



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

Tel.

**METHOD OF PAYMENT**

<b>Event Name</b>	<b>CanWest Hort Expo</b>	<b>Date(s)</b>	<b>Sept 26-27, 2018</b>
<b>Exhibiting Company Information</b>			
Exhibiting Company: _____		<b>Booth #</b>	
Exhibiting Company Mailing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email: _____	

<b>Third Party Company Information *** If Applicable ***</b>			
Third Party Company Name: _____			
Third Party Billing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email: _____	
<b>Services to be invoiced to Third Party Company</b>			
<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 _____

<b>INFORMATION</b>	
<ul style="list-style-type: none"> <li>* <b>Payment must accompany order. Order will not be processed without payment.</b></li> <li>* <b>Pre-Show pricing available until the date specified on order forms and when accompanied with payment.</b></li> <li>* <b>Global reserves the right to invoice at retail prices on orders received after pre-show deadline.</b></li> <li>* <b>Prices are based on duration of event and include site delivery, installation, and removal.</b></li> <li>* <b>Prices are in Canadian dollars.</b></li> <li>* <b>Exhibitors are responsible for damage or loss of rental material.</b></li> <li>* <b>Copy of invoice sent on request only.</b></li> </ul>	
<input type="checkbox"/> Mail	<input type="checkbox"/> Email

<b>CANCELLATION OF ORDERS</b>	
<ul style="list-style-type: none"> <li>* Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.</li> <li>* If full service has been provided - subject to a 100% cancellation fee (no refund).</li> <li>* <b>Upon arrival to your booth for set up</b>, confirm that all items pre-ordered have been delivered to your booth. Notify the Global Service Desk immediately for any missing items. <b>NOTE:</b> Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.</li> </ul>	

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align:center; background-color:#333; color:white;"><b>PAYMENT INFORMATION</b></td> </tr> <tr> <td colspan="3"><input type="checkbox"/> <b>BANK TRANSFER &amp; e-TRANSFERS</b></td> </tr> <tr> <td colspan="3">* Contact office for details</td> </tr> <tr> <td colspan="3">* Customers are responsible for any bank processing fees</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> <b>CREDIT CARD</b></td> </tr> <tr> <td colspan="3">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 &amp; material handling.</td> </tr> <tr> <td><input type="checkbox"/> <b>Visa</b></td> <td><input type="checkbox"/> <b>Mastercard</b></td> <td><input type="checkbox"/> <b>Amex</b></td> </tr> <tr> <td colspan="3">Purchase Order # (if applicable) _____</td> </tr> <tr> <td colspan="3"><i>(P.O. is for vendor's reference only. Payment must accompany order.)</i></td> </tr> <tr> <td colspan="3">Card # _____</td> </tr> <tr> <td colspan="3">Expiry Date _____</td> </tr> <tr> <td colspan="3">Cardholder Name _____</td> </tr> <tr> <td colspan="3">Cardholder Signature _____</td> </tr> <tr> <td colspan="3">Cardholder Telephone _____</td> </tr> </table>	<b>PAYMENT INFORMATION</b>			<input type="checkbox"/> <b>BANK TRANSFER &amp; e-TRANSFERS</b>			* Contact office for 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 labour & material handling.			<input type="checkbox"/> <b>Visa</b>	<input type="checkbox"/> <b>Mastercard</b>	<input type="checkbox"/> <b>Amex</b>	Purchase Order # (if applicable) _____			<i>(P.O. is for vendor's reference only. Payment must accompany order.)</i>			Card # _____			Expiry Date _____			Cardholder Name _____			Cardholder Signature _____			Cardholder Telephone _____			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align:center; background-color:#333; color:white;"><b>CALCULATION OF ORDER</b></td> </tr> <tr> <td>Electrical, Lighting &amp; Plumbi</td> <td style="text-align:right;">\$ _____</td> </tr> <tr> <td>Sign &amp; Banner Hanging</td> <td style="text-align:right;">\$ _____</td> </tr> <tr> <td colspan="2" style="text-align:right;"><b>Sub-Total</b></td> </tr> <tr> <td colspan="2" style="text-align:right;"><b>5% GST (on sub-total)</b></td> </tr> <tr> <td colspan="2" style="text-align:right;"><b>7% PST (on sub-total)</b></td> </tr> <tr> <td colspan="2" style="text-align:right;"><b>TOTAL ORDER</b></td> </tr> <tr> <td colspan="2" style="text-align:right;"><b>GST# 12259 9822 RT0001</b></td> </tr> <tr> <td colspan="2" style="text-align:right;"><b>Canadian Funds</b></td> </tr> </table>	<b>CALCULATION OF ORDER</b>		Electrical, Lighting & Plumbi	\$ _____	Sign & Banner Hanging	\$ _____	<b>Sub-Total</b>		<b>5% GST (on sub-total)</b>		<b>7% PST (on sub-total)</b>		<b>TOTAL ORDER</b>		<b>GST# 12259 9822 RT0001</b>		<b>Canadian Funds</b>	
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Payment must be submitted with order forms. Email completed forms to: [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)

BC-Revised Nov/2016



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**ELECTRICAL / LIGHTING /  
PLUMBING**

<b>Event Name</b>	<b>CanWest Hort Expo</b>	<b>Date(s)</b>	<b>Sept 26-27, 2018</b>
<b>Pre-Show Price Deadline:</b>	<b>Sept. 12, 2018</b>		
<b>Ordering Deadline:</b>	<b>Sept.20, 2018</b>	<b>Contact office for availability after this date</b>	

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

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

Phone #: \_\_\_\_\_

ELECTRICAL				
	Quantity	Deadline	Deadline	TOTAL
<b>BASIC POWER (INSIDE) -- Power supplied to back wall of booth</b>				
1500 watt - 120 volt outlet (approximately 12 amps)		\$70.00	\$80.00	
1500 watt - 120 volt outlet c/w 24 hour power		\$80.00	\$95.00	
2000 watt - 120 volt outlet		\$90.00	\$115.00	
Outside power - Add 20% surcharge to outlet required		Add 20%	Add 20%	
Under carpet wiring - Add 20% surcharge (does not include flat cords)		Add 20%	Add 20%	
Regular extension cord		\$18.00	\$22.00	
Flat extension cord		\$33.00	\$38.00	
<b>SPECIAL POWER CONNECTION PRICES (INSIDE) -- Including labour for one (1) tie-in per order</b>				
15 amp - 120/208 volt connection - single phase		\$152.00	\$197.00	
20 amp - 120/208 volt connection - single phase		\$173.00	\$229.00	
30 amp - 120/208 volt connection - single phase		\$189.00	\$240.00	
50 amp - 120/208 volt connection - single phase		Quote upon request		
100 amp - 120/208 volt connection - single phase		Quote upon request		
15 amp - 120/208 volt connection - three phase		\$209.00	\$258.00	
20 amp - 120/208 volt connection - three phase		\$276.00	\$352.00	
30 amp - 120/208 volt connection - three phase		\$337.00	\$437.00	
50 amp - 120/208 volt connection - three phase		Quote upon request		
100 amp - 120/208 volt connection - three phase		Quote upon request		
Outside power - Add 20% surcharge to service required		Add 20%	Add 20%	
Under carpet wiring - Quote upon request (does not include flat cords)		Quote upon request		
Flat extension cord		\$33.00	\$38.00	
<b>LIGHTING RENTAL (INSIDE) -- Includes power supply to operate lights only</b>				
8' stand c/w 2 - 150 watt floodlights		\$80.00	\$90.00	
8' stand c/w 1 - 500 watt Quartz light		\$87.00	\$96.00	
1000 watt quartz halogen hi-bays hung from ceiling		\$130.00	\$175.00	
Outside service - Add 20% surcharge		Add 20%	Add 20%	

**SPECIAL REQUIREMENTS**

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**PLUMBING**

**NOTE: Services that are Not self contained are available in limited perimeter booth locations only!**

DESCRIPTION	Quantity	Deadline	Deadline	TOTAL
Cold water fill & drain (less than 500 gallons)		\$150.00	\$175.00	
Cold water fill & drain (over 500 gallons)		Quote upon request		
Hot / Cold water supply, sink & drain		\$350.00	\$410.00	
Self Contained Hot / Cold water supply, Sink & Drain (Centre booths only)		\$450.00	\$510.00	
Self contained small portable double sink (hot/cold, 30"x21"x36")		\$310.00	\$370.00	
Self contained small hand wash station (foot pump powered)		\$300.00	\$360.00	
Cold water supply only		\$100.00	\$125.00	
Hot water supply only		\$150.00	\$175.00	

**SPECIAL REQUIREMENTS**

<b>SUMMARY OF ELECTRICAL &amp; PLUMBING</b>
\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
<b>Carry this total to Method of Payment form</b>



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**SIGN & BANNER  
HANGING**

<b>Event Name</b>	<b>CanWest Hort Expo</b>	<b>Date(s)</b>	<b>Sept. 26 - 27, 2018</b>
<b>Pre-Show Price Deadline:</b>	<b>Sept. 12, 2018</b>		
<b>Ordering Deadline:</b>	<b>Sept. 20, 2018</b>	<b>Orders after this date must be placed on-site</b>	

<b>Exhibiting Company:</b> _____	<b>Booth #</b>	
<b>Contact Name:</b> _____		
<b>Phone #:</b> _____	<b>Booth Size</b>	

**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: _____		<b>Is power required:</b> _____
Banner/Sign Placement (ie centred with table): _____		Banner/Sign Height From Ground: _____

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

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

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

**Email completed form along with Method of Payment to: [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)** BC-Revised Nov/2016



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

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

Phone #: \_\_\_\_\_

Booth Size

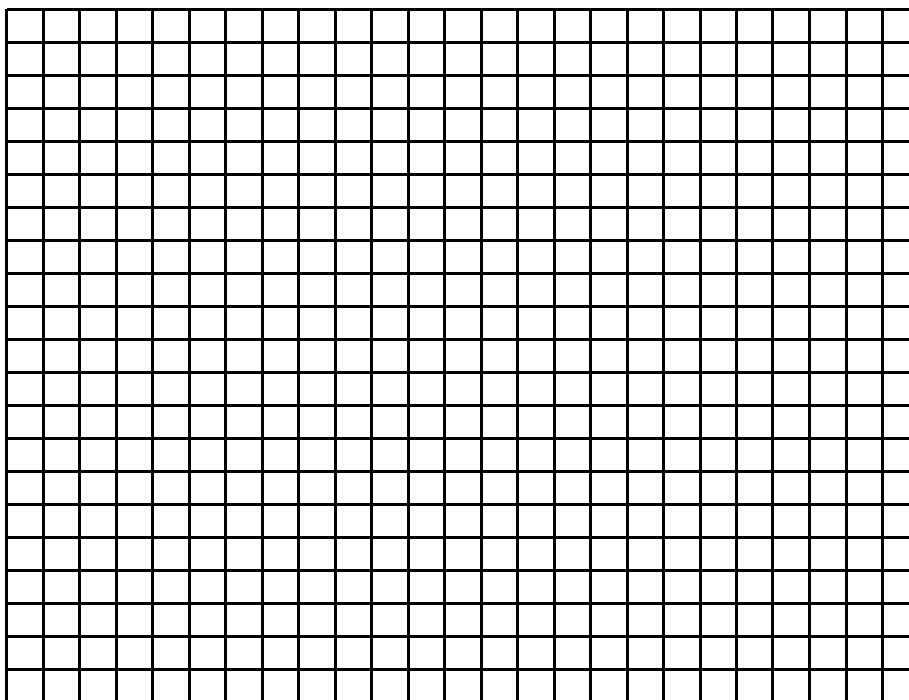
**DIAGRAM SPECIFICATIONS**

- \* **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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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