

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: calgary@globalconvention.ca

BOOTH EQUIPMENT

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

- ** 8' high white draped backwall and 3' high white draped sidewalls.
- ** One (1) 6' skirted table.
- ** Two (2) chairs.
- ** One (1) Waste Basket with liner

** Note: The Trade Show floor is carpeted.

ELECTRICAL: Each booth comes with an outlet included. For any further electrical requirements or audio visual needs, please contact John Thai, Encore Global, john.thai@encoreglobal.com 403-510-7505

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:
May 10, 2023 Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information. To access our online catalogue, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: **CCAEB23** Password: **2023**

On-line ordering available until: May 17, 2023

EXHIBITOR MOVE-IN

Tuesday	May 23, 2023	1:00 PM	-	6:00 PM	
Wednesday	May 24, 2023	8:00 AM	-	9:00 AM	ONLY

Notes:

SHOW HOURS

Wednesday	May 24, 2023	10:00 AM	-	5:00 PM
Thursday	May 25, 2023	10:00 AM	-	2:30 PM

EXHIBITOR MOVE-OUT

Thursday	May 25, 2023	2:30 PM	-	5:00 PM
----------	--------------	---------	---	---------

Notes:

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Wednesday May 3, 2023 **END** Wednesday May 17, 2023

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 or 3 business days prior to move in date!!!

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.

EVENT NAME Canadian Council for the Advancement of Education **DATES** May 24-25, 2023

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 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$52	\$64	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$88	\$109	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$98	\$124	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$112	\$140	
29" High Extra Skirt (To Skirt 4th Side)		\$52	\$64	
Vinyl Top Table 33" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$75	\$99	
2'x4' Raised Dressed Table-33" High (Vinyl top, Skirted 3 Sides)		\$114	\$142	
2'x6' Raised Dressed Table-33" High (Vinyl top, Skirted 3 Sides)		\$125	\$152	
2'x8' Raised Dressed Table-33" High (Vinyl top, Skirted 3 Sides)		\$140	\$168	
33" High Extra Skirt (To Skirt 4th Side)		\$59	\$70	
Low Pedestal Table (30" Round, 30" High)		\$92	\$111	
Tall Pedestal Table (30" Round, 40" High)		\$116	\$142	
Spandex Cover for Tall Pedestal Table (Black)		\$27	\$36	

SUB-TOTAL TABLES

SEATING
**** Subject to availability**

Fabric Side Chair (Grey, Padded Seat & Back)		\$51	\$64	
Bar Height Stool (Padded Seat with Wire Back)		\$77	\$95	

SUB-TOTAL SEATING

MISCELLANEOUS

SUB-TOTAL MISCELLANEOUS				

ACCESSORIES
*** All items subject to availability**

Description	Qty	Preshow	Retail	Amount
Literature Rack (Floor Model)		\$157	\$189	
Coffee Table		\$111	\$134	
Retractable Tape Stanchions- Price per Section (2 Stanchions)		\$55	\$69	
Easel (Aluminum, Tri-Pod, Floor Model)		\$44	\$53	
Wastebasket		\$18	\$23	
Bag Holder (1m tall, adjustable arms)		\$55	\$69	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$85	-	

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Lineal Foot

****White comes with the booth. If you would like a different colour:**

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

4' High Pipe & Drape, Per Linear Foot		5.06/ft	6.34/ft	
8' High Pipe & Drape, Per Linear Foot		5.73/ft	7.16/ft	

SUB-TOTAL DRAPE & HARDWARE

SUMMARY OF FURNISHINGS

Tables \$ _____
Seating \$ _____
Premium Seating \$ _____
Accessories \$ _____
Miscellaneous \$ _____
TOTAL \$ _____

Carry this total to Method of Payment form

EVENT NAME Canadian Council for the Advancement of Education **DATES** May 24-25, 2023

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

BARRIERS

Item	Description	Qty.	Pre-Show	Rush	Amount
a.	Non Pourous Clear Vinyl Barrier (10' wide)		\$200.00	\$260.00	
b.	Medium Plexi Barrier (1m wide)		\$265.00	\$345.00	
c.	Large Plexi Barrier (2.5m wide)		\$325.00	\$423.00	

a.



b.



c.



COUNTERS

Item	Description	Qty.	Pre-Show	Rush	Amount
d.	1m counter with Plexi		\$330.00	\$429.00	
e.	2m Registration counter with Plexi		\$660.00	\$858.00	

d.



e.



DIVIDERS

Item	Description	Qty.	Pre-Show	Rush	Amount
f.	4' drape (per linear ft.)		\$5.06	\$6.34	
g.	Retractable Tape Stanchions (per section)		\$55.00	\$69.00	

f.



g.



MISCELLANEOUS

Item	Description	Qty.	Pre-Show	Rush	Amount
i.	Self Standing Hand Sanitizer Dispenser		\$109.00	\$149.00	



GRAPHICS

Description	Qty.	Pre-Show	Rush	Amount
Custom Floor Graphics (based on 1 sq.ft. each) Arrows, Stop Signs, complete with logo)		\$12.50	Pre-order Only	

SUMMARY OF SAFE EXHIBITING ACCESSORIES

\$

Carry this total to Method of Payment Form

EVENT NAME Canadian Council for the Advancement of Education **DATES** May 24-25, 2023

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)		\$360	\$468	
b.	1m Curved Front c/w Locking Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$432	\$562	
c.	1/4 Round, White - Open in Back		\$518	\$673	
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		\$1,261	\$1,528	
10' x 20' Hardwall Booth Package		\$1,882	\$2,337	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
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

EVENT NAME Canadian Council for the Advancement of Education

DATES May 24-25, 2023

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Booth Size _____

Phone #: _____

Email: _____

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'	Trade show floor is carpeted	\$181	\$221	
Broadloom - 10' x 20'		\$337	\$441	
Broadloom - 10' x 30'		\$519	\$636	
Broadloom - 20' x 20'		\$596	\$775	
Bulk Carpet, *: Size x =		\$2.03	\$2.64	
Custom Sized Bulk Carpet **: Size x =		\$2.10	\$2.70	
Protective Plastic*** : Size x =		\$0.73	\$0.95	
Carpet Padding - Size x =		\$1.27	\$1.42	
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	\$0.61	x	1	
2 Daily vacuum & empty waste baskets	x		x	\$0.61	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

CTCC (01)-Jan/2023

EVENT NAME Canadian Council for the Advancement of Education **DATES** May 24-25, 2023

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)		\$47.20	\$61.10	
36" x 8"		\$52.00	\$67.60	
44" x 7"		\$60.13	\$78.00	
22" x 17"		\$60.13	\$78.00	
28" x 14"		\$60.13	\$78.00	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
22" x 28"		\$94.25	\$122.53	
44" X 28"		\$133.25	\$173.23	
40" X 30"		\$133.25	\$173.23	
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

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

H

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)		\$204.75	\$266.18	
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

EVENT NAME Canadian Council for the Advancement of Education **DATES** May 24-25, 2023
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	\$84.50	\$169.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$84.50	\$760.50

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	\$84.50	
DIRECT TO SHOW SITE		/ 100		X	\$96.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100		X	\$84.50	

*** 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: May 3, 2023 - May 17, 2023
Freight Accepted at Show Site: May 23, 2023 or 3 bussiness days prior to move in date

SUMMARY OF MATERIAL HANDLING

\$

Carry this total to Method of Payment form

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

CTCC (01)-Jan/2023

MATERIAL HANDLING

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 or 3 business days prior.** Freight received prior to these dates 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-3pm)	May 3, 2023	TO	May 17, 2023
---	--------------------	----	---------------------

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

Show: Canadian Council for the Advancement of Education

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, 9am-3pm)	May 3, 2023	TO	May 17, 2023
---	--------------------	----	---------------------

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

Show: Canadian Council for the Advancement of Education

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 or 3 business prior to move in date!!!

May 23, 2023

To: GLOBAL CONVENTION SERVICES
C/O Calgary TELUS Convention Centre
North Loading Dock
705 - 1st Street S.E.
Calgary, AB T2G 2G9

Show: Canadian Council for the Advancement of Education

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 or 3 business prior to move in date!!!

May 23, 2023

To: GLOBAL CONVENTION SERVICES
C/O Calgary TELUS Convention Centre
North Loading Dock
705 - 1st Street S.E.
Calgary, AB T2G 2G9

Show: Canadian Council for the Advancement of Education

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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

EVENT NAME Canadian Council for the Advancement of Education **DATES** May 24-25, 2023

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 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:

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	\$95.00	
				x			x	\$95.00	

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	\$95.00	
				x			x	\$95.00	

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

EVENT NAME Canadian Council for the Advancement of Education

DATES May 24-25, 2023

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

<input type="checkbox"/> All Global Services	<input type="checkbox"/> Equipment & Furniture	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> I&D Labour/Supervision	<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

<input type="checkbox"/> BANK TRANSFER & e-TRANSFERS
* Contact office for details
* Customers are responsible for any bank processing fees
<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 labor & 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 CVV
Cardholder Name
Cardholder Signature
Cardholder Telephone

CALCULATION OF ORDER

Furnishings & Accessories	\$	
Safe Exhibiting	\$	
Counters & Hardwall	\$	
Carpet & Booth Cleaning	\$	
Signage	\$	
Material Handling	\$	
Installation & Dismantle	\$	

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