

SHOW INFORMATION

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EVENT INFORMATION

Maritime Provinces Water & Wastewater Association

April 14, 2014

Halifax Marriott Harbourfront Hotel

Halifax, NS

EXHIBITOR SERVICES DEPARTMENT

GLOBAL CONVENTION SERVICES

1800 Argyle Street, Suite 445

Halifax, NS, B3J 3N8

Tel. 902-425-1400 Fax. 902-423-4129

E-mail: info@globalconvention.ca

BOOTH EQUIPMENT

Each 8' x 10' booth space consists of an 8' high blue draped backwall and 3' high blue draped sidewalls, one (1) 6' white skirted table, two (2) chairs and one (1) 110 volt, 15 amp electrical outlet. Additional Electrical can be ordered by completing the enclosed rental forms.

Note: the Ballroom floor is carpeted.

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 **March 27, 2014**

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 username and password supplied below.

Username:

WATER

Password:

2014

EXHIBITOR MOVE-IN

Sunday	April 13, 2014	4:00PM	-	7:00PM
Monday	April 14, 2014	8:00AM	-	NOON

EXHIBITOR MOVE-OUT

Monday	April 14, 2014	4:30PM	-	TBC
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MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Thursday March 20, 2014** TO **Thursday April 10, 2014**

Freight received at advance warehouse prior to, or after, these dates 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.

**EQUIPMENT &
FURNISHINGS RENTAL**

Event Name Maritime Provinces Water & Wastewater Association **Date(s)** April 14, 2014

Pre-Show Price Deadline: March 27, 2014

Ordering Deadline: April 10, 2014 **Orders after this date must be placed on-site**

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____

Phone #: _____ **Booth Size** _____

TABLES - Dressed tables are show colour unless otherwise specified

Description	Qty.	Pre-Show	Retail	Amount
2'x4' Undressed Table (29" High)		\$27	\$32	
2'x6' Undressed Table (29" High)		\$32	\$39	
2'x8' Undressed Table (29" High)		\$40	\$48	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$53	\$65	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$59	\$71	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$67	\$82	
2'x4' Raised Dressed Table (41" High)		\$73	\$89	
2'x6' Raised Dressed Table (41" High)		\$79	\$95	
2'x8' Raised Dressed Table (41" High)		\$88	\$107	
29" High Extra Skirt (To Skirt 4th Side of Dressed Table)		\$33	\$40	
39" High Extra Skirt (To Skirt 4th Side of Raised Dressed Table)		\$37	\$44	
Table Dressing (Vinyl & 29" High Skirt Only)		\$38	\$45	
Show Table (30" Round Pedestal, 29" High)		\$53	\$65	
Bistro Table (30" Round, 39" High)		\$69	\$85	

SUB-TOTAL TABLES

SEATING - ** Subject to availability

Fabric Chair (Grey, Padded Seat & Back)		\$23	\$27	
Bistro Stool (Padded Seat with Back)		\$53	\$65	
Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)		\$53	\$65	
Executive Chair (Grey, Padded Seat & Back, Arms **)		\$61	\$72	
Leather Tub Chair (Black) **		\$130	\$152	
Leather Loveseat (Black) **		\$295	\$357	

SUB-TOTAL CHAIRS

GROUPINGS - ** Subject to availability

Contemporary Grouping (Show Table/2 Chairs)		\$93	\$112	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$158	\$194	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$267	\$319	

SUB-TOTAL GROUPINGS

SPECIALTY ITEMS - All items subject to availability

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$166	\$200	
19" Flat Screen Computer Monitor		\$331	\$397	
26" TV/DVD Combo		\$386	\$464	
Cardboard Ballot Box (10"x12"x7") with generic "Enter Here" label		\$13	\$16	
Literature Rack (Floor Model)		\$95	\$113	
Coffee Table (Wood, Espresso in Colour)		\$78	\$93	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$32	\$42	

SUB-TOTAL SPECIALTY ITEMS

FURNISHINGS

Easel (Aluminum, Tri-Pod, Floor Model)		\$22	\$28	
Wastebasket		\$9	\$13	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$48	-	

SUB-TOTAL FURNISHINGS

PIPE & DRAPE - Rented by Lineal Foot

Specify Colour Choice:						Show Colour	Blue	Green
Red		Grey	Burgundy		White	Black	Teal	
3' High Pipe & Drape					3.68/ft	4.57/ft		
8' High Pipe & Drape					4.20/ft	5.25/ft		

SUB-TOTAL PIPE & DRAPE

SUMMARY OF EQUIPMENT & FURNISHINGS

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

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised June/2013

DISPLAYS

Event Name Maritime Provinces Water & Wastewater Association **Date(s)** April 14, 2014

Pre-Show Price Deadline: March 27, 2014

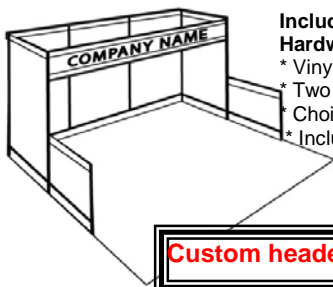
Ordering Deadline: April 1, 2014 **Contact office for availability after this date**

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

PORTABLE DISPLAYS

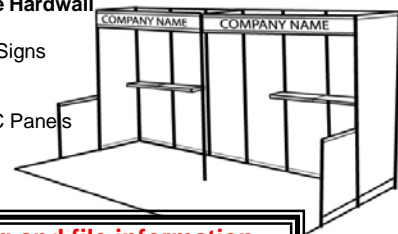
Description	Quantity	Pre-Show	Retail	Amount
Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary		\$177	\$213	
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$419	\$503	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$524	\$629	
Economy System (3 Panel, Grey Fabric, Velcro Adaptable)- Each Panel: 1m wide x 1.5m tall		\$282	\$339	
Bannerstand Frame Rental (Does not include graphic panel)		\$79	\$95	
Posterboard (4' x 8', Velcro Adaptable)		\$104	\$125	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$98	\$118	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



Included in 8' Deep x 10' Wide Hardwall Package:
* Vinyl Lettered Company Sign
* Two Arm Lights
* Choice of Grey Fabric or PVC Panels
* Includes Set Up & Dismantle

Included in 8' Deep x 20' Wide Hardwall Package:
* Two Vinyl Lettered Company Signs
* Four Arm Lights
* 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.

8' x 10' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$813	\$976	
Grey Fabric Panels (Velcro Adaptable)		\$923	\$1,108	
Colour PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,022	\$1,227	
Shelving (White Melamine, 1m long x 12" deep)		\$25	\$30	

8' x 20' Hardwall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,154	\$1,385	
Grey Fabric Panels (Velcro Adaptable)		\$1,374	\$1,649	
Colour PVC Panels <input type="checkbox"/> Blue <input type="checkbox"/> Black		\$1,522	\$1,827	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$25	\$30	

SUB-TOTAL HARDWALL BOOTH PACKAGES

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black vinyl lettering on white PVC (ALL CAPS)

Header # 1 (8' x 10' and 8' x 20' systems)

Header # 2 (8' x 20' systems only)

SUMMARY OF PORTABLE & HARDWALL DISPLAYS

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised Sept /2011

CARPET & BOOTH CLEANING

Event Name **Maritime Provinces Water & Wastewater Association** Date(s) **April 14, 2014**

Pre-Show Price Deadline: **March 27, 2014**

Ordering Deadline: **April 1, 2014** 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 Burgundy Charcoal Black
2nd Colour Choice: Blue Red Green Burgundy Charcoal Black

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 8' x 10'		\$109	\$134	
Broadloom - 8' x 20'		\$194	\$241	
Broadloom - 8' x 30'		\$263	\$284	
Carpet Padding - Size	=	\$0.89	\$0.92	
Bulk Carpet - Size	=	\$0.88	\$1.10	
Protective Plastic - Size ¹	=	\$0.27	\$0.35	
Special Cutting Charge ²	=	\$1.42	\$1.76	
SUB-TOTAL CARPET & PADDING				

Booth spaces larger than 8' x 30' must use bulk carpet pricing.

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	SERVICE PROVIDED BY FACILITY				
2 Daily vacuum & empty waste baskets					
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$ _____
Carry this total to Method of Payment Form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised June/2013

Event Name	Maritime Provinces Water & Wastewater Association	Date(s)	April 14, 2014
Ordering Deadline:	March 27, 2014	Contact office for availability after this date	

Exhibiting Company: _____	Booth #	<div style="border: 1px solid black; height: 20px;"></div>
Contact Name: _____		
Phone #: _____	Email: _____	

VINYL LETTERED SIGNS

- * Prices listed reflect 10 words or less - ONE colour only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is "Arial Black", all caps, unless otherwise specified by exhibitor.
- * Vinyl lettering on white corex (corrugated plastic).
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quote can be issued for size not shown.

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)		\$25.00	\$32.50	
36" x 8"		\$21.00	\$27.30	
44" x 7"		\$26.00	\$33.80	
22" x 17"		\$30.00	\$39.00	
28" x 14"		\$35.00	\$45.50	
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$48.00	\$62.40	
44" X 28"		\$93.00	\$120.90	
40" X 30"		\$93.00	\$120.90	
Brass Grommets (Rings) for hanging- Per Sign		\$25.00	\$32.50	
Holes Drilled for hanging- Per Sign		\$3.00	\$4.00	
TOTAL VINYL SIGNAGE				

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

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

Insert Text
in Box(es)

CUSTOM SIGNAGE

- * Increase the visual impact of your hardwall booth, pop up and banner stand rental with custom hardwall panels & headers, graphic pop up panels and graphic banner stand panel.
- * Also check out our other display options such as vinyl banners and full colour show signage. Contact our office for pricing.
- * Global features 2 in-house graphic designers (\$75 per hour) or you can supply print ready files either in the form of CD or upload to our ftp site.

Contact our office for panel sizes, file specifications and deadline date for artwork.					
Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header		x	\$140.00	\$182.00	
Graphic Hardwall Panels		x	\$364.00	\$473.20	
8' Pop Up Panels (3 panels)	3	x	\$469.00	\$609.70	
Banner Stand Panel (non-laminated)		x	\$200.00	\$260.00	
TOTAL CUSTOM SIGNAGE					

SUMMARY OF SIGNAGE

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised July/2010

ELECTRICAL & LIGHTING

Event Name Maritime Provinces Water & Wastewater Association Date(s) April 14, 2014

Pre-Show Price Deadline: **March 27, 2014**

Ordering Deadline: **April 10, 2014** Contact office for availability after this date

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

Single 110 volt, 15 amp, duplex outlet (OPTION A)

- * One 110 volt, 15 amp outlet has been provided by Show Management. Additional outlets can be ordered by completing Electrical Form and submitting to office along with Method of Payment Form.
- * Electrical outlets are 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 connector required. _____

Draw plug configuration below: _____

LIGHTING

Description	Quantity	Pre-Show	Retail	Amount
Clip on Spot Light (65 Watt) ** #		\$26.00	\$33.00	
Quartz Flood Light (on 8' Upright, 150 Watt)**		\$41.00	\$51.00	
Quartz Arm Light (150 Watt) ** #		\$41.00	\$51.00	

ELECTRICAL

Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (Option A)		\$70.00	\$86.00	
Special electrical power (Option B)				
5m, 3 prong, extension cord **		\$26.00	\$31.00	
Power Bar **		\$21.00	\$26.00	

** Items do not include power.

Items cannot be attached to pipe & drape walls.

SUMMARY OF ELECTRICAL & LIGHTING

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised June/2013

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs or require 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 material 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 fee charge 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.
- * 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 charges 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 must be made in advance or prior to show closing
- * Outbound freight must contain return shipping labels (on all pieces) and return Bill of Ladings.

MATERIAL HANDLING

Event Name	Maritime Provinces Water & Wastewater Association	Date(s)	April 14, 2014
Material Handling Form to be submitted by:		March 27, 2014	
Freight accepted at advance warehouse:	March 20, 2014	TO	April 10, 2014

Exhibiting Company: _____	Booth #
Contact Name: _____	
Phone #: _____	
Email: _____	Booth Size
<u>See next pages for shipping labels.</u>	

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			

RETURN TO WAREHOUSE SERVICE

Will you require return to warehouse material handling service? ☐ Yes ☐ No
If **yes**, please include in calculation of order

CALCULATION OF ORDER

A material handling charge based on CWT (per 100 lbs with a minimum 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd.

Service	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb.)
EXAMPLE of shipments LESS than 200 lbs.	90	/ 100	0.9	2	X	\$39.00	\$78.00
EXAMPLE of shipments OVER 200 lbs.	859	/ 100	8.59	9	X	\$39.00	\$351.00

Advanced Shipment		/ 100			X	\$39.00	
Description: Sending of your freight in advance of the event. Global Convention Services will accept your pre-paid freight at our warehouse, store your freight, deliver it to your booth at the event, collect your empties and store them until the event is over, then returned for your repacking.							
Return to Warehouse		/ 100			X	\$39.00	
Description: Returning of your freight back to our Advanced Warehouse after the event. Exhibitor is responsible to schedule pick up with your carrier from our warehouse location. Exhibitor is responsible for return shipping labels & Bill of Ladings.							

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

SUMMARY OF MATERIAL HANDLING

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised June/2013

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-4pm)

March 20, 2014

TO

April 10, 2014

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Bayer's Lake Business Park
Halifax, NS, B3S 1B4

Show: Maritime Provinces Water & Wastewater Association

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

Freight accepted at advance
warehouse (Mon-Fri, 9am-4pm)

March 20, 2014

TO

April 10, 2014

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Bayer's Lake Business Park
Halifax, NS, B3S 1B4

Show: Maritime Provinces Water & Wastewater Association

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

DISPLAY INSTALLATION & DISMANTLE

Event Name	Maritime Provinces Water & Wastewater Association	Date(s)	April 14, 2014
Ordering Deadline:	April 10, 2014	Orders after this date must be placed on-site	

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Minimum 2 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	\$55.00	
				x			x	\$55.00	

Global Supervised ☐

Exhibitor/Display House Supervised ☐

Supervisor Name & Cell # _____

SUB-TOTAL								
Add 25% Global Site Supervisor								
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	\$55.00	
				x			x	\$55.00	

Global Supervised ☐

Exhibitor/Display House Supervised ☐

Supervisor Name & Cell # _____

SUB-TOTAL								
Add 25% Global Site Supervisor								
ESTIMATED DISMANTLE								

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

CS-Revised June/2013

METHOD OF PAYMENT

Event Name Maritime Provinces Water & Wastewater Association **Date(s)** April 14, 2014

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"/> 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

<input type="checkbox"/> BANK TRANSFER
* Contact our office for banking information
* 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 labour & 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 _____
Cardholder Name _____
Cardholder Signature _____
Cardholder Telephone _____

CALCULATION OF ORDER

Equipment & Furnishings	\$	_____
Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Electrical & Lighting	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____

Total of Items	\$	_____
15% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds

Payment must be submitted with order forms. Fax completed forms to 902-423-4129

CS-Revised June/2013