

## 2026 Calgary Expo

April 23-26, 2026  
BMO Centre - Halls A1-F, Calgary, AB

### ONLINE ORDERING EXCLUSIVE: SHOW SPECIALS

**Save up to 25%** on select items such as tables, carpet, and stanchions. Available exclusively through our online ordering portal until **April 3, 2026**. Visit the **Show Specials** category on our portal to view available specials and place your order.

*\* A Welcome Letter will be emailed to your company's primary contact with a link to access the online ordering portal where you can create an account or sign in to an existing account to place your order. Additional users requiring access must contact Exhibitor Services to have a login created.*

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**SERVICE CONTRACTOR CONTACT**

**GLOBAL CONVENTION SERVICES**  
 6693 30th Street SE, Calgary, AB, T2C 1N6

Phone: (587) 324-4821  
 Email: [ahobmaier@globalconvention.ca](mailto:ahobmaier@globalconvention.ca)

**BOOTH EQUIPMENT**

*Each 10' wide x 10' deep Standard Booth Package consists of the following:*

- \* 8' High Backwall Drapes and 3' High Sidewall Drapes
- \* One (1) 8' Show Colour Skirted Table - White Vinyl, Skirted on 3 Sides
- \* - Corner booths receive one (1) additional table
- \* Two (2) Folding Chairs

*Each 6' wide x 6' deep Artist Alley Booth Package consists of the following:*

- \* One (1) 6' Show Colour Skirted Table - White Vinyl, Skirted on 3 Sides
- \* Two (2) Folding Chairs

*Each 12' wide x 6' deep Premium Artist Alley Booth Package consists of the following:*

- \* 3' High Backwall Drapes
- \* Two (2) 6' Show Colour Skirted Table - White Vinyl, Skirted on 3 Sides
- \* Two (2) Folding Chairs

\*\* The Trade Show floor is NOT carpeted. Refer to the Carpet Order Form to rent carpet for your booth.

^^ Power, internet, and sign/banner hanging are provided by Calgary Stampede. Link below.

[Calgary Stampede Exhibitor Ordering Portal](#)

**PRICING DEADLINES**

In order to receive discounted rates on selected items, we must receive your order and payment by the advance price deadline. Orders received after this date will be subject to Retail prices.

**ADVANCE PRICE DEADLINE**  
**April 3, 2026**

Ordering for this event will be available until the ordering deadline. Please contact our Exhibitor Services Department for availability after this date.

**ORDERING DEADLINE**  
**April 17, 2026**

**EXHIBITOR MOVE-IN**

Wednesday	April 22, 2026	7:00 AM	-	7:00 PM
Thursday	April 23, 2026	7:00 AM	-	2:00 PM

**EXHIBITION DATES**

Thursday	April 23, 2026	2:00 PM	-	9:00 PM
Friday	April 24, 2026	11:30 AM	-	9:00 PM
Saturday	April 25, 2026	9:30 AM	-	11:00 PM
Sunday	April 26, 2026	9:30 AM	-	5:00 PM

**EXHIBITOR MOVE-OUT**

Thursday	March 26, 2026	5:00 PM	-	10:00 PM
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**MATERIAL HANDLING**

\*\* Global Convention Services does not offer shipping, customs, or brokerage services. Please refer to the Material Handling pages for further information, costs and shipping labels.

**ADVANCE SHIPMENTS:** To arrive between the dates indicated below. Freight received at advance warehouse prior to or after these dates will be subject to a 20% surcharge.

**START DATE** Wednesday, March 25, 2026

**END DATE** Wednesday, April 15, 2026

To expedite the move-in process, we highly recommend sending all materials to the Global Advance Warehouse.

\*\* In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.

\*\* Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions or limitations.

**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 freight either refused by the venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.

\*\* Please note: All freight shipped to the BMO without a designated receiver onsite to deliver it to the booth will be subject to material handling fees. Refer to pages 9-13 for all Global material handling rates. \*\*\*

**POST-SHOW STRANDED FREIGHT:** Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.



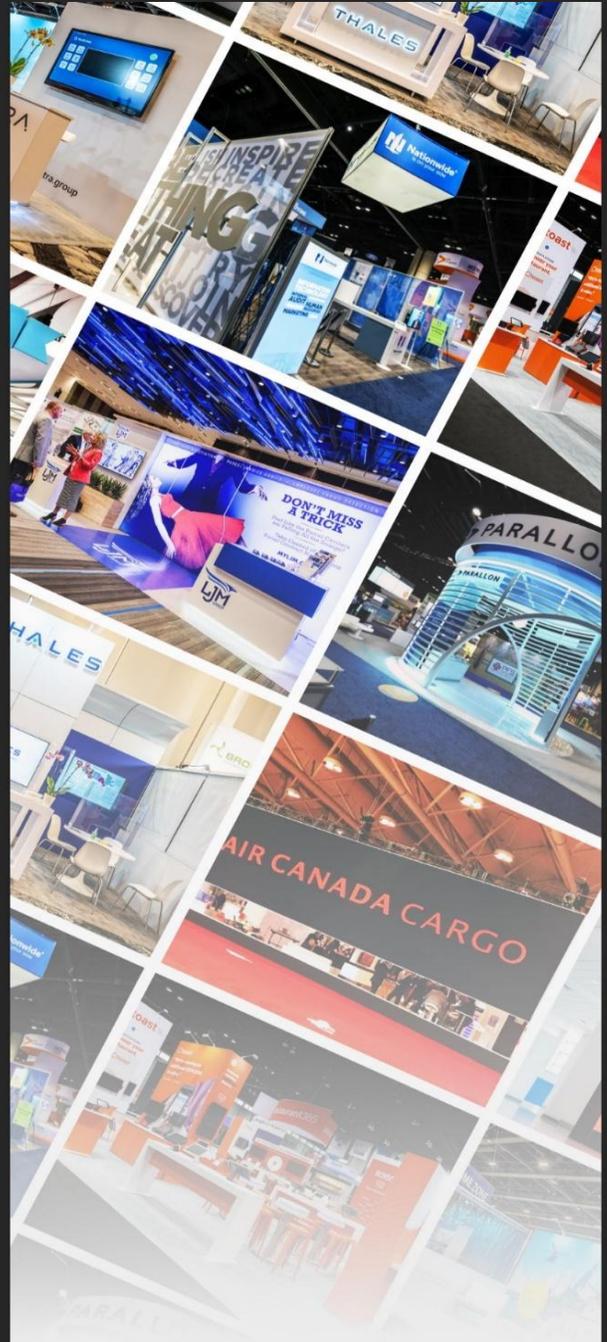
# Want to really **STAND OUT** In the crowd?

Custom Built Exhibit Booths  
and Accessories

Please contact us at  
[info@globalconvention.ca](mailto:info@globalconvention.ca)

**To Get A Quote**

[globalconvention.ca](http://globalconvention.ca)





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**ADVANCE DEADLINE:** \_\_\_\_\_  
**ORDERING DEADLINE:** \_\_\_\_\_

**April 3, 2026**

**April 17, 2026**

**EVENT NAME** 2026 Calgary Expo **DATES** April 23-26, 2026

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

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

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

<b>TABLES</b>				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
<b>30" Height Tables</b>				
2'x4' Vinyl Top Table - No Skirt		\$57	\$74	
2'x6' Vinyl Top Table - No Skirt		\$63	\$82	
2'x8' Vinyl Top Table - No Skirt		\$72	\$94	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$77	\$100	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$84	\$109	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$93	\$121	
30" High Extra Skirt (To Skirt 4th Side)		\$43	\$56	
<b>40" Counter Height Tables</b>				
2'x4' Raised Vinyl Top Table - No Skirt		\$68	\$88	
2'x6' Raised Vinyl Top Table - No Skirt		\$75	\$98	
2'x8' Raised Vinyl Top Table - No Skirt		\$86	\$112	
2'x4' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$97	\$126	
2'x6' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$101	\$131	
2'x8' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$114	\$148	
40" High Extra Skirt (To Skirt 4th Side)		\$51	\$66	
<b>Round Pedestal Tables</b>				
Meeting Table (30" Tall, 30" Dia)		\$83	\$108	
Cruiser Table (40" Tall, 30" Dia)		\$94	\$122	
Cruiser Table w/Black Spandex		\$124	\$161	
<b>SUB-TOTAL TABLES</b>				

<b>SEATING</b>				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$21	\$27	
Fabric Side Chair (Padded Seat & Back)		\$47	\$61	
Bar Height Stool w/Wire Back (Padded Seat)		\$98	\$127	
Bar Height Stool (Grey Fabric, Padded Seat)		\$98	\$127	
<b>SUB-TOTAL SEATING</b>				
<b>PREMIUM SEATING</b>				
<i>*** All items subject to availability ***</i>				
Leather Tufted Padded Stool White ( ) Black ( )		\$109	\$142	
Squared Back Leather Club Chair White ( ) Black ( )		\$277	\$360	
Squared Back Leather Loveseat White ( ) Black ( )		\$439	\$571	
Squared Back Leather Sofa White ( ) Black ( )		\$503	\$654	
<b>SUB-TOTAL PREMIUM SEATING</b>				
<b>DRAPE &amp; HARDWARE</b> <i>*** Rented in 10' Increments ***</i>				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Show				
3' High Pipe & Drape - per lin.ft.		\$6.00	\$7.80	
8' High Pipe & Drape - per lin.ft.		\$7.00	\$9.10	
Steel Only, No Drape (Bases, 8' Uprights, Crossbar) - per lin.ft.		\$4.00	\$5.20	
8' High Upright with Baseplate Only - per piece		\$20.00	\$26.00	
10' Wide Crossbar Only - per piece		\$20.00	\$26.00	
<b>SUB-TOTAL DRAPE &amp; HARDWARE</b>				

<b>SUMMARY</b>	
Tables	\$ _____
Seating	\$ _____
Premium Seating	\$ _____
Drape & Hardware	\$ _____
<b>SUB-TOTAL</b>	<b>\$ _____</b>
<b>Carry this total to Method of Payment form</b>	

**Tables, Seating, Drape & Hardware**

**EVENT NAME** 2026 Calgary Expo **DATES** April 23-26, 2026

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

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

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

ACCESSORIES				
<i>* All items subject to availability.</i>				
<i>*** Items may not be exactly as shown and may be substituted for similar item. ***</i>				
Description	Qty	Advance	Retail	Total
A. Literature Rack (Floor Model)		\$133	\$173	
B. Coffee Table White ( ) Black ( )		\$99	\$129	
C. End Table White ( ) Black ( )		\$65	\$85	
D. Retractable Tape Stanchion - price per stanchion (minimum order of 2)		\$31	\$40	
E. Easel (Aluminum, Tri-Pod, Floor Model)		\$42	\$55	
F. Wastebasket		\$22	\$29	
G. Bag Holder (1m tall, 2 arms)		\$56	\$73	
H. Sign Holder (22"x28"x5' tall) * Sign Available- See Signage Form		\$58	\$75	
I. Rolling Coat Rack, Chrome		\$70	\$91	
J. 8' High Lightstand c/w 2-150 watt floodlights (does not include power)		\$63	\$82	
K. Bar Fridge		\$167	\$217	

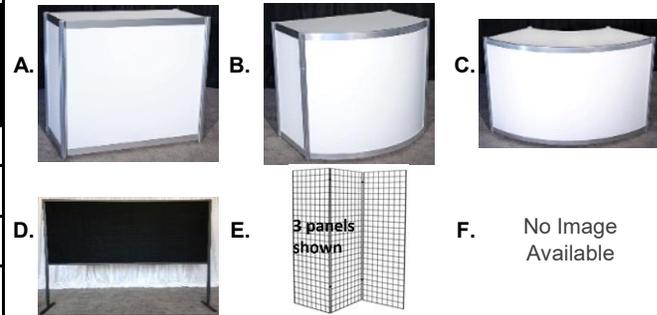
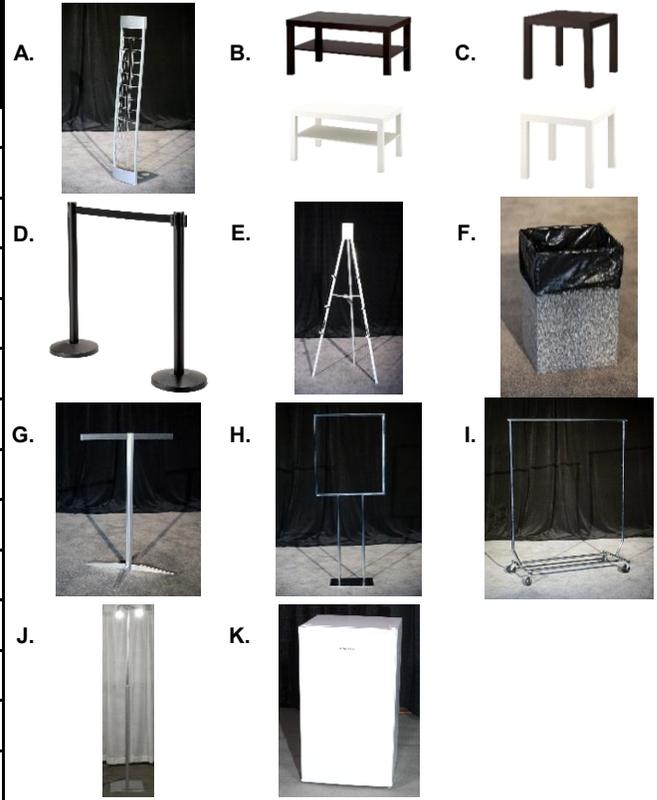
**SUB-TOTAL ACCESSORIES**

**PORTABLE DISPLAYS & COUNTERS**  
*\* All items subject to availability.*  
*\*\*\* Items may not be exactly as shown and may be substituted for similar item. \*\*\**

Description	Qty	Advance	Retail	Total
A. 1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$226	\$294	
B. 1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall)		\$253	\$329	
C. 1/4 Round Counter, White - Open in Back		\$286	\$372	
D. Posterboard (8'x4', Velcro Adaptable)		\$165	\$215	
E. Gridwall, 2'x8', Black (min. order of 2, customer to supply accessories)		\$28	\$36	
F. Gridwall, 2'x8', Black with T-Legs (Freestanding)		\$43	\$56	

**SUB-TOTAL PORTABLE DISPLAYS & COUNTERS**

\*\* Graphic panels available for counters. See Signage Form for pricing.



SUMMARY	
Accessories	\$ _____
Portable Displays & Counters	\$ _____
<b>SUB-TOTAL</b>	<b>\$ _____</b>
<b>Carry this total to Method of Payment form</b>	

**Accessories, Portable Displays & Counters**



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 Tel: (587) 324-4821  
 Email: ahobmaier@globalconvention.ca

**ADVANCE DEADLINE:** April 3, 2026  
**ORDERING DEADLINE:** April 17, 2026

**EVENT NAME** 2026 Calgary Expo **DATES** April 23-26, 2026

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

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

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

**CARPET, PROTECTIVE PLASTIC and CARPET PADDING**

- \*\* Colours subject to availability. Select first and second desired colour.
- \*\* Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.
- 1 Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- 2 Booth and bulk carpet supplied in 10' x 10' increments.
- 3 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
- 4 It is the responsibility of the exhibitor to remove plastic prior to show opening.

**1st Colour Choice:**     Grey     Black     Blue     Red

**2nd Colour Choice:**     Grey     Black     Blue     Red

Description		Quantity	Advance	Retail	Total
Broadloom - 10' x 10'			\$168	\$218	
Broadloom - 20' x 10'			\$337	\$438	
Broadloom - 30' x 10'			\$505	\$657	
1	Broadloom - 20' x 20'		\$612	\$796	
1,2	Bulk Carpet, 10'x10' Increments    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$1.73	\$2.25	
3	Custom Sized Bulk Carpet    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$2.37	\$3.08	
4	Protective Plastic    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$0.73	\$0.95	
	Carpet Padding    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$1.23	\$1.60	
<b>SUB-TOTAL CARPET, PROTECTIVE PLASTIC &amp; PADDING</b>					

\*\*\* Payment must be received with order. Orders will not be processed without payment. \*\*\*  
 \*\*\* No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime. \*\*\*

**BOOTH CLEANING**

Service Option		Booth Size		Total Sq. Ft.	X	Advance	Retail	Total
<b>A</b>	Initial vacuum before first day only		x		x	\$0.50	\$0.65	
<b>B</b>	2 Day Service: Daily vacuum & empty waste basket		x		x	\$1.00	\$1.30	
<b>C</b>	3 Day Service: Daily vacuum & empty waste basket		x		x	\$1.50	\$1.95	
<b>SUB-TOTAL BOOTH CLEANING</b>								

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_

<b>SUMMARY</b>
\$ _____
<b>Carry this total to Method of Payment Form</b>

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

**Carpet, Plastic, Padding & Booth Cleaning**

EVENT NAME 2026 Calgary Expo DATES April 23-26, 2026

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

Contact Name \_\_\_\_\_ Booth Size \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**HARDWALL BOOTH PACKAGES**



- 10' x 10' Hardwall Package:**
- \* White PVC Panels
  - \* One Black Lettered Company Header
  - \* Two Arm Lights **(does not include power)**
  - \* Set Up & Dismantle
  - \* Booth Carpet (choice of colour)



- 20' x 10' Hardwall Package:**
- \* White PVC Panels
  - \* Two Black Lettered Company Headers
  - \* Four Arm Lights **(does not include power)**
  - \* Set Up & Dismantle
  - \* Booth Carpet (choice of colour)

**Custom header(s) & graphic panels available. See Signage Form for pricing.**

Description	Quantity	Advance	Retail	Total
10' x 10' Hardwall Booth Package with Carpet		\$1,378	\$1,791	
20' x 10' Hardwall Booth Package with Carpet		\$1,817	\$2,362	
Upgrade PVC Panel to Slatwall Panel (per 1M x 2.5M panel)		\$193	\$251	
LED Arm Light for Hardwall Displays		\$53	\$69	
Shelving (White Melamine, 1M long x 12" deep)		\$39	\$51	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Select Carpet Colour**

**Note:** If colour is not selected, grey will be provided.

- Grey    Black    Blue    Red

**Headers:** Black lettering on white PVC. All CAPS lettering.

**Header # 1 to read** (10' x 10' and 20' x 10' systems)

**Header # 2 to read** (20' x 10' systems only)

**SUMMARY**

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

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



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**ORDERING DEADLINE: March 26, 2026**

Orders received after this date will be subject to RUSH pricing

EVENT NAME 2026 Calgary Expo DATES April 23-26, 2026

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

Contact Name \_\_\_\_\_ Booth Size \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**BOOTH ID and SHOW SIGNAGE**

- \*\* All signage pricing is based on print ready artwork. If artwork is not supplied print ready (1), a custom design charge will apply.
- \*\* Expect additional charges for RUSH printing and last minute shipping/delivery.
- \*\* Date for artwork deadline will be supplied at time of order.
- \*\* Proofs provided upon request, at an additional charge.

Description (Width x Height)	Qty.	Unit Price	RUSH	Total
<b>BOOTH ID SIGNS</b> ^^^ Printed to Coroplast, Non-Laminated, Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" Booth ID Sign with Easel Back (for table)		\$39.90	\$51.90	
36" x 8" Booth ID Sign		\$44.00	\$57.20	
44" x 7" Booth ID Sign		\$50.90	\$66.20	
22" x 17" Booth ID Sign		\$52.50	\$68.25	
28" x 14" Booth ID Sign		\$55.25	\$71.85	
<b>FLOOR GRAPHICS</b> ^^^ Based on 1 sq.ft., \$500 minimum order				
Arrows, Stop Signs, complete with logo (per sq.ft.)		\$21.25	\$27.65	
<b>SHOW SIGNAGE</b> ^^^ Printed to Coroplast, Non-Laminated				
22" x 28" Sign		\$79.75	\$103.70	
44" X 28" Sign		\$112.75	\$146.60	
40" X 30" Sign		\$112.75	\$146.60	
Brass Grommets (Rings) for Hanging - Per Sign		no charge	no charge	
Holes Drilled for Hanging - Per Sign		no charge	no charge	
<b>SUB-TOTAL SIGNAGE</b>				

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 \$95 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	Total
<b>HARDWALL BOOTH GRAPHICS</b> *** Printed to PVC Panel, Non-Laminated				
10' Custom Header (price per header)		\$275.00	\$357.50	
Graphic Panel for Backwall and/or Sidewalls (price per panel)		\$429.00	\$557.70	
Graphic Panel for Lower Rail Sidewalls (price per panel)		\$176.00	\$228.80	
<b>COUNTER GRAPHICS</b> *** Printed to PVC Panel, Non-Laminated				
Graphic Front Panel for 1M Standard Counter		\$176.00	\$228.80	
Graphic Front Panel for 1M Curved Counter		\$193.00	\$250.90	
Graphic Front Panel for 1/4 Round Counter		\$275.00	\$357.50	
Graphic Side Panel for Counters (price per panel)		\$88.00	\$114.40	
<b>SUB-TOTAL CUSTOM SIGNAGE</b>				

(1) Print-ready artwork must be supplied as a PDF that meets the following specifications: full-size artwork, 6.35mm bleeds included, fonts embedded, CMYK color mode, and minimum 300 dpi resolution.

**SUMMARY**

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

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

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

Signage (Show Signs & Custom Booth Graphics)





### 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 8:00 AM - 2:00 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.
- \* All material entering the facility will incur material handling fees. This includes but is not limited to the use of the loading dock facilities, elevator access to show floor and any equipment used to deliver materials to your booth or other designated area within the facility.

### 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, 8am-2pm)

**March 25, 2026**

TO

**April 15, 2026**

To: GLOBAL CONVENTION SERVICES  
6693 30th Street SE  
Calgary, AB, T2C 1N6

Show: **2026 Calgary Expo**

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

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

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

**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, 8am-2pm)

**March 25, 2026**

TO

**April 15, 2026**

To: GLOBAL CONVENTION SERVICES  
6693 30th Street SE  
Calgary, AB, T2C 1N6

Show: **2026 Calgary Expo**

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!

To: GLOBAL CONVENTION SERVICES  
C/O BMO Centre  
1912 Flores Ladue Parade SE  
Calgary, AB, T2G 2W1

Show: **2026 Calgary Expo**

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!

**January 0, 1900**

To: GLOBAL CONVENTION SERVICES  
C/O BMO Centre  
1912 Flores Ladue Parade SE  
Calgary, AB, T2G 2W1

Show: **2026 Calgary Expo**

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

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

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

Material Handling - Shipping Labels --- Direct to Show Site

**USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.**

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

**ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT  
PICKED UP BY FRIDAY, JANUARY 6, 1900!**

Outbound freight shipped from  
advanced warehouse (Mon-Fri,  
8am-2pm)

**March 31, 2026** TO **January 6, 1900**

To: GLOBAL CONVENTION SERVICES  
6693 30th Street SE  
Calgary, AB, T2C 1N6

Show: **2026 Calgary Expo**

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

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

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

**USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.**

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

**ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT  
PICKED UP BY FRIDAY, JANUARY 6, 1900!**

Outbound Freight shipped from  
advance warehouse (Mon-Fri,  
8am-3pm)

**March 31, 2026** TO **January 6, 1900**

To: GLOBAL CONVENTION SERVICES  
6693 30th Street SE  
Calgary, AB, T2C 1N6

Show:

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

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

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

Material Handling - Shipping Labels --- Post-Show Return To Warehouse



6693 30th Street SE, Calgary, AB, T2C 1N6  
 Tel: (587) 324-4821  
 Email: ahobmaier@globalconvention.ca

**ADVANCE DEADLINE:** April 3, 2026  
**ORDERING DEADLINE:** April 17, 2026

**EVENT NAME** 2026 Calgary Expo **DATES** April 23-26, 2026

**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 2 hour call out, per man, on labour and stand-by, thereafter charged in half hour increments.
- \* 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 \_\_\_\_\_ Ladder(s)?  Yes  No Size \_\_\_\_\_ Quantity \_\_\_\_\_

Specify Details: \_\_\_\_\_

**POWER:**  Included in Booth Pkg  Ordered by Exhibitor  Ordered by Display House  Not Applicable

**CARPET:**  Hall Carpeted  Included in Booth Pkg  Ordered by \_\_\_\_\_  With Display

**FREIGHT - Installation:**  Global advance warehouse  **\*\*\*Direct to Show Site\*\*\*** Carrier: \_\_\_\_\_

Expected number of pieces & weight: \_\_\_\_\_

**FREIGHT - Dismantle**  Return to advance warehouse  **\*\*\*Direct from Show Site\*\*\*** Carrier: \_\_\_\_\_

**RATES:** **ST** (Standard Time- 1) 8:00am - 4:30pm Monday to Friday **\$77.00 per hour**  
**OT** (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$116.00 per hour**

**ESTIMATED INSTALLATION REQUIREMENTS**

Date Required, Day 1 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Date Required, Day 2 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**ST** \_\_\_\_\_ # Labourers x \_\_\_\_\_ # Hours x **\$ 77.00** = \$ \_\_\_\_\_  
**OT** \_\_\_\_\_ # Labourers x \_\_\_\_\_ # Hours x **\$ 116.00** = \$ \_\_\_\_\_

Global Supervised  Add 25% for Global Supervision \$ \_\_\_\_\_

Exhibitor/Display House Supervised  **ESTIMATED INSTALLATION** \$ \_\_\_\_\_

Supervisor Name & Cell # \_\_\_\_\_

**ESTIMATED DISMANTLE REQUIREMENTS**

Date Required, Day 1 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Date Required, Day 2 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**OT** \_\_\_\_\_ # Labourers x \_\_\_\_\_ # Hours x **\$ 116.00** = \$ \_\_\_\_\_

Global Supervised  Add 25% for Global Supervision \$ \_\_\_\_\_

Exhibitor/Display House Supervised  **ESTIMATED DISMANTLE** \$ \_\_\_\_\_

Supervisor Name & Cell # \_\_\_\_\_

**SUMMARY**

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

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

**\*\*\* Please note: a valid credit card to be kept on file must be provided for all labour orders. \*\*\***

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

**Display Installation & Dismantle**



6693 30th Street SE, Calgary, AB, T2C 1N6  
 Tel: (587) 324-4821  
 Email: ahobmaier@globalconvention.ca

**ORDERING DEADLINE:** April 17, 2026

**EVENT NAME** 2026 Calgary Expo **DATES** April 23-26, 2026

**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			\$149	
			X			\$149	

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			\$149	
			X			\$149	

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

\*\*\* Please note: a valid credit card to be kept on file must be provided for all forklift orders. \*\*\*

**In-Booth Forklift & Driver**



6693 30th Street SE, Calgary, AB, T2C 1N6  
 Tel: (587) 324-4821  
 Email: ahobmaier@globalconvention.ca

**ADVANCE DEADLINE:** April 3, 2026  
**ORDERING DEADLINE:** April 17, 2026

**EVENT NAME** 2026 Calgary Expo **DATES** April 23-26, 2026

**Exhibiting Company Billing Information**

Exhibiting Company: \_\_\_\_\_  
 Exhibiting Company Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City / Province / Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Booth #**  
 \_\_\_\_\_  
 \_\_\_\_\_

**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
- Booth Cleaning
- Material Handling
- Other \_\_\_\_\_
- Furnishings
- Hardwall Displays
- Display I & D Labour
- Carpet, Plastic, Padding
- Signage
- In-Booth Forklift

**INFORMATION**

- \* **Payment must accompany order. Order will not be processed without payment.**
- \* Advance 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 funds.*
- \* Exhibitors are responsible for damage or loss of rental material.

**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**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

- BANK TRANSFER & E-TRANSFERS**
  - \* Send e-transfers to: [accounting@globalconvention.ca](mailto:accounting@globalconvention.ca)
  - \* Contact office for Bank Transfer 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 include labour & material handling services.

**\* A VALID CREDIT CARD TO BE KEPT ON FILE MUST BE PROVIDED FOR ALL MATERIAL HANDLING, LABOUR, AND FORKLIFT ORDERS.**

**PAYMENT INFORMATION**

Purchase Order # (if applicable) \_\_\_\_\_  
 (P.O. is for vendor's reference only. Payment must accompany order.)

**CREDIT CARD**

**A sales order (quote) with a secure link for providing payment by credit card will be provided via email. All other required fields on this order form must be completed in full for processing.**

By signing below, you acknowledge and agree to the above terms and conditions, as well as all terms contained within this exhibitor kit.

\_\_\_\_\_  
 SIGNATURE

Copy of paid invoice sent to (if different from above contact):  
 Email \_\_\_\_\_

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet & Booth Cleaning	\$	_____
Hardwall Displays	\$	_____
Signage & Graphics	\$	_____
Material Handling	\$	_____
I & D Labour	\$	_____
In-Booth Forklift	\$	_____

<b>Sub-Total of Items</b>	\$	_____
<b>5% GST (on sub-total)</b>	\$	_____
<b>TOTAL ORDER (CDN)</b>	\$	_____

GST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to [ahobmaier@globalconvention.ca](mailto:ahobmaier@globalconvention.ca)

Calgary\_BMO-CS 2025 (Nov/2024) V01

**Method of Payment**