

**SERVICE
CONTRACTOR
CONTACT:**

Global Convention Services
P.O. Box 2329
Saint John, NB E2L 3V6
Tel. 506-658-0506 Fax: 506-658-0509
Email: info@globalconvention.ca

BOOTH EQUIPMENT:

Each 8' x 10' exhibitor booth space consists of the following:

- * 8' high draped backwall and 3' high draped sidewalls.
- * One (1) 6' skirted table.
- * Two (2) chairs.

** The Ballroom/Trade Show floor is carpeted.

^^ Encore Global is the exclusive electrical provider at FCC.
craig.macpherson@encoreglobal.com

ADVANCE PRICE

DEADLINE:

In order to receive discounted rates on selected items, per dates listed on the enclosed forms, we must receive your order and payment by date below. Orders received after this date will be subject to Retail prices. **May 16, 2025**

ORDERING DEADLINE:

Ordering for this event will be available until: **May 23, 2025**
Please contact our Exhibitor Services Department for availability after this date.

MATERIAL HANDLING:

To expedite the move-in process we highly recommend sending all materials to the Global Advance Warehouse.

- ** *In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.*
- ** *Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions.*

SHIPMENTS:

Please refer to the Material Handling order form for further information, costs and shipping labels.

ADVANCE SHIPMENTS should arrive between the dates indicated below. Freight received at advance warehouse prior to, or after, these dates will be subject to additional handling fees.

May 14, 2025 to **May 28, 2025**

DIRECT TO SITE SHIPMENTS to arrive during scheduled exhibitor move-in times only!!

- ** *Freight received at venue in advance of exhibitor move-in risk having freight either refused by venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.*

POST-SHOW

STRANDED FREIGHT:

Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.

EAST-TS 2025 (Nov/2024)



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

ADVANCE DEADLINE:
ORDERING DEADLINE:

May 16, 2025
May 23, 2025

EVENT NAME CSOHNS 2025 DATES May 31-June 2, 2025

Exhibiting Company Booth #

Contact Name Booth Size

TABLES				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
30" Height Tables				
2'x4' Vinyl Top Table - No Skirt		\$75	\$98	
2'x6' Vinyl Top Table - No Skirt		\$85	\$111	
2'x8' Vinyl Top Table - No Skirt		\$101	\$131	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$116	\$151	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$124	\$161	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$140	\$182	
30" High Extra Skirt (To Skirt 4th Side)		\$65	\$85	
40" Counter Height Tables				
2'x4' Vinyl Top Table - No Skirt		\$93	\$121	
2'x6' Vinyl Top Table - No Skirt		\$106	\$138	
2'x8' Vinyl Top Table - No Skirt		\$122	\$159	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$139	\$181	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$152	\$198	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$173	\$225	
40" High Extra Skirt (To Skirt 4th Side)		\$75	\$98	
Round Pedestal Tables				
Meeting Table (30" Tall, 30" Dia)		\$109	\$142	
Cruiser Table (40" Tall, 30" Dia)		\$189	\$246	
Cruiser Table w/Black Spandex		\$221	\$287	
SUB-TOTAL TABLES				

SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$27	\$35	
Fabric Side Chair		\$79	\$103	
Bar Height Stool w/Wire Back (Padded Seat)		\$131	\$170	
"Z" Stool		\$98	\$127	
SUB-TOTAL SEATING				
PREMIUM SEATING				
<i>*** All items subject to availability ***</i>				
Leather Tufted Padded Stool		\$184	\$239	
White () Black ()				
Squared Back Leather Club Chair		\$455	\$592	
White () Black ()				
Squared Back Leather Loveseat		\$618	\$803	
White () Black ()				
SUB-TOTAL PREMIUM SEATING				

DRAPE & HARDWARE ** Rented per Linear Foot				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Show				
3' High Pipe & Drape		\$9.10	\$11.83	
8' High Pipe & Drape		\$11.70	\$15.20	
Steel Only- No Drape (Bases, 8' Uprights, Crossbar)		\$6.75	\$8.78	
SUB-TOTAL DRAPE & HARDWARE				

SUMMARY	
Tables	\$
Seating	\$
Premium Seating	\$
Drape & Hardware	\$
SUB-TOTAL	\$
<i>Carry this total to Method of Payment form</i>	

EVENT NAME CSOHNS 2025 **DATES** May 31-June 2, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

ACCESSORIES

** All items subject to availability.*

**** Items may not be exactly as shown and may be substituted for similar item. ****

	Description	Qty	Advance	Retail	Total
A.	Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$22	\$29	
B.	Literature Rack (Floor Model)		\$212	\$276	
C.	Coffee Table White () Black ()		\$195	\$254	
D.	End/Side Table White () Black ()		\$127	\$165	
E.	Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$78	\$101	
F.	Easel (Aluminum, Tri-Pod, Floor Model)		\$60	\$78	
G.	Wastebasket		\$27	\$35	
H.	Bag Holder (1m tall, 2 arms)		\$81	\$105	
I.	Sign Holder (22"x28"x5' tall) * Sign Available- See Signage Form		\$91	\$118	
J.	Rolling Coat Rack, Chrome		\$111	\$144	
K.	Plant (Tropical, 2'-3' High) * Specialty Plants Available Upon Request		Contact Global office for quote		
SUB-TOTAL ACCESSORIES					



PORTABLE DISPLAYS & COUNTERS

** All items subject to availability.*

**** Items may not be exactly as shown and may be substituted for similar item. ****

	Description	Qty	Advance	Retail	Total
A.	1m Standard Counter w/Sliding Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$267	\$347	
B.	1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$403	\$524	
C.	1/4 Round Counter, White - Open in Back		\$507	\$659	
D.	1m Display Showcase, Double Shelf, White/Acrylic		\$631	\$820	
E.	1m Jewellery Display, Single Shelf, White/Acrylic		\$533	\$693	
F.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White or Black PVC Panels and Acrylic		\$289	\$376	
G.	Ballot Box Display (1/2m x 1/2m x 1m tall)- White PVC Panels		\$289	\$376	
H.	Bannerstand Frame Rental (Includes graphic panel)		\$540	\$702	
I.	Posterboard (8'x4', Velcro Adaptable)		\$228	\$296	
SUB-TOTAL PORTABLE DISPLAYS & COUNTERS					



*** Graphic panels available for counters. See Signage Form for pricing.*

SUMMARY

Accessories	\$	
Portable Displays & Counters	\$	
SUB-TOTAL	\$	
<i>Carry this total to Method of Payment form</i>		

EVENT NAME CSOHNS 2025 **DATES** May 31-June 2, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

BOOTH ID and SHOW SIGNAGE

- ** All signage pricing is based on Global Convention Services in-house printing.
Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.
- ** Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).
- ** Date for artwork deadline will be supplied at time of order.

Description (Width x Height)	Qty.	Unit Price	RUSH	Total
BOOTH ID SIGNS ^^^ Print to Coroplast, Non-Laminated, Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$47.90	\$62.30	
36" x 8"		\$52.80	\$68.65	
44" x 7"		\$61.10	\$79.40	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$23.00	\$29.90	
22" x 17"		\$63.00	\$81.90	
28" x 14"		\$66.30	\$86.20	
SHOW SIGNAGE ^^^ Print to Coroplast, Non-Laminated (with exception of ballot box label)				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$28.00	\$36.40	
22" x 28"		\$95.70	\$124.40	
44" X 28"		\$135.30	\$175.90	
40" X 30"		\$135.30	\$175.90	
Brass Grommets (Rings) for hanging- Per Sign		no charge	no charge	
Holes Drilled for hanging- Per Sign		no charge	no charge	
SUB-TOTAL SIGNAGE				

Width _____ x Height _____
W

Width _____ x Height _____
W

H

*I would like
my sign(s) to
read / logo:*

H

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- * Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Total
HARDWALL BOOTH GRAPHICS *** Print to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$330.00	\$429.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$515.00	\$670.00	
Graphic panel for lower rail sidewalls (price per panel)		\$211.00	\$274.00	
COUNTER GRAPHICS *** Print to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$211.00	\$274.00	
Graphic front panel for 1m curved front counter		\$232.00	\$302.00	
Graphic front panel for 1/4 round counter		\$330.00	\$429.00	
Graphic side panel for counters (price per panel)		\$106.00	\$138.00	
SUB-TOTAL CUSTOM SIGNAGE				

SUMMARY

\$ _____
Carry this total to Method of Payment form

EVENT NAME CSOHNS 2025 DATES May 31-June 2, 2025

Exhibiting Company _____ Booth # _____

Contact Name _____ Booth Size _____

SPECIFICATIONS ON SHIPMENTS - IN-BOUND * Please provide copy of waybill *****

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
Total Weight			

CALCULATION OF ORDER

** A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$125.00	\$250.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$125.00	\$1,125.00

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	\$125.00	
DIRECT TO SHOW SITE		/ 100			X	\$140.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$125.00	

REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.

*** PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.

*** Global Convention Services does not offer shipping, customs or brokerage services.

*** Global Convention Services Post-Show Return to Warehouse: Additional storage fees will apply after 5 business days on close of event.

*** Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: May 14, 2025 - May 28, 2025

Freight Accepted at Show Site: During Exhibitor move in ONLY

SUMMARY

\$ _____
Carry this total to Method of Payment form

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.
- * All material entering the facility will incur material handling fees. This includes but is not limited to the use of the loading dock facilities, elevator access to show floor and any equipment used to deliver materials to your booth or other designated area within the facility.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced
warehouse (Mon-Fri, 9am-4pm)

May 14, 2025

TO

May 28, 2025

To: GLOBAL CONVENTION SERVICES
48 Broad Street
Saint John, NB E2L 1Y5

Show: **CSOHNS 2025**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced
warehouse (Mon-Fri, 9am-4pm)

May 14, 2025

TO

May 28, 2025

To: GLOBAL CONVENTION SERVICES
48 Broad Street
Saint John, NB E2L 1Y5

Show: **CSOHNS 2025**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Advance Warehouse

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

During Exhibitor move in ONLY

To: GLOBAL CONVENTION SERVICES
C/O Fredericton Convention Centre
670 Queen Street
Fredericton, NB E3B 1C2

Show: **CSOHNS 2025**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

During Exhibitor move in ONLY

To: GLOBAL CONVENTION SERVICES
C/O Fredericton Convention Centre
670 Queen Street
Fredericton, NB E3B 1C2

Show: **CSOHNS 2025**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Direct to Show Site

EVENT NAME CSOHNS 2025 **DATES** May 31-June 2, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Minimum 2 hour call out, per man, on labour and stand-by, thereafter charged in half hour increments.
- * Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- * **Supervised labor 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 _____ Ladder(s)? ☐ Yes ☐ No Size _____ Quantity _____
Specify Details: _____

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: ☐ Global advance warehouse ☐ ***Direct to Show Site** Carrier: _____
Expected number of pieces & weight: _____

FREIGHT - Dismantle ☐ Return to advance warehouse ☐ ***Direct from Show Site*** Carrier: _____

RATES: **ST** (Standard Time- 1) 8:00am - 4:30pm Monday to Friday **\$ \$124.00 per hour**
OT (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$ \$186.00 per hour**
DT (Double Time- 2) All day Sunday & Holidays **\$ \$248.00 per hour**

ESTIMATED INSTALLATION REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
Date Required, Day 2 _____ Start Time _____ End Time _____
ST _____ # Labourers x _____ # Hours x **\$ 124.00** = \$ _____
OT _____ # Labourers x _____ # Hours x **\$ 186.00** = \$ _____
DT _____ # Labourers x _____ # Hours x **\$ 248.00** = \$ _____
Global Supervised ☐ Add 25% for Global Supervision \$ _____
Exhibitor/Display House Supervised ☐ **ESTIMATED INSTALLATION** \$ _____
Supervisor Name & Cell # _____

ESTIMATED DISMANTLE REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
Date Required, Day 2 _____ Start Time _____ End Time _____
ST _____ # Labourers x _____ # Hours x **\$ 124.00** = \$ _____
OT _____ # Labourers x _____ # Hours x **\$ 186.00** = \$ _____
DT _____ # Labourers x _____ # Hours x **\$ 248.00** = \$ _____
Global Supervised ☐ Add 25% for Global Supervision \$ _____
Exhibitor/Display House Supervised ☐ **ESTIMATED DISMANTLE** \$ _____
Supervisor Name & Cell # _____

SUMMARY

\$ _____

Carry this total to Method of Payment form

EVENT NAME CSOHNS 2025 **DATES** May 31-June 2, 2025

Exhibiting Company Billing Information

Exhibiting Company: _____	Booth #
Exhibiting Company Billing 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"/> Booth Cleaning | <input type="checkbox"/> Signage | <input type="checkbox"/> In-Booth Forklift |
| <input type="checkbox"/> Furnishings | <input type="checkbox"/> Electrical | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Carpet, Plastic, Padding | <input type="checkbox"/> Hardwall Displays | <input type="checkbox"/> Display I & D Labour | |

INFORMATION

- * **Payment must accompany order. Order will not be processed without payment.**
- * Advance 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 funds.*
- * Exhibitors are responsible for damage or loss of rental material.

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

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

- ☐ **BANK TRANSFER & E-TRANSFERS**
- * Send e-transfers to: accounting@globalconvention.ca
 - * Contact office for Bank Transfer 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 include labour & material handling services.

PAYMENT INFORMATION

Purchase Order # (if applicable) _____

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

☐ **Visa** ☐ **MasterCard** ☐ **Amex**

Card # _____

Expiry Date (Month/Year) _____ - _____ CVV # _____

Cardholder Name _____

Cardholder Signature _____

Cardholder Telephone _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Display Labour		_____

Copy of invoice sent on request.

☐ Email _____

Sub-Total of Items	\$	_____
15% HST	\$	_____
TOTAL	\$	_____
TOTAL ORDER (CDN)	\$	_____

HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca

EAST-TS 2025 (Nov/2024)

Method of Payment