



## SHOW INFORMATION

Visit our website to view our on-line catalogue

### EVENT INFORMATION

**Atlantic Canada Petroleum Show 2017**  
**June 21-22, 2017**  
**Mile One Centre**  
**St John's, NL**

### EXHIBITOR SERVICES DEPARTMENT

**GLOBAL CONVENTION SERVICES**  
P.O. Box 2329  
Saint John, NB E2L 3V6  
Tel. 1-888-799-3976 Fax. 506-658-0509  
E-mail: info@globalconvention.ca

### BOOTH EQUIPMENT

Each booth space consists of an 8' high draped backwall and 3' high draped sidewalls, and booth carpet. Electrical is **NOT** included but can be ordered using the attached Electrical & Lighting form.

### PRE-SHOW PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order, and payment, by **May 25, 2017**.  
Orders received after this date will be subject to Retail Prices.

### ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information.  
To access our online catalogue, go to [www.globalconvention.ca](http://www.globalconvention.ca), select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username:  Password:

**On-line ordering available until:** **June 14, 2017**

### SERVICES AVAILABLE

**GLOBAL CONVENTION SERVICES** provides the following services (*where applicable*):  
On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**EQUIPMENT &  
 FURNISHINGS RENTAL**

**Event Name** ACPS 2017 **Date(s)** June 21-22, 2017

**Pre-Show Price Deadline:** May 26, 2017

**Ordering Deadline:** June 14, 2017 **Contact office for availability after this date**

**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**TABLES**

*Dressed tables are show colour unless otherwise specified*

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$32	\$42	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$61	\$73	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$66	\$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$92	
29" High Extra Skirt (To Skirt 4th Side)		\$39	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$42	\$56	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$84	\$103	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$88	\$109	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$99	\$121	
39" High Extra Skirt (To Skirt 4th Side)		\$46	\$56	
Show Table (30" Round, 29" High)		\$63	\$77	
Bistro Table (30" Round, 39" High)		\$85	\$101	
<b>SUB-TOTAL TABLES</b>				

**SEATING**

**\*\* Subject to availability**

Folding Chair (Black)		\$15	\$20	
Fabric Chair (Grey, Padded Seat & Back)		\$31	\$38	
Bistro Stool (Padded Seat with Back)		\$63	\$77	
"Z" Stool		\$52	\$65	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$63	\$76	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$71	\$86	
Leather Tub Chair (Black) **		\$159	\$190	
Leather Loveseat (Black) **		\$336	\$412	
<b>SUB-TOTAL SEATING</b>				

**GROUPINGS \*\* Subject to availability**

Contemporary Grouping (Show Table/2 Chairs)		\$112	\$146	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$199	\$238	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$363	\$430	
<b>SUB-TOTAL GROUPINGS</b>				

**SPECIALTY ITEMS & ACCESSORIES**

*All items subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$199	\$239	
40" TV <i>(Please contact Global office for connection information)</i>		\$436	\$523	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$16	\$19	
Literature Rack (Floor Model)		\$129	\$153	
Coffee Table (Wood, Espresso in Colour)		\$94	\$109	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$43	\$51	
Bag Holder (1m tall, adjustable arms)		\$49	\$59	
Easel (Aluminum, Tri-Pod, Floor Model)		\$36	\$45	
Wastebasket		\$17	\$21	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$69	-	
<b>SUB-TOTAL SPECIALTY ITEMS &amp; ACCESSORIES</b>				

**LIGHTING & ELECTRICAL ACCESSORIES**

**## Rental does not include power**

Clip on Spot Light (LED) ##		\$32	\$39	
5m, 3 Prong, Extension Cord ##		\$29	\$39	
Power Bar ##		\$27	\$33	

**SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES**

**SUMMARY OF EQUIPMENT & FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items & Accessories	\$	
Lighting & Electrical Accessories	\$	
<b>TOTAL</b>	<b>\$</b>	

*Carry this total to Method of Payment form*

**Fax completed form along with Method of Payment to 506-658-0509**

**DISPLAYS**

**Event Name** ACPS 2017 **Date(s)** June 21-22, 2017

**Pre-Show Price Deadline:** May 26, 2017

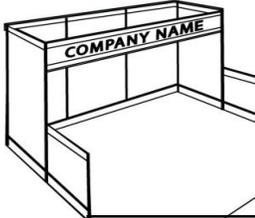
**Ordering Deadline:** June 14, 2017 **Contact office for availability after this date**

**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**PORTABLE DISPLAYS**

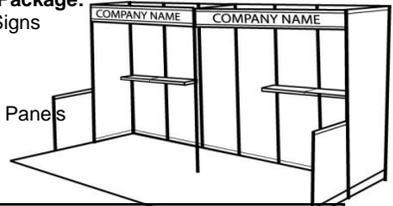
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$455	\$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$570	\$680	
Bannerstand Frame Rental (Does not include graphic panel)		\$100	\$125	
Posterboard (4' x 8', Velcro Adaptable)		\$129	\$149	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$125	\$139	
Ballot Box Display (1/2m x 1/2m x 1m tall)		\$160	\$199	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**



- Included in 10' x 10' Hardwall Package:**
- \* Vinyl Lettered Company Sign
  - \* Carpet (Choice of Colour)
  - \* Two Arm Lights
  - \* Choice of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle

- Included in 10' x 20' Hardwall Package:**
- \* Two Vinyl Lettered Company Signs
  - \* Carpet (Choice of Colour)
  - \* Four Arm Lights
  - \* Four Shelves
  - \* Choose of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle



**Custom headers & panels available. See Signage Form for pricing and file information.**

**10' x 10' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$986	\$1,145	
Grey Fabric Panels (Velcro Adaptable)		\$1,076	\$1,271	
Colour PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,148	\$1,338	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Arm Lights		\$56	\$69	

**10' x 20' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,360	\$1,598	
Grey Fabric Panels (Velcro Adaptable)		\$1,570	\$1,850	
Colour PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,699	\$2,019	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Arm Lights		\$56	\$69	

**SUB-TOTAL HARDWALL BOOTH PACKAGES**

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Select Carpet Colour**

**Note:** If colour is not indicated, charcoal will be provided

Charcoal  Black  Green  
 Red  Blue

**Headers:** Black vinyl lettering on white PVC. All CAPS lettering.

**Header # 1 to read** (10' x 10' and 10' x 20' systems)  
\_\_\_\_\_

**Header # 2 to read** (10' x 20' systems only)  
\_\_\_\_\_

**SUMMARY OF PORTABLE & HARDWALL DISPLAYS**

\$ \_\_\_\_\_

*Carry this total to Method of Payment form*

**CARPET & BOOTH  
CLEANING**

Event Name **ACPS 2017** Date(s) **June 21-22, 2017**

Pre-Show Price Deadline: **May 26, 2017**

Ordering Deadline: **June 14, 2017** Contact office for availability after this date

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Booth Size \_\_\_\_\_  
 Phone #: \_\_\_\_\_

**CARPET / CARPET PADDING**

Subject to availability

1st Colour Choice: Blue Red Green Charcoal Black  
 2nd Colour Choice: Blue Red Green Charcoal Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'	<b>Standard show colour booth carpet supplied</b>	\$130	\$161	
Broadloom - 10' x 20'		\$244	\$301	
Broadloom - 10' x 30'		\$365	\$454	
Bulk Carpet - Size _____		\$1.25	\$1.55	
Protective Plastic - Size <sup>1</sup>	x =	\$0.60	\$0.65	
Special Cutting Charge <sup>2</sup>	x =	\$1.97	\$2.45	
Carpet Padding - Size	x =	\$0.99	\$1.10	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.  
 Booth carpet & bulk carpet supplied in 10' x 10' increments.

- <sup>1</sup> It is the responsibility of the exhibitor to remove plastic prior to show opening.
- <sup>2</sup> Applied to cut carpets only.
- <sup>2</sup> Special cutting charge is in addition to bulk carpet pricing.
- <sup>2</sup> Special cutting charge is applied to run of carpet that is cut.

**BOOTH CLEANING**

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		x \$0.37	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.37	x	

SPECIAL INSTRUCTIONS: \_\_\_\_\_ SUB-TOTAL BOOTH CLEANING \_\_\_\_\_

\_\_\_\_\_

**SUMMARY OF CARPET & BOOTH CLEANING**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment Form

**Fax completed form along with Method of Payment to 506-658-0509**



HEAD OFFICE:  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**ELECTRICAL &  
LIGHTING**

Event Name **ACPS 2017** Date(s) **June 21-22, 2017**

Pre-Show Price Deadline: **May 26, 2017**

Ordering Deadline: **June 14, 2017** Contact office for availability after this date

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Booth Size \_\_\_\_\_

**Single 110 volt, 15 amp, duplex outlet --- OPTION A**

- \* **Ordered Electrical outlets will be supplied to the back of the booth.**
  - \* Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
  - \* Borrowing power from an adjoining booth is not permitted.
  - \* We recommend the use of power bars with surge protectors.
  - \* Extension cords & power bars are the responsibility of the exhibitor.
- Equipment Operating: \_\_\_\_\_

**Special Electrical Power --- OPTION B**

Equipment Operating: **\*\*\* Complete and fax to 506-658-0509 for quote \*\*\***

# of Volts? \_\_\_\_\_ Single Phase or 3 Phase? \_\_\_\_\_ # of Amps? \_\_\_\_\_  
 Do you require your equipment hardwired? \_\_\_\_\_  
 If no, please specify type of receptacle required or receptacle number: \_\_\_\_\_

Draw plug configuration (as shown on your equipment):

ELECTRICAL				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- <b>Option A</b>		\$78.00	\$93.00	
Special electrical power --- <b>Option B</b>				
5m, 3 prong, extension cord **		\$29.00	\$39.00	
Power Bar **		\$27.00	\$33.00	

\*\* Rental does not include power.

**SUMMARY OF ELECTRICAL**

\$ \_\_\_\_\_

Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 506-658-0509** TS-Revised July/2016

**SIGNAGE**

<b>Event Name</b>	<b>ACPS 2017</b>	<b>Date(s)</b>	<b>June 21-22, 2017</b>
<b>Ordering Deadline:</b>	<b>May 22, 2017</b>	<b>Contact office for availability after this date</b>	

**Exhibiting Company:** \_\_\_\_\_ **Booth #**

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**VINYL LETTERED SIGNS**

- \* Signage prices listed are for 10 words or less - ONE colour cut vinyl only (no logos).
- \* Quote will be issued for text over 10 words.
- \* Standard font is "Arial Black", all CAPS, unless otherwise specified by exhibitor.
- \* One colour vinyl lettering on white Corex (corrugated plastic).
- \* Vinyl colours available - black, blue, green, red.
- \* Sizes listed are standard sizes. Contact office for quote on specialty sizes.

<b>BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)</b>				
Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
11" x 9" with easel back (for table)		\$28.00	\$37.00	
36" x 8"		\$23.00	\$33.00	
44" x 7"		\$29.00	\$38.00	
22" x 17"		\$33.00	\$46.00	
28" x 14"		\$39.00	\$52.00	
<b>VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)</b>				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$53.00	\$72.00	
44" X 28"		\$102.00	\$134.00	
40" X 30"		\$102.00	\$134.00	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$33.00	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	
<b>TOTAL VINYL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
W

H

I would like my  
sign(s) to  
read:

H

**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth rental with custom artwork.
- \* Contact our office for other display options such as vinyl banners and show signage.
- \* We feature in-house graphic designers at a rate of \$75 per hour to design your artwork per your specifications.
- \* A signage specification sheet will be supplied at time of order which details our preferred file formats.
- \* Panel sizes and date for artwork deadline will be supplied at time of order.

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header (For hardwall booths)		x	\$165.00	\$217.00	
Full Graphic Panel (For hardwall booths)		x	\$395.00	\$514.00	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	
<b>TOTAL CUSTOM SIGNAGE</b>					

**SUMMARY OF SIGNAGE**

\$ \_\_\_\_\_

Carry this total to Method of Payment form

**DISPLAY INSTALLATION & DISMANTLE**

Event Name **ACPS 2017** Date(s) **June 21-22, 2017**  
 Ordering Deadline: **June 14, 2017** Orders after this date must be placed on-site

Exhibiting Company: \_\_\_\_\_ Booth #   
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Booth Size

**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**IMPORTANT INFORMATION**

- \* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- \* **Minimum 4 hour call out, per man, on labour and stand-by.**
- \* **Global supervised rate is 25% of total labour. Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.**
- \* **Supervised labour must check in at service desk.**
- \* **Start time guaranteed only at start of working day.**
- \* **Global supervised jobs will be completed at our discretion prior to show opening.**

**DISPLAY BOOTH INFORMATION**

Type of System \_\_\_\_\_ System Size \_\_\_\_\_  
 Special tools required for installation? \_\_\_\_\_ Please specify in detail: \_\_\_\_\_

POWER:  Included in Booth Pkg  Ordered by Exhibitor  Ordered by Display House  Not Applicable  
 CARPET:  Hall Carpeted  Included in Booth Pkg  Ordered by \_\_\_\_\_  With Display  
 FREIGHT- Installation:  From advance warehouse  \*\*\*Direct to Show Site\* Carrier: \_\_\_\_\_  
 Expected number of pieces & weight: \_\_\_\_\_

**\*\*\*INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES\*\*\***

FREIGHT- Dismantle  Return to advance warehouse  Direct From Show Site Carrier: \_\_\_\_\_

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$69.00	
				x			x	\$69.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED INSTALLATION	

**ESTIMATED DISMANTLE REQUIREMENTS**

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$69.00	
				x			x	\$69.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED DISMANTLE	

**SUMMARY OF DISPLAY INSTALLATION & DISMANTLE**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 506-658-0509** TS-Revised July/2016



HEAD OFFICE:  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**In-Booth Forklift & Driver Form**

<b>Event Name</b>	<b>ACPS 2017</b>	<b>Date(s)</b>	<b>June 21-22, 2017</b>
<b>Ordering Deadline:</b>	<b>June 14, 2017</b>	<b>Contact office for availability after this date</b>	

**Exhibiting Company:** \_\_\_\_\_ **Booth #**   
**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Booth Size**

**ON-SITE CONTACT & CELL NUMBER:**

**IMPORTANT INFORMATION**

- \* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
- \* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
- \* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.
- \* If you require a forklift, a driver will be assigned to operate the forklift.
- \* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
- \* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
- \* **Exhibitor must check forklift/driver in and out at Global service desk.**
- \* Equipment and labour cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.
- \* Minimum charge for labour and equipment is one (1) hour per worker and equipment. Equipment and labour thereafter is charged in half (1/2) hour increments per worker and equipment.

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$119	
			X			\$119	
<b>Contact office for weekly forklift rental quote &amp; scissor lift rental quote.</b>						<b>SUB-TOTAL INSTALLATION</b>	

**ESTIMATED DISMANTLE REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$119	
			X			\$119	
<b>Contact office for weekly forklift rental quote &amp; scissor lift rental quote.</b>						<b>SUB-TOTAL DISMANTLE</b>	

**SUMMARY OF IN-BOOTH FORKLIFT**

\$

*Carry this total to Method of Payment form*

**METHOD OF PAYMENT**

<b>Event Name</b>	<b>ACPS 2017</b>	<b>Date(s)</b>	<b>June 21-22, 2017</b>
-------------------	------------------	----------------	-------------------------

**Exhibiting Company Information**

Exhibiting Company: _____	<b>Booth #</b>
Exhibiting Company Mailing Address: _____	
City / Province / Postal Code: _____	
Contact Name: _____	
Telephone: _____ Fax: _____ Email: _____	

**Third Party Company Information \*\*\* If Applicable \*\*\***

Third Party Company Name: _____
Third Party Billing Address: _____
City / Province / Postal Code: _____
Contact Name: _____
Telephone: _____ Fax: _____ Email: _____

**Services to be invoiced to Third Party Company**

<input type="checkbox"/> All Global Services	<input type="checkbox"/> Electrical	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Equipment & Furniture	<input type="checkbox"/> I&D Labour/Supervision	<input type="checkbox"/> In-Booth Forklift	<input type="checkbox"/> Other _____

**INFORMATION**

- \* **Payment must accompany order. Order will not be processed without payment.**
- \* **Pre-Show pricing available until the date specified on order forms and when accompanied with payment.**
- \* **Global reserves the right to invoice at retail prices on orders received after pre-show deadline.**
- \* **Prices are based on duration of event and include site delivery, installation, and removal.**
- \* **Prices are in Canadian dollars.**
- \* **Exhibitors are responsible for damage or loss of rental material.**
- \* **Copy of invoice sent on request only.**  Mail  Email

**CANCELLATION OF ORDERS**

- \* Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.
- \* If full service has been provided - subject to a 100% cancellation fee (no refund).
- \* **Upon arrival to your booth for set up**, confirm that all items pre-ordered have been delivered to your booth. Notify the Global Service Desk immediately for any missing items. **NOTE:** Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.

**PAYMENT INFORMATION**

**BANK TRANSFER & e-TRANSFERS**

- \* Contact office for details
- \* Customers are responsible for any bank processing fees

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour & material handling.

Visa  Mastercard  Amex

Purchase Order # (if applicable) \_\_\_\_\_

*(P.O. is for vendor's reference only. Payment must accompany order.)*

Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Cardholder Telephone \_\_\_\_\_

**CALCULATION OF ORDER**

Equipment & Furnishings	\$	_____
Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Installation & Dismantle	\$	_____
In-Booth Forklift	\$	_____
<b>Total of Items</b>		<b>\$</b> _____
<b>15% HST</b>		<b>\$</b> _____
<b>TOTAL ORDER</b>		<b>\$</b> _____

HST # 12259 9822 RT0001 Canadian Funds