



## SHOW INFORMATION

Visit our website to view our on-line catalogue

### EVENT INFORMATION

2011 Mercury Conference

July 24-29, 2011

World Trade & Convention Centre

Halifax, NS

### EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES

1800 Argyle Street, Suite 445

Halifax, NS, B3J 3N8

Tel. 902-425-1400 Fax. 902-423-4129

E-mail: [info@globalconvention.ca](mailto:info@globalconvention.ca)

### BOOTH EQUIPMENT

Each 10' x 8' booth space consists of an 8' high draped backwall and 3' high draped sidewalls.  
Please note that the trade show floor is carpeted.

### 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 **July 8, 2011**

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 "Place an Order", and enter the login and password supplied below.

Login:

**MERCURY**

Password:

**2011**

### EXHIBITOR MOVE-IN

Sunday, July 24, 2011 at 12:00PM - 4:00PM

### EXHIBITOR MOVE-OUT

Friday, July 29, 2011 at 8:00AM

### MATERIAL HANDLING

#### ADVANCE SHIPMENTS ACCEPTED at Global Warehouse

FROM

Monday

June 20, 2011

TO

Wednesday

July 20, 2011

### 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** 2011 Mercury Conference **Date(s)** July 24-29, 2011

**Pre-Show Price Deadline:** July 8, 2011

**Ordering Deadline:** July 20, 2011

**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-29" High (Vinyl Top, Skirted 3 Sides)		\$51	\$63	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$57	\$71	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$65	\$81	
2'x4' Raised Dressed Table (41" High)		\$72	\$90	
2'x6' Raised Dressed Table (41" High)		\$76	\$95	
2'x8' Raised Dressed Table (41" High)		\$86	\$107	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$32	\$41	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$36	\$45	
Show Table (30" Round Pedestal, 29" High)		\$53	\$66	
Bistro Table (30" Round, 39" High)		\$71	\$88	

**SUB-TOTAL TABLES**

**SEATING - \*\* Subject to availability**

Fabric Chair (Grey, Padded Seat & Back)		\$27	\$33	
Bistro Stool (Padded Seat with Back)		\$53	\$66	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$53	\$66	
Executive Chair (Grey, Padded Seat & Back, Arms **)		\$60	\$72	
Leather Tub Chair (Black) **		\$140	\$168	
Leather Loveseat (Black) **		\$300	\$360	

**SUB-TOTAL CHAIRS**

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

Contemporary Grouping (Show Table/2 Chairs)		\$99	\$122	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$166	\$206	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$315	\$378	

**SUB-TOTAL GROUPINGS**

**SPECIALTY ITEMS - All items subject to availability**

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$174	\$209	
19" Flat Screen Computer Monitor		\$360	\$432	
26" TV/DVD Combo		\$415	\$498	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$12	\$15	
Literature Rack (Floor Model)		\$113	\$136	
Coffee Table (Wood, Espresso in Colour)		\$81	\$98	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$35	\$42	

**SUB-TOTAL SPECIALTY ITEMS**

**FURNISHINGS**

Easel (Aluminum, Tri-Pod, Floor Model)		\$30	\$37	
Wastebasket		\$13	\$17	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$60	-	

**SUB-TOTAL FURNISHINGS**

**PIPE & DRAPE - Rented by Lineal Foot**

**Specify Colour Choice:** Show Colour Blue Green

Red Grey Burgundy White Black Teal

3' High Pipe & Drape		3.70/ft	4.65/ft
8' High Pipe & Drape		4.20/ft	5.25/ft

**SUB-TOTAL PIPE & DRAPE**

**SUMMARY OF EQUIPMENT & FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items	\$	
Furnishings	\$	
Pipe & Drape	\$	
<b>TOTAL</b>	<b>\$</b>	

Carry this total to Method of Payment form



Halifax Office:  
 1800 Argyle Street, Suite 445  
 Halifax, NS, B3J 3N8  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**CARPET RENTAL  
 &  
 BOOTH CLEANING**

**Event Name** 2011 Mercury Conference **Date(s)** July 24-29, 2011

**Pre-Show Price Deadline:** July 8, 2011

**Ordering Deadline:** July 20, 2011 **Contact office for availability after this date**

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

**CARPET / CARPET PADDING**

**NOTE:** *Carpet is not supplied in Bulk Booth Spaces (insert) sq.ft. and over.  
 Complete below to place your bulk carpet order.*

**Colour Choices:** Blue Green Burgundy Charcoal Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$108	\$137	
Broadloom - 10' x 20'		\$212	\$264	
Broadloom - 10' x 30'		\$320	\$399	
Carpet Padding - Size		\$0.87	\$0.97	
<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.

**BOOTH CLEANING**

Service Option	Total Sq.Ft.	Total
1 Initial vacuum b		
2 Daily vacuum & empty waste baskets		
<b>SUB-TOTAL BOOTH CLEANING</b>		

**SPECIAL INSTRUCTIONS:**

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

**Fax completed form along with Method of Payment to 902-423-4129**

**Event Name** 2011 Mercury Conference **Date(s)** July 24-29, 2011  
**Ordering Deadline:** June 29, 2011 **Contact office for availability after this date**

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

**VINYL LETTERED SIGNS**

- \* Prices listed reflect 10 words or less - ONE colour only (no logos).
- \* Quote will be issued for text over 10 words.
- \* Standard font is "Arial Black", all caps, unless otherwise specified by exhibitor.
- \* Vinyl lettering on white corex (corrugated plastic).
- \* Vinyl colours available - black, blue, green, red.
- \* Sizes listed are standard sizes. Quote can be issued for size not shown.

**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)		\$25.00	\$32.50	
36" x 8"		\$21.00	\$27.30	
44" x 7"		\$26.00	\$33.80	
22" x 17"		\$30.00	\$39.00	
28" x 14"		\$35.00	\$45.50	

**VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)**

Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$48.00	\$62.40	
44" X 28"		\$93.00	\$120.90	
40" X 30"		\$93.00	\$120.90	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$32.50	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	

**TOTAL VINYL SIGNAGE**

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

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

H

Insert Text  
in Box(es)

H

**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth, pop up and banner stand rental with custom hardwall panels & headers, graphic pop up panels and graphic banner stand panel.
- \* Also check out our other display options such as vinyl banners and full colour show signage. Contact our office for pricing.
- Global features 2 in-house graphic designers (\$75 per hour) or you can supply print ready files either in the form of CD or upload to our ftp site.

**Contact our office for panel sizes, file specifications and deadline date for artwork.**

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header		x	\$140.00	\$182.00	
Graphic Hardwall Panels		x	\$364.00	\$473.20	
8' Pop Up Panels (3 panels)	3	x	\$469.00	\$609.70	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	

**TOTAL CUSTOM SIGNAGE**

**SUMMARY OF SIGNAGE**

\$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 902-423-4129**



**ELECTRICAL & LIGHTING**

<b>Event Name</b>	<b>show name</b>	<b>Date(s)</b>	<b>show date</b>
<b>Pre-Show Price Deadline:</b>		<b>approx 2 wks prior to s/u</b>	
<b>Ordering Deadline:</b>		<b>2-4 days prior s/u Contact office for availability after this date</b>	

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

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

Phone #: \_\_\_\_\_ Booth Size

**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**
- \* **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 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 connector required. \_\_\_\_\_

Draw plug configuration below: \_\_\_\_\_

LIGHTING				
Description	Quantity	Pre-Show	Retail	Amount
Clip on Spot Light (65 Watt)**		\$27.00	\$34.00	
Quartz Flood Light (on 8' Upright, 150 Watt)**		\$47.00	\$59.00	
Quartz Arm Light (150 Watt)**		\$47.00	\$59.00	
ELECTRICAL				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (Option A)		\$70.00	\$85.00	
Special electrical power (Option B)				
5m, 3 prong, extension cord **		\$27.00	\$34.00	
Power Bar **		\$22.00	\$28.00	

**\*\* Items do not include power.**

**SUMMARY OF ELECTRICAL & LIGHTING**

\$

Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 902-423-4129** TS-Revised July/2010



### 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 PRE-SHOW SHIPMENT

- \* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 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 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 fee charge to the 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.
- \* 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 "forced freight" back to the Global advance warehouse where material handling charges will be applied.
- \* 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 must be made in advance or prior to show closing
- \* Outbound freight must contain **return shipping labels (on all pieces) and return Bill of Ladings.**

<b>Event Name</b>	<b>2011 Mercury Conference</b>	<b>Date(s)</b>	<b>July 24-29, 2011</b>
<b>Material Handling Form to be submitted by:</b>		<b>July 8, 2011</b>	
<b>Freight accepted at advance warehouse:</b>		<b>June 20, 2011</b>	<b>TO July 20, 2011</b>

**Exhibiting Company:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

<b>Booth #</b>
<b>Booth Size</b>

**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
		<b>Total Weight</b>	

**RETURN TO WAREHOUSE SERVICE**

Will you require return to warehouse material handling service?  Yes  No  
 If yes, please include in calculation of order

**CALCULATION OF ORDER**

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

Service	Total Weight	CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
<i>Example of shipments less than 200 lbs.</i>	90 / 100	0.9	2	X	\$35.00	\$70.00
<i>Example of shipments over 200 lbs.</i>	859 / 100	8.59	9	X	\$35.00	\$315.00
<b>Advanced Shipment</b>	/ 100			X	<b>\$35.00</b>	
<b>Return to Warehouse</b>	/ 100			X	<b>\$35.00</b>	

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.

Description: Returning of your freight back to our Advanced Warehouse after the event. Exhibitor is responsible to schedule pick up with your carrier from our warehouse location. **Exhibitor is responsible for return shipping labels & Bill of Ladings.**

**All Direct Shipments must be pre-arranged with Global Convention Services**

**SUMMARY OF MATERIAL HANDLING**

\$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**Fax completed form along with Method of Payment to 902-423-4129**

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE**

Freight accepted at advance  
warehouse:

**June 20, 2011** TO **July 20, 2011**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Bayer's Lake Business Park  
Halifax, NS, B3S 1B4  
Show: 2011 Mercury Conference

Exhibitor: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

.....

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE**

Freight accepted at advance  
warehouse:

**June 20, 2011** TO **July 20, 2011**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Bayer's Lake Business Park  
Halifax, NS, B3S 1B4  
Show: 2011 Mercury Conference

Exhibitor: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

.....



**DISPLAY INSTALLATION &  
DISMANTLE**

<b>Event Name</b>	2011 Mercury Conference	<b>Date(s)</b>	July 24-29, 2011
<b>Ordering Deadline:</b>	July 20, 2011	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.**
- \* Labour and stand-by rate is \$50.00 per hour with a 2 hour minimum call out, per man.
- \* 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	\$50	
				x			x	\$50	
Global Supervised							SUB-TOTAL		
Exhibitor/Display House Supervised							Add 25% Global Site Supervisor		
Supervisor Name & Cell # _____									<b>ESTIMATED INSTALLATION</b>

**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	\$50	
				x			x	\$50	
Global Supervised							SUB-TOTAL		
Exhibitor/Display House Supervised							Add 25% Global Site Supervisor		
Supervisor Name & Cell # _____									<b>ESTIMATED DISMANTLE</b>

**SUMMARY OF DISPLAY INSTALLATION & DISMANTLE**

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

Carry this total to Method of Payment form

**METHOD OF PAYMENT**

**Event Name**      **2011 Mercury Conference**      **Date(s)**      **July 24-29, 2011**

**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**

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      CALCULATION OF ORDER**

**BANK TRANSFER**  
 \* Contact our office for banking information  
 \* 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) \_\_\_\_\_  
 Card # \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Cardholder Telephone \_\_\_\_\_

Equipment & Furnishings	\$	_____
Carpet	\$	_____
Signage	\$	_____
Electrical & Lighting	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
<b>Total of Items \$</b> _____		
<b>15% HST \$</b> _____		
<b>TOTAL ORDER \$</b> _____		

Canadian Funds

**Payment must be submitted with order forms  
 Fax completed forms to 902-423-4129**