



CONVENTION SERVICES LTD.  
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Atlantic Canada Petroleum Show 2019

June 18-19, 2019

Mile One Centre

St. John's, NL

SHOW INFORMATION

### SERVICE CONTRACTOR CONTACT

#### GLOBAL CONVENTION SERVICES

P.O. Box 2329  
Saint John, NB, E2L 3V6

Phone: 1-888-799-3976 (EXPO)  
Fax: 506-658-0509  
Email: [info@globalconvention.ca](mailto:info@globalconvention.ca)

### BOOTH EQUIPMENT

Each 10' x 10' booth space consists of the following:

- \*\* 8' high draped backwall and 3' high draped sidewalls.
- \*\* GREY booth carpet is provided with your booth space.
- \*\* Electrical is NOT included as part of your booth package but can be ordered by completing the attached Electrical Form.
- \*\* Tables, chairs, and other booth furnishings are NOT provided but can be ordered using the attached forms.
- \*\* Payment MUST be received with the order. Order will not be processed without payment \*\*

### 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 31, 2019

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, go to [www.globalconvention.ca](http://www.globalconvention.ca), select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username:

ACPS

Password:

2019

On-line ordering available until:

June 11, 2019

orders after this date MUST be placed onsite

### EXHIBITOR MOVE-IN

<b>Monday</b>	<b>June 17, 2019</b>	<b>8am</b>	<b>-</b>	<b>6pm</b>
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### EXHIBITOR MOVE-OUT

<b>Wednesday</b>	<b>June 19, 2019</b>	<b>4pm</b>	<b>-</b>	<b>8pm</b>
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### MATERIAL HANDLING

Please contact the SHOW ORGANIZER for material handling/advance warehouse requests.



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**PRE-SHOW PRICE DEADLINE:** May 31, 2019  
**ORDERING DEADLINE:** June 11, 2019

**EVENT NAME** ACPS 2019 **DATES** June 18-19, 2019

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

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

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

**FURNISHINGS**

**TABLES**  
*Dressed tables are show colour unless otherwise specified*

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$32	\$42	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$61	\$73	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$66	\$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$92	
29" High Extra Skirt (To Skirt 4th Side)		\$39	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$42	\$56	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$84	\$103	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$88	\$109	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$99	\$121	
39" High Extra Skirt (To Skirt 4th Side)		\$46	\$56	
Show Table (30" Round, 29" High)		\$63	\$77	
Bistro Table (30" Round, 39" High)		\$85	\$101	
Spandex Cover for Bistro Table (Black)		\$17	\$25	
<b>SUB-TOTAL TABLES</b>				

**SEATING**  
**\*\* Subject to availability**

Folding Chair (Black)		\$15	\$20	
Fabric Chair (Grey, Padded Seat & Back)		\$31	\$38	
Bistro Stool (Padded Seat with Back)		\$68	\$83	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$71	\$86	
"Z" Stool		\$52	\$65	
Leather Tub Chair (Black) **		\$175	\$205	
Leather Loveseat (Black) **		\$336	\$412	
<b>SUB-TOTAL SEATING</b>				

**GROUPINGS \*\* Subject to availability**

Contemporary Grouping (Show Table/2 Chairs)		\$112	\$146	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$199	\$238	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$392	\$460	
<b>SUB-TOTAL GROUPINGS</b>				

**ACCESSORIES**  
*All items subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
40" TV <i>(Please contact Global office for connection information)</i>		\$499	\$559	
TV Floor Stand		\$55	\$75	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$18	\$24	
Literature Rack (Floor Model)		\$129	\$153	
Coffee Table		\$94	\$109	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$43	\$51	
Bag Holder (1m tall, adjustable arms)		\$49	\$59	
Easel (Aluminum, Tri-Pod, Floor Model)		\$36	\$45	
Wastebasket		\$17	\$21	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$69	-	
<b>SUB-TOTAL SPECIALTY ITEMS &amp; ACCESSORIES</b>				

**ELECTRICAL ACCESSORIES**  
**## Rental does not include power**

5m, 3 Prong, Extension Cord ##		\$29	\$39	
Power Bar ##		\$27	\$33	
<b>SUB-TOTAL LIGHTING &amp; ELECTRICAL ACCESSORIES</b>				

**SUMMARY OF FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Accessories	\$	
Electrical Accessories	\$	
<b>TOTAL</b>	<b>\$</b>	

*Carry this total to Method of Payment form*

**EVENT NAME** ACPS 2019 **DATES** June 18-19, 2019

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

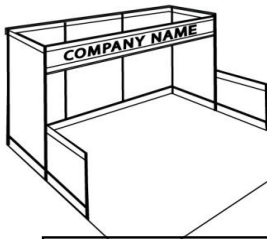
**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

**PORTABLE DISPLAYS**

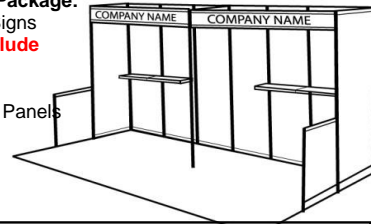
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$455	\$550	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$570	\$680	
Bannerstand Frame Rental (Does not include graphic panel)		\$100	\$125	
Posterboard (4' x 8', Velcro Adaptable)		\$129	\$149	
1m Counter (White, 1m long x 1/2m deep x 1m tall) * Custom graphic panels available- see Signage Form		\$125	\$139	
Ballot Box Display (1/2m x 1/2m x 1m tall)		\$160	\$199	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**



- Included in 10' x 10' Hardwall Package:**
- \* Vinyl Lettered Company Sign
  - \* Two Arm Lights (does not include power)
  - \* Choice of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle

- Included in 10' x 20' Hardwall Package:**
- \* Two Vinyl Lettered Company Signs
  - \* Four Arm Lights (does not include power)
  - \* Four Shelves
  - \* Choice of Grey Fabric or PVC Panels
  - \* Includes Set Up & Dismantle



**Custom headers & panels available. See Signage Form for pricing and file information.**

**10' x 10' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$986	\$1,145	
Grey Fabric Panels (Velcro Adaptable)		\$1,076	\$1,271	
Colour PVC Panels <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Blue <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Black		\$1,148	\$1,338	
Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Additional Arm Lights		\$56	\$69	

**10' x 20' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,360	\$1,598	
Grey Fabric Panels (Velcro Adaptable)		\$1,570	\$1,850	
Colour PVC Panels <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Blue <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Black		\$1,699	\$2,019	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$36	\$39	
Additional Arm Lights		\$56	\$69	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**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 PORTABLE & HARDWALL DISPLAYS**

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

*Carry this total to Method of Payment form*



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**ORDERING DEADLINE:** June 11, 2019

**EVENT NAME** ACPS 2019 **DATES** June 18-19, 2019

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

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

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

**GREY carpet is provided in booth space.**

**BOOTH CARPET and CARPET PADDING**

**Subject to availability**

<b>1st Colour Choice:</b>	Blue	Red	Green	Grey	Black
<b>2nd Colour Choice:</b>	Blue	Red	Green	Grey	Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'	<b>GREY booth carpet supplied</b>	\$130	\$161	
Broadloom - 10' x 20'		\$244	\$301	
Broadloom - 10' x 30'		\$365	\$454	
Bulk Carpet - Size		\$1.25	\$1.55	
Protective Plastic - Size <sup>1</sup>	x =	\$0.60	\$0.65	
Special Cutting Charge <sup>2</sup>	x =	\$1.97	\$2.45	
Carpet Padding - Size	x =	\$0.99	\$1.10	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.

Booth carpet & bulk carpet supplied in 10' x 10' increments.

- <sup>1</sup> It is the responsibility of the exhibitor to remove plastic prior to show opening.
- <sup>2</sup> Applied to cut carpets only.
- <sup>2</sup> Special cutting charge is in addition to bulk carpet pricing.
- <sup>2</sup> Special cutting charge is applied to run of carpet that is cut.

**BOOTH CLEANING**

	Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)		Rate		# of days	Total
1	Initial vacuum before first day only	x		x	\$0.37	x	1	
2	Daily vacuum & empty waste baskets	x		x	\$0.37	x		

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_ **SUB-TOTAL BOOTH CLEANING** \_\_\_\_\_

**SUMMARY OF CARPET & BOOTH CLEANING**

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

*Carry this total to Method of Payment Form*

Send completed form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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CARPET & BOOTH CLEANING



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 E-mail: info@globalconvention.ca

PRE-SHOW PRICE DEADLINE: May 31, 2019  
 ORDERING DEADLINE: June 11, 2019

EVENT NAME ACPS 2019 DATES June 18-19, 2019

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

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

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

**Power is NOT included with your booth. It must be ordered using this form along with payment.**

**Single 110 volt, 15 amp, duplex outlet --- OPTION A**

- \* **Ordered Electrical outlets will be supplied to the back of the booth.**
- \* Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
- \* Borrowing power from an adjoining booth is not permitted.
- \* We recommend the use of power bars with surge protectors.
- \* Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: \_\_\_\_\_

**Special Electrical Power --- OPTION B**

Equipment Operating: **\*\*\* Complete and fax to 506-658-0509 for quote \*\*\***

# of Volts? \_\_\_\_\_ Single Phase or 3 Phase? \_\_\_\_\_ # of Amps? \_\_\_\_\_

Do you require your equipment hardwired? \_\_\_\_\_

If no, please specify type of receptacle required or receptacle number:

Draw plug configuration  
(as shown on your equipment):



**COMPLETE YOUR ELECTRICAL ORDER HERE**

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- <u>Option A</u>		\$78.00	\$93.00	
Special electrical power --- <u>Option B</u>				
5m, 3 prong, extension cord **		\$29.00	\$39.00	
Power Bar **		\$27.00	\$33.00	

\*\* Rental does not include power.

**SUMMARY OF ELECTRICAL**

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

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**ELECTRICAL**



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**PRE-SHOW PRICE DEADLINE:** May 31, 2019  
**ORDERING DEADLINE:** June 5, 2019

**EVENT NAME** ACPS 2019 **DATES** June 18-19, 2019

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

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

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

**\*\* 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).**

**BOOTH ID and SHOW SIGNAGE**

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
<b>BOOTH ID SIGNS</b>				
11" x 9" with easel back (for table)		\$26.00	\$34.00	
44" x 7" Booth ID Sign. Printed to Blackhawk (heavy cardstock). Includes holes drilled for hanging.		\$20.00	\$26.00	
44" x 7" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$31.00	\$41.00	
36" x 8" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$28.00	\$37.00	
<b>SHOW SIGNAGE</b>				
8" x 8" Label for Cardboard Ballot Box		\$28.00	\$36.00	
22" x 28" or 28" x 22" (specify size below)		\$58.00	\$76.00	
24" x 36" or 36" x 24" (specify size below)		\$82.00	\$107.00	
44" X 28" or 28" x 44" (specify size below)		\$116.00	\$151.00	
40" X 30" or 30" x 40" (specify size below)		\$113.00	\$147.00	
Brass Grommets (Rings) for hanging- <b>Per Sign</b>		\$18.00	\$23.00	
Holes Drilled for hanging- <b>Per Sign</b>		\$3.00	\$5.00	
		<b>TOTAL SIGNAGE</b>		

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.
- \* A signage specification sheet will be supplied at time of order which will detail preferred file formats.
- \* Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
<b>HARDWALL BOOTH GRAPHICS</b>				
10' Custom Header (price per header)		\$120.00	\$156.00	
Graphic Panel for backwall & sidewalls (price per panel)		\$298.00	\$388.00	
Graphic Panel for lower sidewalls (price per panel)		\$112.00	\$146.00	
<b>1M COUNTER GRAPHICS</b>				
Graphic panel for 1m counter - front panel		\$112.00	\$146.00	
Graphic panel for 1m counter - side panel (price per panel)		\$56.00	\$73.00	
<b>BANNER STAND GRAPHICS</b>				
Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of bannerstand)		\$220.00	\$286.00	
		<b>TOTAL CUSTOM SIGNAGE</b>		

**SUMMARY OF SIGNAGE**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

**SIGNAGE (Show Signs & Custom Booth Graphics)**



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ORDERING DEADLINE: June 11, 2019

EVENT NAME ACPS 2019 DATES June 18-19, 2019

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 labour and stand-by.**
- \* **Global supervised rate is 25% of total labour. Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.**
- \* **Supervised labour 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:  From 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	\$69.00	
				x			x	\$69.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								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	\$69.00	
				x			x	\$69.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED DISMANTLE	

**SUMMARY OF DISPLAY INSTALLATION & DISMANTLE**

\$ \_\_\_\_\_  
 Carry this total to Method of Payment form

DISPLAY INSTALLATION & DISMANTLE



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**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**INSTRUCTIONS**

- \* **Diagram required of exhibitor booth with 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. 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 Banners	x	Prior to Order Deadline	After Order Deadline	Total
Sign/Banner (25 lbs & under and 10' long or less)		x	\$459	\$560	
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

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (506) 658-0509

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**SIGN & BANNER HANGING (Page 1)**





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**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

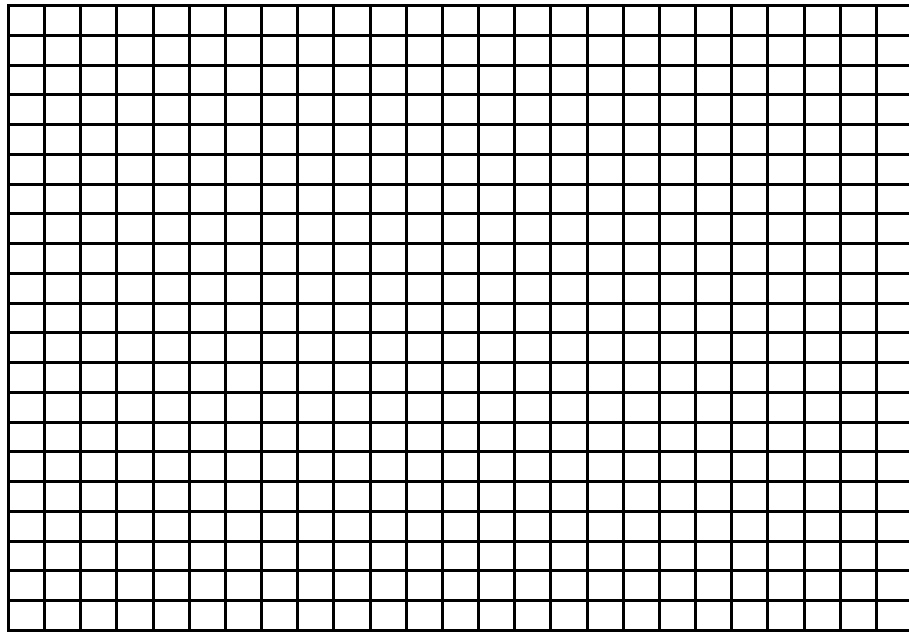
**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

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

**EVENT NAME** ACPS 2019 **DATES** June 18-19, 2019

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

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

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

**IMPORTANT INFORMATION**

- \* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
- \* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
- \* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.
- \* If you require a forklift, a driver will be assigned to operate the forklift.
- \* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
- \* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
- \* **Exhibitor must check forklift/driver in and out at Global service desk.**
- \* Equipment and labour cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.
- \* Minimum charge for labour and equipment is one (1) hour per worker and equipment. Equipment and labour thereafter is charged in half (1/2) hour increments per worker and equipment.

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$119	
			X			\$119	

Contact office for weekly forklift rental quote & scissor lift rental quote. **SUB-TOTAL INSTALLATION**

**ESTIMATED DISMANTLE REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$119	
			X			\$119	

Contact office for weekly forklift rental quote & scissor lift rental quote. **SUB-TOTAL DISMANTLE**

**SUMMARY OF IN-BOOTH FORKLIFT & DRIVER**

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

Carry this total to Method of Payment form



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**EVENT NAME** ACPS 2019 **DATES** June 18-19, 2019

**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**

Furnishings	\$	_____
Portable & Hardwall Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
<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 (506) 658-0509**