

SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

Tri-Expo & MARKETPLACE
August 27-29, 2021
Heritage Park Pavilion
Stony Plain, Alberta

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9
Telephone 403.273.8064
E-mail: calgary@globalconvention.ca

BOOTH EQUIPMENT

Each 8' x 10' or 10' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls, one (1) 8' skirted table, two (2) folding chairs, one (1) 800 Watt electrical outlet, one (1) floodlight stand with 2-bulbs.

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 **August 13, 2021**
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**, select "Online Catalogue", then "Order Exhibit Items", and enter the login and password supplied below.

Username: **TRIEPO** Password: **2021**

On-line ordering available until: August 24, 2021

EXHIBITOR MOVE-IN

Wednesday	August 25, 2021	3:00 PM	-	5:00 PM	Large Exhibits
Thursday	August 26, 2021	10:00 AM	-	6:00 PM	
Friday	August 27, 2021	10:00 AM	-	2:00 PM	

EXHIBITOR MOVE-OUT

Sunday	August 29, 2021	4:00 PM	-	11:59 PM	
---------------	------------------------	----------------	---	-----------------	--

SHOW DATES & TIMES

Friday	August 27, 2021	3:00 PM	-	7:00 PM
Saturday	August 28, 2021	10:00 AM	-	5:00 PM
Sunday	August 29, 2021	10:00 AM	-	4:00 PM

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Tuesday August 10, 2021** TO **Tuesday August 24, 2021**
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 must be pre-arranged with Global Convention Services.

SERVICES AVAILABLE

GLOBAL CONVENTION SERVICES provides the following services (*where applicable*):
On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.



Mailing: 9168 52nd Street SE, Calgary, AB
T2C 5A9
Email: calgary@globalconvention.ca

PRE-SHOW DEADLINE: August 13, 2021
ORDERING DEADLINE: August 24, 2021

EVENT NAME Tri-Expo & MARKETPLACE **DATES** August 27-29, 2021

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

*****PLEASE SEE GLOBAL COVID-19 PRODUCT BROCHURE FOR PICTURES*****

Safe Exhibiting Accessories

Description	Qty.	Pre-Show	Rush	Amount
BARRIERS***				
Non Pourous Clear Vinyl Barrier (10' wide)		\$200.00	\$250.00	
Medium Plexi Barrier (1m wide)		\$265.00	\$310.00	
Large Plexi Barrier (2.5m wide)		\$325.00	\$396.00	
COUNTERS***				
1m counter with Plexi		\$330.00	\$412.00	
2m Registration counter with Plexi		\$660.00	\$824.00	
DIVIDERS***				
3' drape (per linear ft.)		\$3.60	\$6.20	
Velvet Rope & Stanchion		\$3.50	\$4.50	
Expandable Tape & Stanchions		\$3.75	\$5.00	

Description	Qty.	Pre-Show	Rush	Amount
GRAPHICS***				
Custom Floor Graphics (based on 1 sq.ft. each) Arrows, Stop Signs, complete with logo)		\$12.50	Pre-Order Only	
Misc.***				
Self Standing Hand Sanitizer Dispenser		\$109.00	\$149.00	
TOTAL				

SUMMARY
\$ _____
Carry this total to Method of Payment form

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

Safe Exhibiting Accessories

EQUIPMENT & FURNISHINGS RENTAL

Event Name **Tri-Expo & MARKETPLACE** **Date(s)** **August 27-29, 2021**

Pre-Show Price Deadline: **August 13, 2021**

Ordering Deadline: **August 24, 2021** **Contact office for availability after this date**

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

TABLES
Dressed tables are show colour unless otherwise

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$41	\$62	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$72	\$103	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$103	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$72	\$103	
29" High Extra Skirt (To Skirt 4th Side)		\$26	\$36	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$31	\$52	
2'x4' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$92	\$124	
2'x6' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$92	\$124	
2'x8' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$92	\$124	
39" High Extra Skirt (To Skirt 4th Side)		\$26	\$36	
Show Table (30" Round, 29" High)		\$46	\$67	
Bistro Table (30" Round, 41" High)		\$72	\$103	

SUB-TOTAL TABLES

SEATING
*** Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$15	\$34	
Fabric Side Chair (Grey, Padded)		\$26	\$36	
Bistro Stool (Padded Seat with Back)		\$62	\$77	

SUB-TOTAL SEATING

GROUPINGS *** Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Folding Chairs)		\$89	\$112	
Bistro Grouping (1 Bistro Table/2 Bistro Stools)		\$167	\$298	

SUB-TOTAL GROUPINGS

SPECIALTY ITEMS & ACCESSORIES
All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$183	\$219	
Literature Rack (Floor Model, 10 pkts)		\$121	\$145	
Coffee Table		\$129	\$155	
Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions)		\$55	\$69	
Easel (Aluminum, Tri-Pod, Floor Model)		\$21	\$26	
Wastebasket		\$13	\$16	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		\$67	-	
1m Counter with Locking Door		\$360	\$427	

SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES

PIPE & DRAPE - Rented by Lineal Foot

Specify Colour Choice:

Show Colour **Blue** **Green** **Silver** **Black**

Description	Qty.	Pre-Show	Retail	Amount
3' High Pipe & Drape		3.89/ft	4.88/ft	
8' High Pipe & Drape		4.41/ft	5.51/ft	

SUB-TOTAL PIPE & DRAPE

SUMMARY OF EQUIPMENT & FURNISHINGS

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items & Accessories	\$	
Pipe & Drape	\$	
TOTAL	\$	

Carry this total to Method of Payment form

DISPLAYS

Event Name	Tri-Expo & MARKETPLACE	Date(s)	August 27-29, 2021
Pre-Show Price Deadline:	August 13, 2021		
Ordering Deadline:	August 24, 2021	Contact office for availability after this date	

Exhibiting Company: _____ **Booth #**

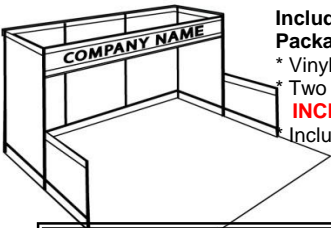
Contact Name: _____

Phone #: _____ **Booth Size**

PORTABLE DISPLAYS

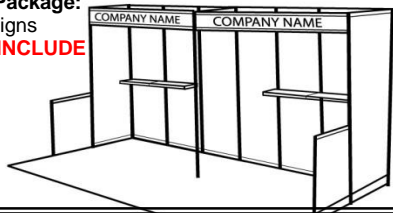
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$440	\$528	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$360	\$427	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hardwall Package:
 * Vinyl Lettered Company Sign
 * Two Arm Lights **(DOES NOT INCLUDE POWER)**
 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
 * 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)		\$1,133	\$1,635	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	
10' x 20' Hardwall Booth Packages				
Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,957	\$2,421	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black vinyl 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
\$
<i>Carry this total to Method of Payment form</i>

**CARPET & BOOTH
CLEANING**

Event Name **Tri-Expo & MARKETPLACE** Date(s) **August 27-29, 2021**

Pre-Show Price Deadline: **August 13, 2021**

Ordering Deadline: **August 24, 2021** Contact office for availability after this date

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

CARPET / CARPET PADDING

Subject to availability

1st Colour Choice: Blue Red Green Grey Black
2nd Colour Choice: Blue Red Green Grey Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$149	\$180	
Broadloom - 10' x 20'		\$299	\$360	
Broadloom - 10' x 30'		\$399	\$489	
Bulk Carpet - Size x =		\$1.49	\$1.80	
Protective Plastic - Size ¹ x =		\$0.21	\$0.26	
Special Cutting Charge ² x =		\$1.95	\$2.45	
Carpet Padding - Size x =		\$0.98	\$1.29	
SUB-TOTAL CARPET & PADDING				

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

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

¹ It is the responsibility of the exhibitor to remove plastic prior to show opening.

² Applied to cut carpets only.

² Special cutting charge is in addition to bulk carpet pricing.

² 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 \$0.47	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.47	x	

SPECIAL INSTRUCTIONS: _____ SUB-TOTAL BOOTH CLEANING _____

SUMMARY OF CARPET & BOOTH CLEANING
\$ _____
Carry this total to Method of Payment Form

Event Name	Tri-Expo & MARKETPLACE	Date(s)	August 27-29, 2021
Ordering Deadline:	August 19, 2021	Contact office for availability after this date	

Exhibiting Company: _____ **Booth #**

Contact Name: _____

Phone #: _____ **Email:** _____

VINYL LETTERED SIGNS

- * Signage prices listed are for 10 words or less - ONE colour cut vinyl only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is "Arial Black", all CAPS, unless otherwise specified by exhibitor.
- * One colour vinyl lettering on white Corex (corrugated plastic).
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Contact office for quote on specialty sizes.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)				
Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
11" x 9" with easel back (for table)		\$36.25	\$47.00	
36" x 8"		\$40.00	\$52.00	
44" x 7"		\$46.25	\$60.00	
22" x 17"		\$46.25	\$60.00	
28" x 14"		\$46.25	\$60.00	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$72.50	\$94.25	
44" X 28"		\$102.50	\$133.25	
40" X 30"		\$102.50	\$133.25	
Brass Grommets (Rings) for hanging- Per Sign		included	included	
Holes Drilled for hanging- Per Sign		included	included	
TOTAL VINYL SIGNAGE				

Width _____ x Height _____
Vinyl Colour (1 colour) _____
W

Width _____ x Height _____
Vinyl Colour (1 colour) _____
W

H

I would like my
sign(s) to
read:

H

CUSTOM SIGNAGE

- * Increase the visual impact of your hardwall booth rental with custom artwork.
- * Contact our office for other display options such as vinyl banners and show signage.
- * We feature in-house graphic designers at a rate of \$75 per hour to design your artwork per your specifications.
- * A signage specification sheet will be supplied at time of order which details our preferred file formats.
- * Panel sizes and date for artwork deadline will be supplied at time of order.

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header (For hardwall booths)		x	\$157.50	\$204.75	
TOTAL CUSTOM SIGNAGE					

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



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 labour 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, labour 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 basis. To save money, ship all freight together.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED TO WAREHOUSE PRE-SHOW SHIPMENT

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 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 SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES *****

- * Shipments that have been pre-arranged with Global Convention Services are to arrive during scheduled move-in times only.
- * Freight received prior to this date risk having their freight refused by the facility, or redirected to Advance Warehouse with fees charged to exhibitor.
- * 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 be "forced freight" back to the Global advance warehouse where material handling fees will be applied.**
- * 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.**

MATERIAL HANDLING

Event Name **Tri-Expo & MARKETPLACE** Date(s) **August 27-29, 2021**

Material Handling Form to be submitted by: **August 13, 2021**

Freight accepted at advance warehouse: **August 10, 2021** TO **August 24, 2021**

Exhibiting Company: _____
Contact Name: _____
Phone #: _____
Email: _____

Booth #
Booth Size

See next pages for shipping labels.

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 lbs charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

EXAMPLES	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	90	/ 100	0.9	2	X	\$65.00	\$130.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$65.00	\$585.00

Service Type (see descriptions below)	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
ADVANCED SHIPMENT		/ 100			X	\$65.00	
RETURN TO WAREHOUSE		/ 100			X	\$55.00	

ADVANCED SHIPMENT

Description: Receipt and storage of pre-paid freight at Global advance warehouse prior to event; delivered to your booth; collection, storage & return of empty containers, crates & etc; and event site reloading of shipment from booth onto designated outbound carrier.

- * Collect shipments **will not** be accepted.
- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * 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.**
- * Billing is based on a per shipment basis. To save money, ship all freight together.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

RETURN TO WAREHOUSE

Description: Return of freight back to Global advanced warehouse after the event.

- * 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.**

All Direct Shipments must be pre-arranged with Global Convention Services.

SUMMARY OF MATERIAL HANDLING

\$ _____
Carry this total to Method of Payment form

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

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-3pm)

August 10, 2021

TO

August 24, 2021

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

Show: **Tri-Expo & MARKETPLACE**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-3pm)

August 10, 2021

TO

August 24, 2021

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

Show: **Tri-Expo & MARKETPLACE**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



Mailing:
9168 52nd Street SE, Calgary, AB, T2C 5A9
Telephone: (403) 273-8064
Email: calgary@globalconvention.ca

**DISPLAY INSTALLATION
& DISMANTLE**

Event Name Tri-Expo & MARKETPLACE **Date(s)** August 27-29, 2021
Ordering Deadline: August 24, 2021 Orders after this date must be placed on-site

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

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: _____

*****INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES*****

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 <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	\$95.00	
				x			x	\$95.00	
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

