



HALIFAX OFFICE:  
 1658 Market Street  
 Halifax, NS, B3J 1K9  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:** February 27, 2019

**ORDERING DEADLINE:** March 6, 2019

**EVENT NAME** 2019 ABSDA BUILDING SUPPLY EXPO **DATES** March 13-14, 2019

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

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

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

**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**INSTRUCTIONS**

- \* **Diagram required of exhibitor booth with sign/banner placement and any special requirements.**
- \* **Complete sign/banner specifications.**
- \* **Indicate the nature and number of hanging points for sign/banner.**
- \* **Price listed is for 25 lbs. & under and less than 10' in length. Signs/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 sign/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: _____	Sign/Banner Size (length x height): _____	# of Hanging Points: _____
Sign/Banner Weight: _____	Sign/Banner Material: _____	
Single or Double-sided: _____	<b>Is power required:</b> _____	
Sign/Banner Placement (i.e. centered with table): _____	Sign/Banner Height From Ground: _____	

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

Description of Labour	# of Banners	x	Prior to Order Deadline	After Order Deadline	Total
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$525	\$635	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	
110 Volt, 15 amp duplex outlet for sign/banner		x	to be quoted	to be quoted	

**Installation to be completed by:** \_\_\_\_\_

**ON-SITE CONTACT & CELL NUMBER:** \_\_\_\_\_

**SUMMARY OF SIGN & BANNER HANGING**

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

*Carry this total to Method of Payment form*



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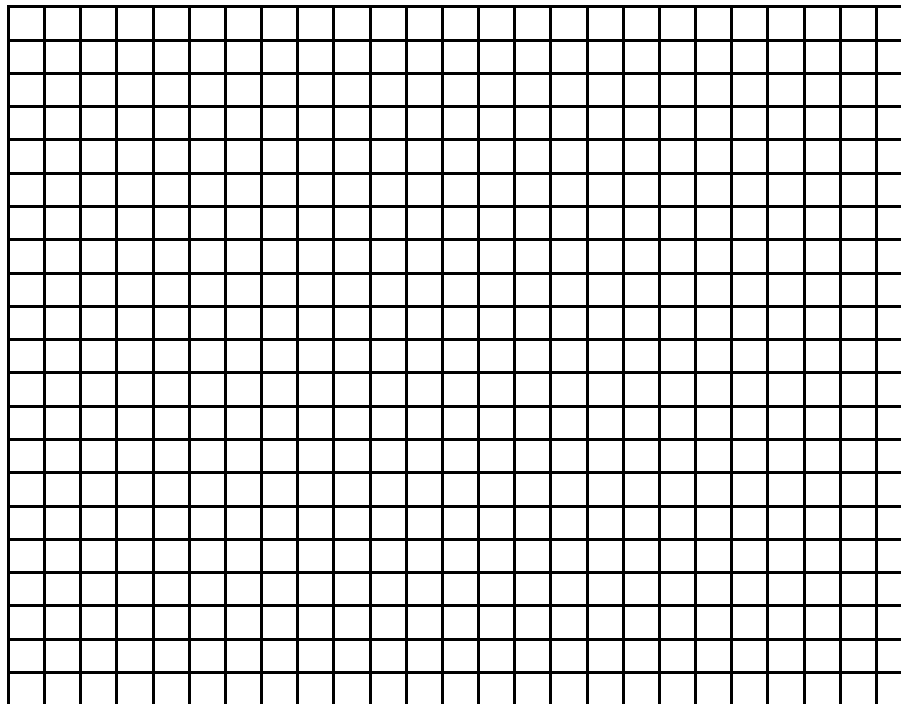
**DIAGRAM SPECIFICATIONS**

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

**Back of Booth - Adjacent Booth #** \_\_\_\_\_

**Adjacent Booth #**

\_\_\_\_\_



**Adjacent Booth #**

\_\_\_\_\_

**Front of Booth**

**Special Requirements / Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129**



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**METHOD OF PAYMENT**

Exhibiting Company Information	
Exhibiting Company: _____	<b>Booth #</b>
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"/> 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**

Sign & Banner Hanging \$ \_\_\_\_\_

<b>Total of Items</b>	<b>\$</b>	_____
<b>15% HST</b>	<b>\$</b>	_____
<b>TOTAL ORDER</b>	<b>\$</b>	_____

HST # 12259 9822 RT0001 Canadian Funds

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129**