

SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

CBAA

July 11, 2019

**Sunwest Aviation, Hanger 1
Calgary, AB**

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES

P.O. Box 221

Abbotsford, BC V2T 6Z6

Tel. 604-851-0224 Opt. 1 / Fax. 604-853-0300

E-mail: abbotsford@globalconvention.ca

BOOTH EQUIPMENT

Each 10' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls, Black Booth Carpet, 1- 1500W Electrical outlet and 1- Booth ID sign as part of their booth package. Any additional items or services can be ordered by completing the enclosed rental forms.

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 **June 18, 2019**.
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 login and password supplied below.

Username: **CBAA** Password: **2019**

On-line ordering available until: **July 3, 2019**

EXHIBITOR MOVE-IN

Please refer to the Exhibitor Manual provided by Show Management for detailed dates & Times

EXHIBITOR MOVE-OUT

Please refer to the Exhibitor Manual provided by Show Management for detailed dates & Times

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM Monday June 10, 2019 TO Wednesday July 3, 2019

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

DIRECT TO SITE SHIPMENTS

Direct to site shipments must be pre-arranged with Global Convention Services.

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.

EQUIPMENT & FURNISHINGS RENTAL

Event Name **CBAA** Date(s) **July 11, 2019**

Pre-Show Price Deadline: **June 18, 2019**

Ordering Deadline: **July 3, 2019** 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
2'x4' Dressed Table-30" High (Vinyl Top, Skirted 3 Sides)		\$85	\$112	
2'x6' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$90	\$119	
2'x8' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$95	\$126	
Vinyl Top Table 30" - No skirt 2'x4' () 2'x6' () 2'x8' ()		\$65	\$91	
30" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$41	\$58	
2'x4' Raised Dressed Table (42" High) (Vinyl Top, Skirted 3 Sides)		\$100	\$133	
2'x6' Raised Dressed Table (42" High) (Vinyl Top, Skirted 3 Sides)		\$105	\$140	
2'x8' Raised Dressed Table (42" High) (Vinyl Top, Skirted 3 Sides)		\$110	\$147	
Vinyl Top Table 42"- No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$70	\$98	
42" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$47	\$69	
Starbase Round Table - Coffee (18"H x30"Dia)		\$76	\$98	
Starbase Round Table - Show (30"Hx30"Dia)		\$84	\$110	
Starbase Round Table - Bistro (40"Hx30"Dia)		\$98	\$128	
SUB-TOTAL TABLES				

SPECIALTY FURNISHINGS
*** All items subject to availability*

Calgary Leather Single Chair Black () Espresso ()		\$254	\$293	
Calgary Leather Loveseat Black () Espresso ()		\$329	\$428	
Calgary Leather Sofa Black () Espresso ()		\$428	\$556	
Square Back Single Chair, White		\$254	\$293	
Square Back Leather Loveseat, White		\$329	\$428	
Square Back Leather Sofa, White		\$428	\$556	
Black Leather Club Chair		\$167	\$218	
White Fabric Tub Chair		\$154	\$200	
White Coffee Table with Glass Top 24" W x 16"H x 47.5"L		\$143	\$186	
White End Table with Glass Top 24" W x 20"H x 22"L		\$115	\$150	
Glass Top Dining Table		\$275	\$357	
White Fabric Dining Chair		\$95	\$124	
White Leather Pump Stool		\$129	\$168	
SUB-TOTAL SPECIALTY FURNISHINGS				

SEATING
***Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Grey Fabric Side Chair		\$59	\$77	
Grey Fabric Arm Chair		\$69	\$90	
Grey Fabric Counter Stool		\$84	\$110	
SUB-TOTAL SEATING				

ACCESSORY ITEMS
*** All items subject to availability*

Literature Rack		\$90	\$117	
Coat Tree		\$41	\$54	
Sign Holder		\$53	\$69	
Easel		\$45	\$59	
Gold Draw Drum		\$75	\$98	
White Counter Storage Unit - 40" high		\$150	\$195	
Bag Holder - 41"H		\$84	\$110	
Black Tape Stanchions		\$79	\$103	
Wastebasket		\$24	\$31	
SUB-TOTAL ACCESSORY ITEMS				

PIPE & DRAPE (select colour)
Show White Blue Green Silver Black

3' High Pipe & Drape /Colour: _____		4.00/ft	5.20/ft	
8' High Pipe & Drape /Colour: _____		6.00/ft	7.80/ft	
12' High Pipe & Drape /Colour: _____		9.00/ft	11.70/ft	
SUB-TOTAL PIPE & DRAPE				

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	\$	
Special Seating	\$	
Seating	\$	
Accessory Items	\$	
Pipe & Drape	\$	
TOTAL	\$	

Carry this total to Method of Payment form

**COUNTERS & HARDWALL
DISPLAYS**

Event Name **CBAA** Date(s) **July 11, 2019**

Pre-Show Price Deadline: **June 18, 2019**

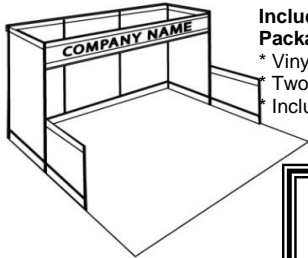
Ordering Deadline: **July 3, 2019** Contact office for availability after this date

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

COUNTERS & DISPLAY CASES

Description	Quantity	Pre-Show	Retail	Amount
20" Square Pedestal - 36"H (White)		\$125	\$163	
1m Storage Counter (White, 40"L x 20"W x 40"H)		\$150	\$195	
2m Storage Counter (White, 80"L x 20"W x 40"H)		\$300	\$390	
Curved Counter (White, 60"L x 20"W x 40"H)		\$225	\$293	
Jewellery Showcase (White/Glass, 40"L x 20"W x 41"H)		\$205	\$267	
Glass Showcase (White/Glass, 40"L x 20"W x 41"H)		\$215	\$280	
Square Tower Showcase (White/Glass, 26"L x 26"W x 96"H)		\$310	\$403	
Full Tower Showcase (White/Glass, 40"L x 20"W x 96"H)		\$430	\$559	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES

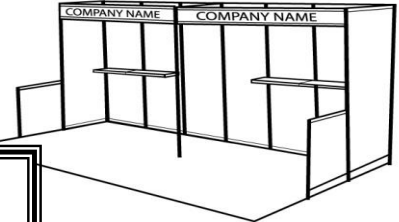


Included in 10' x 10' Hardwall Package:

- * Vinyl Lettered Company Sign
- * Two Arm Lights
- * Includes Set Up & Dismantle

Included in 10' x 20' Hardwall Package:

- * Two Vinyl Lettered Company Signs
- * Four Arm Lights
- * Includes Set Up & Dismantle
- * Shelving is extra (see accessories)



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

Standard Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
10' x 10' White PVC Panels (Non-Velcro Adaptable)		\$1,095	\$1,424	
10' x 20' White PVC Panels (Non-Velcro Adaptable)		\$1,690	\$2,197	

Custom Hardwall Booth Packages Available -- Contact office for quote

Description	Quantity	Pre-Show	Retail	Amount

HARDWALL ACCESSORIES

Description	Quantity	Pre-Show	Retail	Amount
Shelving - Flat (White Melamine, 1m long x 12" deep)		\$45	\$63	
Shelving - Angled (White Melamine, 1m long x 12" deep)		\$45	\$63	
Waterfall with Eight Hooks		\$25	\$33	
Garment Rail 39"W		\$55	\$72	

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

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 COUNTERS, CASES & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form

Email completed form along with Method of Payment to abbotsford@globalconvention.ca

**CARPET & BOOTH
CLEANING**

Event Name **CBAA** Date(s) **July 11, 2019**

Pre-Show Price Deadline: **June 18, 2019**

Ordering Deadline: **July 3, 2019**

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

CARPET / CARPET PADDING

Alternate Colour Choice Order (Black booth carpet currently provided)

1st Colour Choice: Blue Red Green Grey
2nd Colour Choice: Blue Red Green Grey

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$175	\$228	
Broadloom - 10' x 20'		\$350	\$455	
Broadloom - 10' x 30'		\$525	\$683	
Broadloom - 20' x 20'		\$700	\$910	
Carpet - Custom Size ¹ x =		\$2.25	\$2.93	
Protective Plastic - Size ² x =		\$0.35	\$0.45	
Carpet Padding - Size x =		\$1.20	\$1.56	
SUB-TOTAL CARPET & PADDING				

Booth spaces larger than 20' x 20' must use bulk carpet pricing.
Booth carpet & bulk carpet supplied in 10' x 10' increments.

- ¹ Applied to custom size carpets.
- ¹ Additional special cutting charge may apply to run of carpet that is cut.
- ² It is the responsibility of the exhibitor to remove plastic prior to show opening.

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 \$0.50	x	
2 Daily vacuum & empty waste baskets	x		x \$0.50	x	

SPECIAL INSTRUCTIONS: _____ **SUB-TOTAL BOOTH CLEANING**

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

SIGNAGE

Event Name	CBAA	Date(s)	July 11, 2019
Ordering Deadline:	June 28, 2019	Contact office for availability after this date	

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.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)				
Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
11" x 9" with easel back (for table)		\$36.25	\$47.00	
44" x 8"		\$46.25	\$60.00	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
14" X 22"		\$61.00	\$92.00	
22" X 28"		\$83.00	\$125.00	
28" X 44"		\$105.00	\$158.00	
36" x 48"		\$181.00	\$272.00	
Brass Grommets (Rings) for hanging- Per Sign		included	included	
Holes Drilled for hanging- Per Sign		included	included	
TOTAL VINYL SIGNAGE				

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 for Hardwall Booths

- * 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 w/Company Logo		x	\$155.00	\$217.00	
Full Height 1m x 2.5m Graphic Panel		x	\$391.00	\$587.00	
Sidewall 1m x1m Graphic Panel		x	\$202.00	\$303.00	
Counter Graphics - Front		x	\$138.00	\$207.00	
Counter Graphics - Side		x	\$71.00	\$107.00	
TOTAL CUSTOM SIGNAGE					

SUMMARY OF SIGNAGE

\$

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 labour 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, labour 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 basis. To save money, ship all freight together.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED TO WAREHOUSE PRE-SHOW SHIPMENT

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 3pm, 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.
- * **All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.**
- * Billing is based on a per shipment basis. To save money, ship all freight together.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

***** DIRECT TO SITE SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES *****

- * Shipments that have been pre-arranged with Global Convention Services are 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 Advance Warehouse with fees charged to exhibitor.
- * 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 be "re-directed" onto the official carrier of Global's choice at the 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 warehouse post-show will be subject to additional material handling charges at the exhibitor's expense.**

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

MATERIAL HANDLING

Event Name **CBAA** Date(s) **July 11, 2019**

Material Handling Form to be submitted by: **June 28, 2019**

Freight accepted at advance warehouse: **June 10, 2019** TO **July 3, 2019**

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #
Booth Size

See next pages for shipping labels.

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 for MATERIAL HANDLING SERVICES --- ADVANCED WAREHOUSE

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

EXAMPLES	Total Weight	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.	- / 100	-	2	X	\$85.00	\$170.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	559 / 100	5.59	6	X	\$85.00	\$510.00

ADVANCED SHIPMENT	/ 100			X	\$85.00	
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Description: Sending of your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking. Our advance warehouse cannot accept any collect shipments.

CALCULATION OF ORDER for MATERIAL HANDLING SERVICES --- DIRECT TO SITE

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

EXAMPLES	Total Weight	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.	- / 100	-	2	X	\$65.00	\$130.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	559 / 100	5.59	6	X	\$65.00	\$390.00

DIRECT TO SHOW SITE	/ 100			X	\$65.00	
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All Direct To Site Material Handling service must be pre-arranged with Global Convention Services.

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

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-3pm)

June 10, 2019

TO

July 3, 2019

To: GLOBAL CONVENTION SERVICES C/O
GES ADVANCE WAREHOUSE
#25, 5805 76th AVENUE, SE
CALGARY, AB
T2E 5L8

Show: **CBAA**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-3pm)

June 10, 2019

TO

July 3, 2019

To: GLOBAL CONVENTION SERVICES C/O
GES ADVANCE WAREHOUSE
#25, 5805 76th AVENUE, SE
CALGARY, AB
T2E 5L8

Show: **CBAA**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING DIRECT TO SHOW SITE

Freight accepted during
Exhibitor Move -In dates only

July 10, 2019

To: GLOBAL CONVENTION SERVICES C/O
SUNWEST AVIATION
217 AERO COURT
CALGARY, AB
T2E 7C6

Show: **CBAA**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING DIRECT TO SHOW SITE

Freight accepted during
Exhibitor Move -In dates only

July 10, 2019

To: GLOBAL CONVENTION SERVICES C/O
SUNWEST AVIATION
217 AERO COURT NE
CALGARY, AB
T2E 7C6

Show: **CBAA**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3
 Tel. (604) 851-0224 Option 1 Fax. (604) 853-0300
 Email. abbotsford@globalconvention.ca

**DISPLAY INSTALLATION
& DISMANTLE**

Event Name	CBAA	Date(s)	July 11, 2019
Ordering Deadline:	June 28, 2019	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 2 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	\$79.00	
				x			x	\$79.00	
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	\$118.00	
				x			x	\$118.00	
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



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3
 Tel. (604) 851-0224 **Option 1** Fax. (604) 853-0300
 Email. abbotsford@globalconvention.ca

In-Booth Forklift & Driver

Event Name	CBAA	Date(s)	July 11, 2019
Ordering Deadline:	July 3, 2019	Contact office for availability after this date	

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			\$119.00	
			X			\$119.00	
Contact office for weekly forklift rental quote & scissor lift rental quote.						SUB-TOTAL INSTALLATION	

ESTIMATED DISMANTLE REQUIREMENTS							
Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$119.00	
			X			\$119.00	
Contact office for weekly forklift rental quote & scissor lift rental quote.						SUB-TOTAL DISMANTLE	

SUMMARY OF IN-BOOTH FORKLIFT

\$ _____

Carry this total to Method of Payment form

METHOD OF PAYMENT

Event Name CBAA **Date(s)** July 11, 2019

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

All Global Services
 Electrical
 Material Handling In & Out
 Booth Cleaning
 Equipment & Furniture
 I&D Labour/Supervision
 In-Booth Forklift
 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, Lighting & Plumbing	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
Sub-Total		\$ _____
5% GST		\$ _____
TOTAL ORDER		\$ _____

GST# 12259 9822 RT0001 Canadian Funds