

METHOD OF PAYMENT

Event Name	Name	Date(s)	Date
Exhibiting Company Information			
Exhibiting Company: _____		Booth #	
Exhibiting Company Mailing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email _____	

Third Party Company Information *** If Applicable ***			
Third Party Company Name: _____			
Third Party Billing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		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 Labour/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	CALCULATION OF ORDER												
<input type="checkbox"/> BANK TRANSFER & e-TRANSFERS * Contact office for details * Customers are responsible for any bank processing fees	Electrical, Lighting & Plumbi \$ _____ Sign & Banner Hanging \$ _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Sub-Total</td><td style="text-align: right;">\$</td><td>_____</td></tr> <tr><td style="text-align: right;">5% GST (on sub-total)</td><td style="text-align: right;">\$</td><td>_____</td></tr> <tr><td style="text-align: right;">7% PST (on sub-total)</td><td style="text-align: right;">\$</td><td>_____</td></tr> <tr><td style="text-align: right;">TOTAL ORDER</td><td style="text-align: right;">\$</td><td>_____</td></tr> </table>	Sub-Total	\$	_____	5% GST (on sub-total)	\$	_____	7% PST (on sub-total)	\$	_____	TOTAL ORDER	\$	_____
Sub-Total		\$	_____										
5% GST (on sub-total)		\$	_____										
7% PST (on sub-total)		\$	_____										
TOTAL ORDER		\$	_____										
<input type="checkbox"/> CREDIT CARD For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour & material handling.													
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex Purchase Order # (if applicable) _____ (P.O. is for vendor's reference only. Payment must accompany order.) Card # _____ Expiry Date _____ Cardholder Name _____ Cardholder Signature _____ Cardholder Telephone _____													
GST# 12259 9822 RT0001 Canadian Funds													



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

**SIGN & BANNER
HANGING**

Event Name	Name	Date(s)	Date
Pre-Show Price Deadline:		Date	
Ordering Deadline:		Date	Orders after this date must be placed on-site

Exhibiting Company: _____ Booth #

Contact Name: _____ Booth Size

Phone #: _____

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * **Complete sign/banner specifications.**
- * **Banners/signs can only be suspended from facility overhead girder spans.**
- * **Indicate the nature and number of hanging points for sign/banner.**
- * **Price listed is for 25 lbs & under and less than 10' in length. Banners over 25 lbs and/or longer than 10' will be custom quoted.**
- * **All signs/banners must be made available for start of exhibitor set up or earlier.**
- * **Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.**
- * **Orders received after order deadline will be subject to surcharge.**
- * **Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.**

SPECIFICATIONS --- ** Also complete Diagram Specifications on next page**

Quantity: _____	Banner/Sign Size (length x height): _____	# of Hanging Points: _____
Banner/Sign Weight: _____		Banner/Sign Material: _____
Single or Double-sided: _____		Is power required: _____
Banner/Sign Placement (ie centred with table): _____		Banner/Sign Height From Ground: _____

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Description of Labour	# of Hours	x	Deadline	Deadline	Total
Sign/Banner (25 lbs & under and 10' long or less)		x	\$70.00 / hr	\$100.00 / hr	
Sign/Banner (over 25 lbs and/or longer than 10')		x	Quote upon request		

- * **Minimum 2 hour charge. Includes scissor lift, installation, removal and 1 installer.**
- * **Larger signs will require additional installer changing the minimum number of hours to 4 hours.**
- * **Electrical form to be completed if banner/sign requires power.**

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

SUMMARY OF SIGN & BANNER HANGING
\$ _____
<i>Carry this total to Method of Payment form</i>



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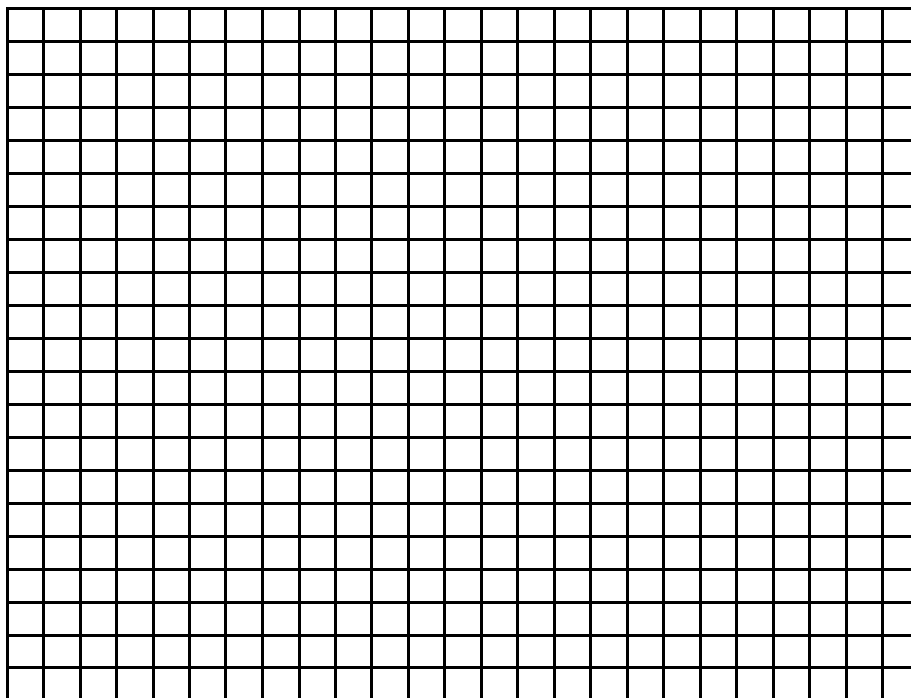
Booth Size

DIAGRAM SPECIFICATIONS

- * **Diagram Specifications must accompany your Sign & Banner Hanging order.**
- * **Diagram required exhibitor booth size with banner placement within booth along with any special requirements.**

Back of Booth - Adjacent Booth # _____

Adjacent Booth #



Adjacent Booth #

Front of Booth

Special Requirements / Notes:

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