

Visit our website to view our on-line catalogue

#### SERVICE CONTRACTOR CONTACT

##### **GLOBAL CONVENTION SERVICES**

1658 Market Street  
Halifax, NS B3J 1K9

Phone: 1-902-425-1400  
Fax: 1-902-423-4129  
Email: [info@globalconvention.ca](mailto:info@globalconvention.ca)

#### BOOTH EQUIPMENT

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

- \*\* 8' high draped backwall and 3' high draped sidewalls.
- \*\* Two (2) 6' skirted table.
- \*\* Two (2) chairs.
- \*\* One (1) Wastebasket
- \*\* Note: The Trade Show floor is carpeted.

##### **ELECTRICAL:**

- \*\* Electrical is NOT included as part of your booth package but can be ordered by completing the attached Electrical Form.

#### PRE-SHOW PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order and payment by:

**Mon, June 12, 2023**

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, click on link, or go to, [www.globalconvention.ca](http://www.globalconvention.ca) then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: **CSM2023** Password: **2023**

**On-line ordering available until: Mon, June 19, 2023**

#### EXHIBITOR MOVE-IN

day	date	start time	-	end time
-----	------	------------	---	----------

#### SHOW HOURS

Monday	June 26, 2023	12:00 PM	-	5:30 PM
Tuesday	June 27, 2023	9:00 AM	-	5:30 PM

#### EXHIBITOR MOVE-OUT

day	date	start time	-	end time
-----	------	------------	---	----------

#### MATERIAL HANDLING

PLEASE NOTE, GLOBAL CONVENTION SERVICES DOES NOT OFFER SHIPPING, CUSTOMS OR BROKERAGE SERVICES.

##### ADVANCED SHIPMENTS ACCEPTED

**START** Monday June 5, 2023 **END** Monday June 19, 2023

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 to arrive during scheduled exhibitor move in times only!!!

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

**EVENT NAME** CSM2023 Halifax Conference

**DATES** June 26- 27, 2023

**Exhibiting Company:**

**Booth #**

**Contact Name:**

**Booth Size**

**Phone #:**

**Email:**

**TABLES**

*Dressed tables are show color unless otherwise requested*

Description	Qty	Preshow	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$40	\$63	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$70	\$100	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$81	\$109	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$92	\$120	
29" High Extra Skirt (To Skirt 4th Side)		\$37	\$48	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$45	\$69	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$81	\$110	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$93	\$129	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$101	\$140	
39" High Extra Skirt (To Skirt 4th Side)		\$41	\$53	
Low Pedestal Table (30" Round, 30" High)		\$68	\$85	
Tall Pedestal Table (30" Round, 40" High)		\$100	\$140	
Spandex Cover for Tall Pedestal Table (Black)		\$39	\$52	

**SUB-TOTAL TABLES**

**SEATING**

**\*\* Subject to availability**

Fabric Side Chair (Grey, Padded Seat & Back)		\$38	\$42	
Bar Height Stool (Padded Seat with Wire Back)		\$70	\$92	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$70	\$96	
"Z" Stool		\$60	\$77	

**SUB-TOTAL SEATING**

**PREMIUM SEATING**

**\*\* All items subject to availability**

Squared Back Leather Club Chair White ( ) Black ( )		\$253	\$287	
Squared Back Leather Loveseat White ( ) Black ( )		\$375	\$420	
Padded, Tufted, Gas Lift Stool White ( ) Red ( ) Black ( )		\$94	\$120	

**SUB-TOTAL PREMIUM SEATING**

**ACCESSORIES**

**\* All items subject to availability**

Description	Qty	Preshow	Retail	Amount
40" TV Only <i>(Please contact Global office for connection information)</i>		\$588	\$640	
40" TV & Stand <i>(Please contact Global office for connection information)</i>		\$599	\$680	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$25	\$39	
Literature Rack (Floor Model)		\$120	\$142	
Coffee Table		\$102	\$130	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$36	\$47	
Bag Holder (1m tall, adjustable arms)		\$41	\$53	
Easel (Aluminum, Tri-Pod, Floor Model)		\$30	\$45	
Wastebasket		\$21	\$29	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$85	-	

**SUB-TOTAL ACCESSORIES**

**MISCELLANEOUS**


**SUB-TOTAL MISCELLANEOUS**

**SUMMARY OF FURNISHINGS**




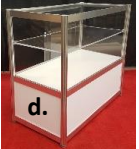
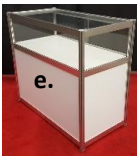

Tables	\$
Seating	\$
Premium Seating	\$
Accessories	\$
Miscellaneous	\$
<b>TOTAL</b>	\$

*Carry this total to Method of Payment form*



**EVENT NAME** CSM2023 Halifax Conference **DATES** June 26- 27, 2023

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



**COUNTER DISPLAYS**

	Item	Description	Qty	Preshow	Retail	Amount
	a.	1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$157	\$185	
	b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$237	\$298	
	c.	1/4 Round, White - Open in Back		\$263	\$342	
	d.	1m Display Showcase, Double Shelf, White/Acrylic		\$325	\$423	
	e.	1m Jewellery Display, Single Shelf, White/Acrylic		\$295	\$384	
	f.	Ballot Box Display (1/2m x 1/2m x 4' tall)- White PVC Panels with Generic Header		\$142	\$185	
<b>SUB-TOTAL COUNTER DISPLAYS</b>						

**PORTABLE DISPLAYS**

	Item	Description	Qty	Preshow	Retail	Amount
	g.	Bannerstand Frame Rental (Includes graphic panel)		\$303	\$394	
	h.	Posterboard (8'x4', Velcro Adaptable)		\$109	\$142	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>						

**HARDWALL BOOTH PACKAGES**

	<p><b>Included in 10' x 10' Hard wall Package:</b></p> <ul style="list-style-type: none"> <li>* White PVC Panels</li> <li>* One Black Lettered Company Header</li> <li>* Two Arm Lights (does not include power)</li> <li>* Includes Set Up &amp; Dismantle</li> </ul>	<p><b>Included in 20' x 10' Hard wall Package:</b></p> <ul style="list-style-type: none"> <li>* White PVC Panels</li> <li>* Two Black Lettered Company Headers</li> <li>* Four Arm Lights (does not include power)</li> <li>* Includes Set Up &amp; Dismantle</li> </ul>	
--	--	--	---

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

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package, White PVC Panels * Contact office for other colour options.		\$1,009	\$1,190	
20' x 10' Hardwall Booth Package, White PVC Panels * Contact office for other colour options.		1400	\$1,637	
Shelving (White Melamine, 1m long x 12" deep)		\$26	\$34	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Headers:** Black 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, PORTABLE & HARDWALL DISPLAYS**

\$

Carry this total to Method of Payment form

**EVENT NAME** CSM2023 Halifax Conference **DATES** June 26- 27, 2023

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

**BOOTH CARPET and CARPET PADDING**

Subject to availability

**1st Color Choice:** Blue Red Green Grey Black

**2nd Color Choice:** Blue Red Green Grey Black

Description	Quantity	Preshow	Retail	Amount
Broadloom - 10' x 10'	Trade show floor is carpeted	\$157	\$188	
Broadloom - 20' x 10'		\$237	\$289	
Broadloom - 30' x 10'		\$365	\$450	
Broadloom - 20' x 20'		\$488	\$551	
Bulk Carpet (*1): Size _____ x _____ =		\$1.19	\$1.55	
Custom Sized Bulk Carpet (*2): Size _____ x _____ =		\$1.88	\$2.44	
Protective Plastic (*3) : Size _____ x _____ =		\$0.28	\$0.36	
Carpet Padding: Size _____ x _____ =		\$1.00	\$1.30	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

\*\* Booth spaces larger than 20' x 20' must use Bulk Carpet or Custom Sized Bulk Carpet pricing.

\*1 Bulk carpet supplied in 10' x 10' increments.

\*2 Custom Sized Bulk Carpet refers to custom-cut sized carpet that does not meet the 10'x10' increments criteria (example 25' x 35').

\*3 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.. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		\$0.39	1	
2 Daily vacuum & empty waste baskets Includes initial vacuum prior to show opening.	x		\$0.39		
<b>SUB-TOTAL BOOTH CLEANING</b>					

**SPECIAL INSTRUCTIONS:**

**SUMMARY OF CARPET & BOOTH CLEANING**

\$

Carry this total to Method of Payment Form

**EVENT NAME** CSM2023 Halifax Conference **DATES** June 26- 27, 2023

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

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

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

\* **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:** \_\_\_\_\_

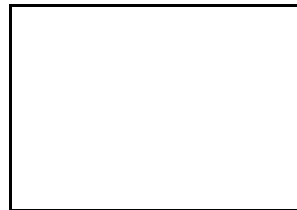
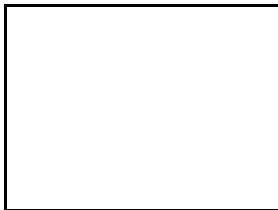
**\*\*\* Complete and fax or email to office for quote \*\*\***

**# 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 (*1) --- <u>Option A</u>		\$96.00	\$107.00	
Special electrical power (*2) --- <u>Option B</u> -- To be quoted. Contact office.				
Power Placement In Booth (*3) (*4) Service is PER OUTLET: Includes 1 flat cord, 1 standard power & labour		\$174.00	\$207.00	
5m, 3 prong, extension cord (*5)		\$39.00	\$45.00	
5m, flat extension cord (*5)		\$38.00	\$49.00	
Power Bar (*5)		\$24.00	\$31.00	

\*1 Power is placed at the back of the booth space unless power placement is requested.

\*2 Submit your requirements, along with picture or sketch of plug configuration to Global for quote.

\*3 Power Placement Service (Under Carpet or Flooring): Power will be placed prior to any carpet/flooring being installed. Any installed flooring will need to be removed at the cost to the Exhibitor before any outlets can be installed.  
Layout must be provided.

The Exhibitor or Exhibitor-Appointed-Contractor (EAC) will be responsible to cut the flooring to allow access to the outlet.  
The Exhibitor or EAC will be responsible to install the power in built structures.

\*4 Power Placement Service (Non-Carpeted or Non-Flooring Booth): Layout must be provided.  
The Exhibitor or EAC will be responsible to install the power in built structures.

\*5 Rental does not include power or power placement.

**SUMMARY OF ELECTRICAL**

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

**Carry this total to Method of Payment form**



HALIFAX OFFICE:  
1658 Market Street  
Halifax, NS B3J 1K9  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca

ORDERING DEADLINE:

June 19, 2023

EVENT NAME CSM2023 Halifax Conference DATES June 26- 27, 2023  
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		CWT (divided by 100 lbs.)	Round up to nearest whole #	X	Price per CWT (per 100 lbs.)	Estimated Total Cost (200 lb. Min.)
Shipments 200 lbs. or LESS	75	/ 100	0.75	2	X	\$70.00	\$140.00
Shipments OVER 200 lbs.	859	/ 100	8.59	9	X	\$70.00	\$630.00

Service Type	Total Weight		CWT (divided by 100 lbs.)	Round up to nearest whole #	X	Price per CWT (per 100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	\$70.00	
DIRECT TO SHOW SITE		/ 100			X	\$70.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$70.00	

**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 services.

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

\*\*\* 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: June 5, 2023 - June 19, 2023  
Freight Accepted at Show Site: date

**SUMMARY OF MATERIAL HANDLING**

\$

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.

### 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.**

<b>USE THESE LABELS FOR SHIPPING TO <u>ADVANCED WAREHOUSE</u>. Complete &amp; submit Material Handling form to order advance warehouse material handling service.</b>		
Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)	<b>June 5, 2023</b>	TO <b>June 19, 2023</b>

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

Show:     **CSM2023 Halifax Conference**

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

Piece #:     \_\_\_\_\_ of \_\_\_\_\_

.....

<b>USE THESE LABELS FOR SHIPPING TO <u>ADVANCED WAREHOUSE</u>. Complete &amp; submit Material Handling form to order advance warehouse material handling service.</b>		
Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)	<b>June 5, 2023</b>	TO <b>June 19, 2023</b>

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

Show:     **CSM2023 Halifax Conference**

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 !!!**

**date**

To: GLOBAL CONVENTION SERVICES  
C/O Facility  
Facility Street Address  
City, Province, Postal Code

Show: **CSM2023 Halifax Conference**

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 !!!**

**date**

To: GLOBAL CONVENTION SERVICES  
C/O Facility  
Facility Street Address  
City, Province, Postal Code

Show: **CSM2023 Halifax Conference**

Exhibitor: \_\_\_\_\_

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

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

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

**EVENT NAME** CSM2023 Halifax Conference **DATES** June 26- 27, 2023

**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 Pig ☐ 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	\$70.00	
				x			x	\$70.00	

Global Supervised <input type="checkbox"/>					SUB-TOTAL		
Exhibitor/Display House Supervised <input type="checkbox"/>					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	\$70.00	
				x			x	\$70.00	

Global Supervised <input type="checkbox"/>					SUB-TOTAL		
Exhibitor/Display House Supervised <input type="checkbox"/>					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*

**EVENT NAME** CSM2023 Halifax Conference **DATES** June 26- 27, 2023

**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**

<input type="checkbox"/> <b>BANK TRANSFER &amp; e-TRANSFERS</b>
* Send e-transfers to: <a href="mailto:accounting@globalconvention.ca">accounting@globalconvention.ca</a>
* Contact office for Bank Transfer details.
* Customers are responsible for any bank processing fees
<input type="checkbox"/> <b>CREDIT CARD</b>
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.
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex
Purchase Order # (if applicable) _____
<b>(P.O. is for vendor's reference only. Payment must accompany order.)</b>
Card # _____
Expiry Date _____ CVV # _____
Cardholder Name _____
Cardholder Signature _____
Cardholder Telephone _____

**CALCULATION OF ORDER**

Furnishings & Accessories	\$ _____
Counters, Portable & Hardwall	\$ _____
Carpet & Booth Cleaning	\$ _____
Electrical	\$ _____
Signage	\$ _____
Material Handling	\$ _____
Installation & Dismantle	\$ _____
Sign & Banner Hanging	\$ _____
In-Booth Forklift	\$ _____
<b>Total of Items</b>	<b>\$ _____</b>
<b>15% HST</b>	<b>\$ _____</b>
<b>TOTAL ORDER (CDN)</b>	<b>\$ _____</b>

HST # 12259 9822 RT0001

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