



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

Tel.

METHOD OF PAYMENT

Event Name	CanWest Horticulture Expo	Date(s)	September 25-26, 2019
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

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 labour & material handling.

Visa **Mastercard** **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 _____

CALCULATION OF ORDER

Electrical, Lighting & Plumbi \$ _____

Sign & Banner Hanging \$ _____

Sub-Total	\$	_____
5% GST (on sub-total)	\$	_____
7% PST (on sub-total)	\$	_____
TOTAL ORDER	\$	_____

GST# 12259 9822 RT0001 Canadian Funds



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**ELECTRICAL / LIGHTING /
PLUMBING**

Event Name	CanWest Horticulture Expo	Date(s)	September 25-26, 2019
Pre-Show Price Deadline:	September 11, 2019		
Ordering Deadline:	September 21, 2019	Contact office for availability after this date	

Exhibiting Company: _____ Booth #

Contact Name: _____ Booth Size

Phone #: _____

ELECTRICAL				
	Quantity	Deadline	Deadline	TOTAL
BASIC POWER (INSIDE) – Power supplied to back wall of booth				
1500 watt - 120 volt outlet (approximately 12 amps)		\$75.00	\$85.00	
1500 watt - 120 volt outlet c/w 24 hour power		\$85.00	\$95.00	
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		\$23.00	\$28.00	
Flat extension cord		\$35.00	\$41.00	
SPECIAL POWER CONNECTION PRICES (INSIDE) – Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - single phase		\$159.00	\$202.00	
20 amp - 120/208 volt connection - single phase		\$179.00	\$237.00	
30 amp - 120/208 volt connection - single phase		\$195.00	\$247.00	
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		\$215.00	\$265.00	
20 amp - 120/208 volt connection - three phase		\$282.00	\$359.00	
30 amp - 120/208 volt connection - three phase		\$346.00	\$445.00	
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		\$35.00	\$41.00	
LIGHTING RENTAL (INSIDE) – Includes power supply to operate lights only				
8' stand c/w 2 - 150 watt floodlights		\$85.00	\$95.00	
8' stand c/w 1 - 500 watt Quartz light		\$95.00	\$105.00	
1000 watt quartz halogen hi-bays hung from ceiling		\$130.00	\$175.00	
Outside service - Add 20% surcharge		Add 20%	Add 20%	

SPECIAL REQUIREMENTS

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

SUMMARY OF ELECTRICAL & PLUMBING

\$

Carry this total to Method of Payment form

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

BC-Revised Nov/2016



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**SIGN & BANNER
HANGING**

Event Name	CanWest Horticulture Expo	Date(s)	September 25-26, 2019
Pre-Show Price Deadline:	September 11, 2019		
Ordering Deadline:	September 21, 2019	Orders after this date must be placed on-site	

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

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: _____

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: _____

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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Phone #: _____

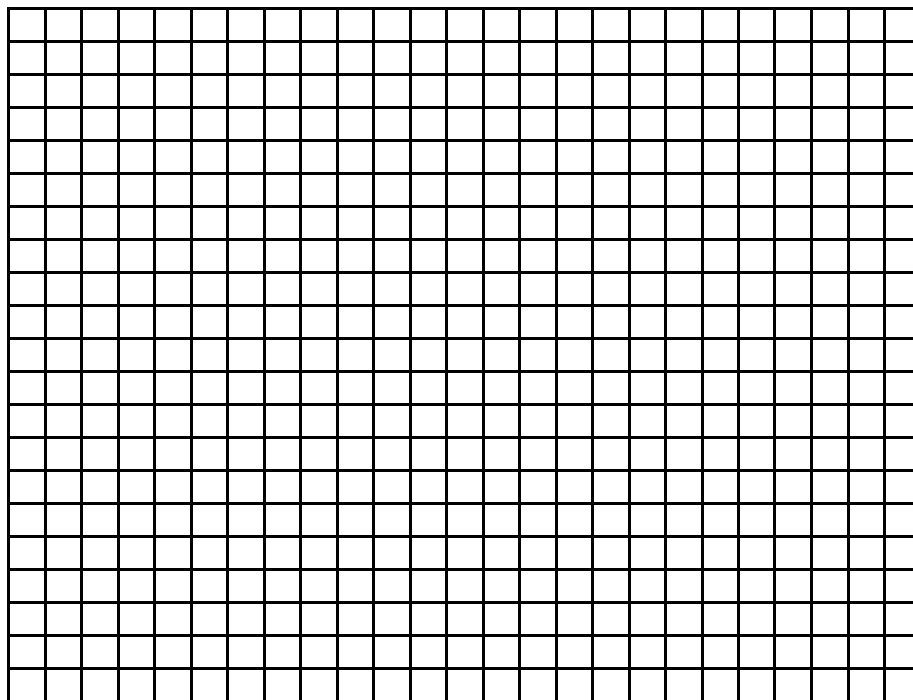
Booth Size

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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