



MPWWA 2020

April 20, 2020

HALIFAX MARRIOTT HARBOURFRONT HOTEL
 HFX, NS

SHOW INFORMATION

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
 1658 Market Street
 Halifax, NS B3J 0B7

Phone: 1-902-425-1400
 Fax: 1-902-423-4129
 Email: info@globalconvention.ca

^^^THIS IS NOT A SHIPPING ADDRESS^^^

BOOTH EQUIPMENT

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

- ** 8' high draped back wall and 3' high draped sidewalls.
- ** One (1) 6' skirted table.
- ** Two (2) chairs.
- ** One (1) 110v, 15 amp, duplex outlet.
- ** NOTE: The Trade Show floor is carpeted.

Rolls of shrink-wrap will be available for purchase, along with skid/pallet wrapping services, during show dismantle. See onsite Global service desk to place your order.

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 **April 3, 2020**. 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, select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username: **MPWWA** Password: **2020**

On-line ordering available until: **April 10, 2020**

EXHIBITOR MOVE-IN

Sunday	April 19, 2020	7:00PM	-	11:00PM
Monday	April 20, 2020	8:00AM	-	NOON

EXHIBITOR MOVE-OUT

Monday	April 20, 2020	5:00PM	-	10:00PM
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Notes: Please note that local carriers, FedEx, Purolator & UPS do not pick up after 4:00PM and MUST be called before 2:00PM for a same day pick up. Please ensure you have made appropriate arrangements

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

(see enclosed Material Handling Form)

FROM **Friday** **March 13, 2020** TO **Friday** **April 10, 2020**

Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS ACCEPTED

(see enclosed Material Handling Form)

Monday April 20, 2020 8:00AM - NOON

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

** Note** Global Convention Services does not offer shipping services



HALIFAX OFFICE:
1658 Market Street
Halifax, NS, B3J 0B7
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca

PRE-SHOW DEADLINE: April 3, 2020
ORDERING DEADLINE: April 10, 2020

EVENT NAME MPWWA 2020 DATES April 20, 2020
 Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

FURNISHINGS

TABLES
Dressed tables are show color 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	
Spandex Cover for Bistro Table (Black)		\$17	\$25	
SUB-TOTAL TABLES				

SEATING
*** Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$15	\$20	
Fabric Chair (Grey, Padded Seat & Back)		\$31	\$38	
Bistro Stool (Padded Seat with Back)		\$68	\$83	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$71	\$86	
"Z" Stool		\$52	\$65	
Leather Tub Chair (Black) **		\$175	\$205	
Leather Loveseat (Black) **		\$336	\$412	
SUB-TOTAL SEATING				

GROUPINGS *** Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
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) **		\$392	\$460	
SUB-TOTAL GROUPINGS				

ACCESSORIES
All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
40" TV		\$499	\$559	
40" TV with stand		\$554	\$634	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$18	\$24	
Literature Rack (Floor Model)		\$129	\$153	
Coffee Table		\$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	-	
SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES				

ELECTRICAL ACCESSORIES
Rental does not include power

Description	Qty.	Pre-Show	Retail	Amount
5m, 3 Prong, Extension Cord ##		\$29	\$39	
Power Bar ##		\$27	\$33	
SUB-TOTAL LIGHTING & ELECTRICAL ACCESSORIES				

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Accessories	\$	
Electrical Accessories	\$	
TOTAL	\$	

Carry this total to Method of Payment form



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PRE-SHOW DEADLINE: April 3, 2020
ORDERING DEADLINE: April 10, 2020

EVENT NAME MPWWA 2020 **DATES** April 20, 2020

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

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

* **One 110 volt, 15 amp outlet has been provided by Show Management. Additional outlets can be ordered by completing Electrical Form and submitting to office along with Method of Payment Form.**

- * Electrical outlets are 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 (902) 423-4129 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):**



COMPLETE YOUR ELECTRICAL ORDER HERE

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- <u>Option A</u>		\$78.00	\$93.00	
Special electrical power --- <u>Option B</u>				
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

ADDITIONAL ELECTRICAL



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PRE-SHOW DEADLINE: April 3, 2020
ORDERING DEADLINE: April 4, 2020

EVENT NAME MPWWA 2020 **DATES** April 20, 2020

Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

**** 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).**

BOOTH ID and SHOW SIGNAGE

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
BOOTH ID SIGNS ^^^				
11" x 9" with easel back (for table)		\$26.00	\$34.00	
44" x 7" Booth ID Sign. Printed to Blackhawk (heavy cardstock). Includes holes drilled for hanging.		\$20.00	\$26.00	
44" x 7" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$31.00	\$41.00	
36" x 8" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$28.00	\$37.00	
SHOW SIGNAGE ^^^				
8" x 8" Label for Cardboard Ballot Box		\$28.00	\$36.00	
22" x 28" or 28" x 22" (specify size below)		\$58.00	\$76.00	
24" x 36" or 36" x 24" (specify size below)		\$82.00	\$107.00	
44" X 28" or 28" x 44" (specify size below)		\$116.00	\$151.00	
40" X 30" or 30" x 40" (specify size below)		\$113.00	\$147.00	
Brass Grommets (Rings) for hanging- Per Sign		\$18.00	\$23.00	
Holes Drilled for hanging- Per Sign		\$3.00	\$5.00	
		TOTAL SIGNAGE		

^^^ Artwork is direct print to Coroplast substrate (non-laminated)

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.
- * A signage specification sheet will be supplied at time of order which will detail preferred file formats.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
HARDWALL BOOTH GRAPHICS ***				
10' Custom Header (price per header)		\$120.00	\$156.00	
Graphic Panel for backwall & sidewalls (price per panel)		\$298.00	\$388.00	
Graphic Panel for lower sidewalls (price per panel)		\$112.00	\$146.00	
1M COUNTER GRAPHICS ***				
Graphic panel for 1m counter - front panel		\$112.00	\$146.00	
Graphic panel for 1m counter - side panel (price per panel)		\$56.00	\$73.00	
BANNER STAND GRAPHICS				
Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of bannerstand)		\$220.00	\$286.00	
		TOTAL CUSTOM SIGNAGE		

*** Artwork is direct print to PVC substrate (non-laminated)

SUMMARY OF SIGNAGE
\$ _____
Carry this total to Method of Payment form

SIGNAGE (Show Signs & Custom Booth Graphics)



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ORDERING DEADLINE: April 10, 2020

EVENT NAME MPWWA 2020 DATES April 20, 2020
 Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

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		equals CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	150	÷ 100	1.5	2	X	\$62.00	\$124.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	÷ 100	8.59	9	X	\$62.00	\$558.00

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
<u>ADVANCED</u> WAREHOUSE material handling		÷ 100			X	\$62.00	
Freight accepted at Advance Warehouse: <u>March 13, 2020</u> TO <u>April 10, 2020</u>							
<u>DIRECT</u> TO SHOW SITE material handling		÷ 100			X	\$64.00	
!!! IMPORTANT !!! Shipments to arrive during exhibitor move in only.							
Monday April 20, 2020 8:00AM - NOON							
POST-SHOW <u>RETURN</u> TO WAREHOUSE material handling		÷ 100			X	\$62.00	

SUMMARY OF MATERIAL HANDLING
 \$ _____
 Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

TS-Revised Feb/2018

MATERIAL HANDLING - Order Services

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.

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 ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	March 13, 2020 TO April 10, 2020
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To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **MPWWA 2020**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

.....

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

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	March 13, 2020 TO April 10, 2020
--	--

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **MPWWA 2020**

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 !!!

Monday April 20, 2020 8:00AM - NOON

To: GLOBAL CONVENTION SERVICES
C/O Halifax Marriott Harbourfront Hotel
1919 Upper Water Street
Halifax, NS B3J 3J5

Show: **MPWWA 2020**

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 !!!

Monday April 20, 2020 8:00AM - NOON

To: GLOBAL CONVENTION SERVICES
C/O Halifax Marriott Harbourfront Hotel
1919 Upper Water Street
Halifax, NS B3J 3J5

Show: **MPWWA 2020**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Direct to Show Site



HALIFAX OFFICE:
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ORDERING DEADLINE: April 10, 2020

EVENT NAME MPWWA 2020 DATES April 20, 2020

Exhibiting Company: _____ Booth # _____

Contact Name: _____ Booth Size _____

Phone #: _____ Email: _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * **Minimum 4 hour call out, per man, on labor and stand-by.**
- * **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? _____ 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: Global advance warehouse ***Direct to Show Site* Carrier: _____

Expected number of pieces & weight: _____

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	\$59.00	
				x			x	\$59.00	

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	\$59.00	
				x			x	\$59.00	

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

DISPLAY INSTALLATION & DISMANTLE



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 E-mail: info@globalconvention.ca

EVENT NAME MPWWA 2020 **DATES** April 20, 2020

METHOD OF PAYMENT

Exhibiting Company Information	
Exhibiting Company: _____	Booth #
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 Labor/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 labor & 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

Furnishings	\$	
Additional Electrical	\$	
Signage	\$	
Material Handling	\$	
Installation & Dismantle	\$	

Total of Items	\$	
15% HST	\$	
TOTAL ORDER	\$	

Canadian Funds
HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129