

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Phone: (403) 273-8064
Email: ESS-BMO@globalconvention.ca

BOOTH EQUIPMENT

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

- ** 8' high draped backwall.
- ** One (1) 8' skirted table with white vinyl top and skirted on all 3 sides.
- ** Two (2) folding chairs.

Artist Alley - 6' wide x 6' deep exhibitor space consists of the following:

- ** One (1) 6' skirted table with white vinyl top and skirted on all 3 sides.
- ** Two (2) folding chairs.

Premium Artist Alley - 12' wide x 6' deep exhibitor space consists of the following:

- ** 3' high draped backwall.
- ** One (1) 6' skirted table with white vinyl top and skirted on all 3 sides.
- ** Two (2) folding chairs.

ELECTRICAL, SIGN & BANNER HANGING:

- ** Power as well as sign & banner hanging is provided by Calgary Stampede, BMO Centre, link below:
- ** <https://calgarystampede.ungerboeck.net/prod/app85.cshml?AppCode=COE&CC=1&OrgCode=01>

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 11, 2024

Orders received after this date will be subject to Retail Prices.

EXHIBITOR MOVE-IN

Wednesday	April 24, 2024	12:00 PM	-	10:00 PM
Thursday	April 25, 2024	8:00 AM	-	11:00 AM

Notes:

SHOW HOURS

Thursday	April 25, 2024	2:00 PM	-	9:00 PM
Friday	April 26, 2024	11:30 AM	-	8:00 PM
Saturday	April 27, 2024	9:30 AM	-	7:00 PM
Sunday	April 28, 2024	9:30 AM	-	5:00 PM

EXHIBITOR MOVE-OUT

Sunday	April 28, 2024	5:00 PM	-	10:00 PM
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Notes:

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Thursday March 28, 2024 **END** Thursday April 18, 2024

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.



9168 52nd Street SE, Calgary, AB, T2C 5A9
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PRE-SHOW DEADLINE:

April 11, 2024

ORDERING DEADLINE:

April 18, 2024

EVENT NAME Calgary Expo Comic & Entertainment

DATES April 25-28, 2024

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 30" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$52	\$68	
2'x4' Dressed Table-30" High (Vinyl Top, Skirted 3 Sides)		\$70	\$91	
2'x6' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$75	\$98	
2'x8' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$85	\$111	
30" High Extra Skirt (To Skirt 4th Side)		\$36	\$47	
Vinyl Top Table 30" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$62	\$81	
2'x4' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides)		\$88	\$114	
2'x6' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides)		\$92	\$120	
2'x8' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides)		\$104	\$135	
40" High Extra Skirt (To Skirt 4th Side)		\$46	\$60	
Low Pedestal Table (30" Round, 30" High)		\$67	\$87	
Tall Pedestal Table (30" Round, 40" High)		\$85	\$111	
Spandex Cover for Tall Pedestal Table (Black)		\$26	\$34	

SUB-TOTAL TABLES

SEATING

*** Subject to availability*

Folding Chair (Black)		\$19	\$25	
Fabric Side Chair (Grey, Padded Seat & Back)		\$43	\$56	
Bar Height Stool (Padded Seat with Wire Back)		\$89	\$116	

SUB-TOTAL SEATING

PREMIUM SEATING

*** Subject to availability*

Square Back Leather Club Chair WHITE () BLACK ()		\$195	\$254	
Squared Back Leather Loveseat WHITE () BLACK ()		\$255	\$332	
Squared Back Sofa WHITE () BLACK ()		\$457	\$594	
Padded, Tufted, Gas Lift Stool WHITE () BLACK ()		\$86	\$112	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES

** All items subject to availability*

Description	Qty	Preshow	Retail	Amount
Literature Rack (Floor Model)		\$121	\$157	
Coffee Table		\$90	\$117	
Retractable Tape Stanchions- Price per Section (2 Stanchions)		\$55	\$72	
Easel (Aluminum, Tri-Pod, Floor Model)		\$38	\$49	
Wastebasket		\$20	\$26	
Bag Holder (1m tall, adjustable arms)		\$51	\$66	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		Contact our office for a price quote		
2' x 8' Black Gridwall (customer to supply accessories)		\$25	\$33	
Posterboard (8' x 4', Velcro Adaptable)		\$145	\$189	
Self Standing Hand Sanitizer Dispenser		\$109	\$142	
Rolling Coat Rack		\$65	\$85	

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Lineal Foot

Blue () Green () Grey () Black () Show ()

3' High Pipe & Drape, Per Linear Foot		6.00/ft	7.80/ft	
8' High Pipe & Drape, Per Linear Foot		7.00/ft	9.10/ft	
Steel Only-No Drape (Bases, 8' Uprights, Crossbar) - Per Linear Foot		4.00/ft	5.20/ft	

SUB-TOTAL DRAPE & HARDWARE

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Drape & Hardware	\$	
TOTAL	\$	



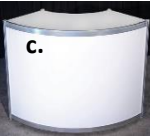
Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES

EVENT NAME Calgary Expo Comic & Entertainment **DATES** April 25-28, 2024

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

COUNTER DISPLAYS

Item	Description	Qty	Preshow	Retail	Amount
 a.	1m Standard c/w Locking Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$180	\$234	
 b.	1m Curved Front c/w Locking Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$205	\$267	
 c.	1/4 Round, White - Open in Back		\$260	\$338	
SUB-TOTAL COUNTER DISPLAYS					

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hard wall Package:
* White PVC Panels
* One Black Lettered Company Header
* Two Arm Lights (does not include power)
* Includes Set Up & Dismantle

Included in 10' x 20' Hard wall Package:
* White PVC Panels
* Two Black Lettered Company Headers
* Four Arm Lights (does not include power)
* Includes Set Up & Dismantle



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

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package		\$1,100	\$1,430	
10' x 20' Hardwall Booth Package		\$1,499	\$1,949	
Shelving (White Melamine, 1m long x 12" deep)		\$35	\$46	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

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 & HARDWALL DISPLAYS

\$

Carry this total to Method of Payment form



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PRE-SHOW DEADLINE:
ORDERING DEADLINE:

April 11, 2024
April 18, 2024

EVENT NAME Calgary Expo Comic & Entertainment **DATES** April 25-28, 2024

Exhibiting Company: _____ **Booth #** _____
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BOOTH CARPET and CARPET PADDING

Subject to availability

1st Color Choice: Blue Red Grey Black
2nd Color Choice: Blue Red Grey Black

Description	Quantity	Preshow	Retail	Amount
Broadloom - 10' x 10'		\$153	\$199	
Broadloom - 10' x 20'		\$306	\$398	
Broadloom - 10' x 30'		\$459	\$597	
Broadloom - 20' x 20'		\$556	\$723	
Bulk Carpet, *: Size x =		\$1.57	\$2.04	
Custom Sized Bulk Carpet **: Size x =		\$2.15	\$2.80	
Protective Plastic*** : Size x =		\$0.66	\$0.86	
Carpet Padding - Size x =		\$1.12	\$1.46	
SUB-TOTAL CARPET & PADDING				

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- * Booth carpet & bulk carpet supplied in per square foot.
- ** Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- *** 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	x	\$0.45	x 1	
2 Daily vacuum & empty waste baskets	x	x	\$0.45	x	
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$ _____
 Carry this total to Method of Payment Form

Send completed form along with Method of Payment to calgary@globalconvention.ca

CARPET, PADDING & BOOTH CLEANING



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel/Fax: (403) 273-8064
 Email: ESS-BMO@globalconvention.ca

PRE-SHOW DEADLINE:
ORDERING DEADLINE:

April 11, 2024
April 18, 2024

EVENT NAME Calgary Expo Comic & Entertainment **DATES** April 25-28, 2024

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

BOOTH ID and SHOW SIGNAGE

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

Description (Width x Height)	Qty.	Unit Price	RUSH	Amount
BOOTH ID SIGNS ^^^ Printed to Coroplast, Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$36.25	\$47.13	
36" x 8"		\$40.00	\$52.00	
44" x 7"		\$46.25	\$60.13	
22" x 17"		\$46.25	\$60.13	
28" x 14"		\$46.25	\$60.13	
SHOW SIGNAGE ^^^ Custom Floor Graphics (based on 1 sq. ft. each)				
Arrows, Stop Signs, complete with logo		\$12.50	Pre-order Only	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
22" x 28"		\$72.50	\$94.25	
44" X 28"		\$102.50	\$133.25	
40" X 30"		\$102.50	\$133.25	
Brass Grommets (Rings) for hanging- Per Sign		included	included	
Holes Drilled for hanging- Per Sign		included	included	
TOTAL SIGNAGE				

Width _____ x Height _____
W

Width _____ x Height _____
W

H

H

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

CUSTOM BOOTH SIGNAGE

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

Description	Qty.	Unit Price	RUSH	Amount
HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$165.00	\$215.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$375.00	\$488.00	
Graphic panel for lower rail sidewalls (price per panel)		\$150.00	\$195.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$150.00	\$195.00	
Graphic front panel for 1m curved front counter		\$165.00	\$215.00	
Graphic front panel for 1/4 round counter		\$225.00	\$293.00	
Graphic side panel for counters (price per panel)		\$75.00	\$98.00	
TOTAL CUSTOM SIGNAGE				

SUMMARY OF SIGNAGE

\$ _____

Carry this total to Method of Payment form

SIGNAGE (Show Signs & Custom Booth Graphics)



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel/Fax: (403) 273-8064
 Email: ESS-BMO@globalconvention.ca

ORDERING DEADLINE: April 18, 2024

MATERIAL HANDLING

EVENT NAME Calgary Expo Comic & Entertainment **DATES** April 25-28, 2024
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 (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$75.00	\$150.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$75.00	\$675.00

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	\$75.00	
DIRECT TO SHOW SITE		/ 100			X	\$95.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$75.00	

*** **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 Post-Show Return to Warehouse additional storage fees will be applied after 5 business days on close of event.

Freight Accepted at Global Advanced Warehouse: March 28, 2024 - April 18, 2024
Freight Accepted at Show Site: April 24, 2024

SUMMARY OF MATERIAL HANDLING

\$ _____

Carry this total to Method of Payment form

Send completed form along with Method of Payment to calgary@globalconvention.ca

CLGY (CS) SEPT/2023

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

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

March 28, 2024

TO

April 18, 2024

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **Calgary Expo Comic & Entertainment**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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

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

March 28, 2024

TO

April 18, 2024

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

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Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

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

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

April 24, 2024

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

Show: **Calgary Expo Comic & Entertainment**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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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 !!!

April 24, 2024

To: GLOBAL CONVENTION SERVICES
C/O BMO Centre
20 Roundup Way SE
Calgary, AB, T2G 2W1

Show: **Calgary Expo Comic & Entertainment**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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



9168 52nd Street SE, Calgary, AB, T2C 5A9
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ORDERING DEADLINE: April 18, 2024

EVENT NAME Calgary Expo Comic & Entertainment **DATES** April 25-28, 2024

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 **SUB-TOTAL** _____
 Exhibitor/Display House Supervised **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	\$70.00	
				x			x	\$70.00	

Global Supervised **SUB-TOTAL** _____
 Exhibitor/Display House Supervised **Add 25% Global Site Supervisor** _____
 Supervisor Name & Cell # _____ **ESTIMATED DISMANTLE** _____

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____
 Carry this total to Method of Payment form

Send completed form along with Method of Payment to calgary@globalconvention.ca

CLGY (CS) SEPT/2023

DISPLAY INSTALLATION & DISMANTLE



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Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

ON-SITE CONTACT NAME & 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 labor 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 labor and equipment is one (1) hour per worker and equipment. Equipment and labor 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			\$135	
			X			\$135	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$135	
			X			\$135	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED DISMANTLE**

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

\$ _____
 Carry this total to Method of Payment form

Send completed form along with Method of Payment to calgary@globalconvention.ca

CLGY (CS) SEPT/2023

IN-BOOTH FORKLIFT & DRIVER



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel/Fax: (403) 273-8064
 Email: ESS-BMO@globalconvention.ca

PRE-SHOW DEADLINE: April 11, 2024
ORDERING DEADLINE: April 18, 2024

EVENT NAME Calgary Expo Comic & Entertainment **DATES** April 25-28, 2024

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
 Equipment & Furniture
 Material Handling In & Out
 Booth Cleaning
 I&D Labor/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 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 _____ CVV _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Furnishings & Accessories	\$	_____
Counters & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
In-Booth Forklift	\$	_____

Total of Items	\$	_____
5% GST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds
 HST # 12259 9822 RT0001

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

METHOD OF PAYMENT