs papers and costs

RETURN SHIPMENT "COLLECT" TO:

Company Name: _____ Contact Person: _____
 Address: _____ Phone: _____ Fax: _____
 City: _____ Province: _____ Postal Code: _____
 Carrier Name: _____ Account Number: _____

METHOD OF PAYMENT:

Cheque

Mastercard

Visa

Debit

Cash

CREDIT CARD #

EXP. DATE:

** CUSTOMERS REQUIRING FEDERAL EXPRESS SERVICE MUST MAKE THEIR OWN INCOMING AND RETURN SHIPMENT ARRANGEMENTS.**

MATERIAL HANDLING TERMS AND CONDITIONS

- Hub City Display will only be responsible for damage caused by Hub City Display personnel, and will not be responsible for concealed damage.
- Shipments should be insured by the exhibitor for coverage outside the care, custody and control of Hub City Display. The liability of Hub City Display is hereby limited to 30 cents per pound. Articles and values exceeding this limitation will not be the responsibility of Hub City Display.
- Hub City Display will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage, facility restrictions or any other unavoidable cause beyond their control.
- Hub City Display will not be responsible for loss or damage of crates or merchandise after delivery to booth, before or during installation or at conclusion of show prior to delivery to common carrier.
- The condition, count and contents of the material found in the booth at time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.
- Hub City Display will not return any shipment for which payment has not been secured.
- Hub City Display will not be responsible for shipments after they have been loaded on common carrier.
- Material Handling Services does not include unpacking of material, setting up, dismantling or packing prior to shipping. See Custom Labour Order Form for these services.

ORDER MUST BE SIGNED AND DATED BEFORE IT WILL BE PROCESSED

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: _____ DATE: _____

"SETTING YOU UP FOR SUCCESS"

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UPGRADED BOOTH DESIGN OPTIONS

Please fill out the forms below if you wish to order any upgraded items for your booth design.



SAVE MONEY – SAVE TIME – PRE-ORDER



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FURNITURE RENTAL FORM

COMPANY:		NAME OF SHOW:	
STREET:		SHOW DATES:	
CITY:		CONTACT NAME:	
PROVINCE:		PHONE NUMBER:	
POSTAL CODE:		FAX NUMBER:	
EMAIL ADDRESS:		BOOTH #:	

Qty	Description	Pre-Show	Late Order	Total Amount
TABLES				
	8' x 30" Skirted	92.00	120.00	
	6' x 30" Skirted	92.00	120.00	
	4' x 30" Skirted	92.00	120.00	
	8' x 18" Skirted	92.00	120.00	
	4' x 18" Skirted	92.00	120.00	
SKIRT COLOURS				
	Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Navy <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/> Wine <input type="checkbox"/> Brown <input type="checkbox"/> Forest Green <input type="checkbox"/>			
	30" x 29" Round Spandex Cover	92.00	120.00	
	30" x 42" Round Black Spandex	92.00	120.00	
	Oak Bar Table - 42" High	92.00	120.00	
	Tables No Skirt - 8' x 30"	42.00	52.00	
	- 6' x 30"	42.00	52.00	
	- 4' x 30"	42.00	52.00	
	Table Leg Extensions - 42" High	25.00	38.00	
	White Vinyl (per linear ft)	3.45	6.00	
	4 th Side of Table Skirted	27.00	38.00	
TABLE RISERS				
	Single Step Covered 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' <input type="checkbox"/>	34.50	43.00	
	Double Step Covered 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' <input type="checkbox"/>	63.00	77.00	
SEATING				
	Samsonite Folding Chair	17.00	20.00	
	Padded Bar Stool	24.00	38.00	
	Padded Chrome Chair	23.00	37.00	
	Gas Lift Chair (Adjustable Steno)	53.00	82.00	
	42" Gas Lift Chair	69.00	101.00	
ELECTRICAL				
	-Extension Cord (lengths to 12')	23.00	35.00	
	-Power Bar	23.00	35.00	

Qty	Description	Pre-Show	Late Order	Total Amount
DRAPERY				
	8' High Drape (Per Linear Foot)	9.00	13.00	
	4' High Drape (Per Linear Foot)	9.00	13.00	
	Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Ivory <input type="checkbox"/> Gold <input type="checkbox"/> Forest Green <input type="checkbox"/> Dove <input type="checkbox"/>			
	**Alternate drape heights/colours available upon request **Drape Colour changes must be authorized by show organizer			
BOOTH ACCESSORIES				
	Wastebasket	17.00	22.00	
	Coat Tree	27.00	35.00	
	Literature Rack	86.25	115.00	
	Easel	31.00	48.00	
	Black Leather Chair	241.00	345.00	
	Black Leather Loveseat	317.00	454.00	
	Black Leather Sofa	317.00	454.00	
	Coffee Table	92.00	117.00	
	End Table	92.00	117.00	
	Rolling Garment Rack	42.00	67.00	
	Stationary Garment Rack	24.00	36.00	
AUDIO VISUAL				
	TV Stand	160.00	198.00	
	32" TV	423.00	530.00	
	40" TV	530.00	636.00	
	55" TV	654.00	760.00	
DISPLAY BOARDS				
	Pegboard - 4' x 8' (No Hooks)	69.00	106.00	
	- 2' x 8' (No Hooks)	63.00	97.00	
	Please indicate: Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/>			
	Pegboard Hook	1.40	1.70	
	Grid Panel	31.00	45.00	
	Posterboard - 4' x 8'	80.00	98.00	

SUBTOTAL _____

5% GST (R102417581) _____

6% PST _____

TOTAL ORDER _____

METHOD OF PAYMENT: Cheque Mastercard Visa Debit Cash

CREDIT CARD # EXP. DATE:

ORDER MUST BE SIGNED AND DATED BEFORE IT WILL BE PROCESSED.

All orders must be prepaid in full. For pre-show pricing, order and payment must be received 14 days prior to show date.

No refunds upon exhibitor move-in. No credits will be issued after show close.

All discrepancies and/or claims must be finalized prior to show closing. All rates are for show-time inclusive.

All rental equipment to remain the property of HUB CITY DISPLAY. Rentals are designed for display booth purposes only and are not to be otherwise utilized.

The exhibitor is responsible for any lost or damaged equipment.

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: _____ DATE: _____

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CARPET RENTAL FORM

COMPANY:		NAME OF SHOW:	
STREET:		SHOW DATES:	
CITY:		CONTACT NAME:	
PROVINCE:	POSTAL CODE:	PHONE NUMBER:	
EMAIL ADDRESS:		FAX NUMBER:	BOOTH NUMBER:

Quantity	Description	Pre-Show	Late Order	Total
<u>BOOTH CARPET</u>				
	10 X 10 Carpet Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/>	\$172.00	\$212.00	
	10 X 20 Carpet Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/>	\$345.00	\$425.00	
	10 X 30 Carpet Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/>	\$517.00	\$638.00	
<u>BULK CARPET</u>				
Enter sq. ft.	Bulk Carpet (Over 500 sq. ft.) Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/> _____ ft. x _____ ft. = _____ sq. ft.	\$1.26/sq.ft.	\$1.72/sq.ft.	
<u>FLOORING</u>				
Enter sq. ft.	Protective Plastic Covering _____ ft. x _____ ft. = _____ sq. ft.	\$0.27/sq.ft.	\$0.36/sq.ft.	
<u>UNDERLAY</u>				
Enter sq. ft.	Underlay _____ ft. x _____ ft. = _____ sq. ft.	1.50/sq.ft.	2.00/sq.ft.	

DAMAGE CLAUSE:

PLEASE BE ADVISED THAT ANY DAMAGES TO THE CARPET, WHICH MAY INCLUDE METAL FILINGS, FLUID SPILLS (INCLUDING HYDRAULIC FLUID, VARSOL, ENGINE LEAKS, ETC.), TEARS DURING MOVE IN/OUT, ENGINE CLEANER, TIRE CLEANER, ETC., WILL BE CHARGED DIRECTLY TO THE CLIENT.

SUBTOTAL	_____
5% GST (R102417581)	_____
6% PST	_____
TOTAL ORDER	_____

METHOD OF PAYMENT: Cheque Mastercard Visa Debit Cash

CREDIT CARD # EXP. DATE:

ORDER MUST BE SIGNED AND DATED BEFORE IT WILL BE PROCESSED

All orders must be prepaid in full.
For pre-show pricing, order and payment must be received 14 days prior to show date.
No refunds upon exhibitor move-in.

All discrepancies and/or claims must be finalized prior to show closing.

All rates are for run-of-show up to one week duration.

All rental equipment to remain the property of HUB CITY DISPLAY. Rentals are designed for display booth purposes only and are not to be otherwise utilized.
The exhibitor is responsible for any lost or damaged equipment

I HEREBY AGREE TO THE ABOVE RATES AND TERMS.

CUSTOMER SIGNATURE: _____ DATE: _____

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DISPLAY BOOTH RENTAL ORDER FORM

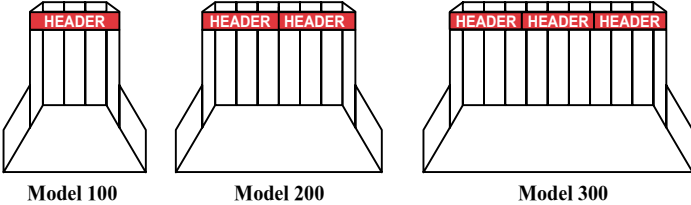
COMPANY:	NAME OF SHOW:
STREET:	SHOW DATES:
CITY:	CONTACT NAME:
PROVINCE: POSTAL CODE:	PHONE NUMBER:
EMAIL ADDRESS:	FAX NUMBER:

Octanorm Booth	Pre-Show	Late Order	Total
3 Meter Model 100	\$979.00	\$1610.00	
6 Meter Model 200	\$1255.00	\$2070.00	
9 Meter Model 300	\$1610.00	\$2530.00	

Display Accessories	Quantity	Pre-Show	Late Order	Total
Burfab Panels		\$43.00	\$65.00	
Pegboard Panels		\$43.00	\$65.00	
Slatwall Panels		\$54.00	\$82.00	
Shelves: 1meter		\$31.00	\$54.00	
Pegboard Hooks		\$1.40	\$1.70	
Octanorm Spot Lights		\$31.00	\$54.00	

Standard Octanorm booths come in white hardwall panels
 Custom Designs and colours available upon request

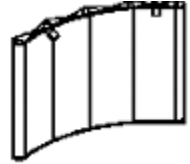
Octanorm



Burfab Panel Colour: Black Red Grey

Alternate Display Units	Pre-Show	Late Order
3 Meter Curved Pop-up Display	\$621.00	\$1035.00

Folding Display Colours: Black Grey



3 Meter Curved Pop-up Display

Octanorm Header Signs (3 m)	Qty	Colour	Pre-Show	Late Order
One Colour Header - No Logo			\$129.00	\$217.00
Header Wording				
Full Colour Header - supply artwork			\$228.00	\$381.00
Sign Storage - notify when ordering			\$39.00 per show	

Lettering colours available: Black, red, blue, and green

Please contact our office for any of your signage/graphic needs or custom counter sizes.

Octanorm Counters (WxDxH)	Qty	Colour	Pre-Show	Late Order	Total
1000mm x 500mm x 1000mm			\$128.00	\$209.00	

Counter colours available: Black White

SUBTOTAL	_____
5% GST (R102417581)	_____
6% PST	_____
TOTAL ORDER	_____

METHOD OF PAYMENT: Cheque Mastercard Visa Debit Cash

CREDIT CARD # [] EXP. DATE: [][][][]

THIS ORDER FORM MUST BE DATED, SIGNED AND FAXED TO 306 665-3075 FOURTEEN (14) DAYS PRIOR TO THE SHOW TO QUALIFY FOR PRE-SHOW PRICING

A 25% cancellation fee will be applied to all orders received and then cancelled. If full service has been provided, 100% of original fee will be applied to any cancellations. No credits will be issued after show close. All discrepancies and/or claims must be finalized prior to show closing.

All rates are for show-time inclusive.

All rental equipment to remain the property of HUB CITY DISPLAY. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

PRINTED NAME: _____ CLIENT SIGNATURE: _____ DATE: _____

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PHONE (306) 653-3705

E- Mail: info@hubcitydisplay.com

Website: www.hubcitydisplay.com

CUSTOM LABOUR ORDER FORM

COMPANY:	NAME OF SHOW:
STREET:	SHOW DATES:
CITY:	CONTACT NAME:
PROVINCE: POSTAL CODE:	PHONE NUMBER:
EMAIL ADDRESS:	FAX NUMBER: BOOTH NUMBER:

Minimum Charge is 3 hours for Installation and 3 hours for Dismantle Per Person.

INSTALLATION & DISMANTLE RATES

Regular Time (RT):	8:00 a.m. – 5:00 p.m. Monday to Friday	\$86.00 per hr/per person
Overtime (OT):	5:00 p.m. – 8:00 p.m. Monday to Friday 8:00 a.m – 5:00 p.m. Saturday & Sunday	\$129.00 per hr/per person
Double Time (DT):	All other hours including Statutory Holidays	\$172.00 per hr/per person

INSTALLATION: (estimated requirements)

# of _____ installers	_____ hours	\$86.00/hr (RT)	\$
# of _____ installers	_____ hours	\$129.00/hr (OT)	\$
# of _____ installers	_____ hours	\$172.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

DISMANTLE: (estimated requirements)

# of _____ installers	_____ hours	\$86.00/hr (RT)	\$
# of _____ installers	_____ hours	\$129.00/hr (OT)	\$
# of _____ installers	_____ hours	\$172.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Client Supervised? Yes () No () On Site Cell # _____ If yes, Supervisor's name: _____	Total Estimated Charge	
Supervised by Hub City Display Representative Yes () No () If yes, add 25% to total estimated charges	25% Supervision Fee	
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)	Subtotal	
Ladders required, qty _____	10' or under – \$86.00 12' or higher – \$109.00	
Special Instructions:	GST 5% (R102417581)	
	PST 6%	
	Total Amount Due	
A 25% Cancellation Fee Will Be Processed For Orders Received And Then Cancelled. If Service Has Already Been Provided, 100% Of Original Order Will Be Applied. We Reserve The Right To Adjust Orders Calculated Inaccurately Or Received After The Pre Show Date. All Prices In Canadian Dollars.		

METHOD OF PAYMENT:

Cheque

Mastercard

Visa

Debit

Cash

CREDIT CARD #

EXP. DATE:

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: _____ DATE: _____

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