



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3
 (604) 851-0224 **Option 1** Fax: (604) 853-0300
 Email: abbotsford@globalconvention.ca

Tel.

METHOD OF PAYMENT

Event Name	West Coast Women's Show	Date(s)	October 18 - 20, 2019
Exhibiting Company Information			
Exhibiting Company: _____		Booth #	
Exhibiting Company Mailing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email: _____	

Third Party Company Information *** If Applicable ***			
Third Party Company Name: _____			
Third Party Billing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		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	CALCULATION OF ORDER												
<input type="checkbox"/> BANK TRANSFER & e-TRANSFERS * Contact office for details * Customers are responsible for any bank processing fees	Electrical, Lighting & Plumbi \$ _____ Sign & Banner Hanging \$ _____ <table border="1" style="width: 100%;"> <tr> <td style="text-align: right;">Sub-Total</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">5% GST (on sub-total)</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">7% PST (on sub-total)</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">TOTAL ORDER</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> </table> GST# 12259 9822 RT0001 Canadian Funds	Sub-Total	\$	_____	5% GST (on sub-total)	\$	_____	7% PST (on sub-total)	\$	_____	TOTAL ORDER	\$	_____
Sub-Total		\$	_____										
5% GST (on sub-total)		\$	_____										
7% PST (on sub-total)		\$	_____										
TOTAL ORDER		\$	_____										
<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 _____													



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**ELECTRICAL / LIGHTING /
PLUMBING**

Event Name	West Coast Women's Show	Date(s)	October 18 - 20, 2019
Pre-Show Price Deadline:	October 2, 2019		
Ordering Deadline:	October 11, 2019	Contact office for availability after this date	

Exhibiting Company: _____ Booth #

Contact Name: _____ Booth Size

Phone #: _____

ELECTRICAL				
BASIC POWER (INSIDE) -- Power supplied to back wall of booth	Quantity	Deadline	Deadline	TOTAL
1500 watt - 120 volt outlet (approximately 12 amps)		\$75.00	\$85.00	
1500 watt - 120 volt outlet c/w 24 hour power		\$85.00	\$95.00	
Outside power - Add 20% surcharge to outlet required		Add 20%	Add 20%	
Under carpet wiring - Add 20% surcharge (does not include flat cords)		Add 20%	Add 20%	
Regular extension cord		\$23.00	\$28.00	
Flat extension cord		\$35.00	\$41.00	
SPECIAL POWER CONNECTION PRICES (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - single phase		\$159.00	\$202.00	
20 amp - 120/208 volt connection - single phase		\$179.00	\$237.00	
30 amp - 120/208 volt connection - single phase		\$195.00	\$247.00	
50 amp - 120/208 volt connection - single phase		Quote upon request		
100 amp - 120/208 volt connection - single phase		Quote upon request		
15 amp - 120/208 volt connection - three phase		\$215.00	\$265.00	
20 amp - 120/208 volt connection - three phase		\$282.00	\$359.00	
30 amp - 120/208 volt connection - three phase		\$346.00	\$445.00	
50 amp - 120/208 volt connection - three phase		Quote upon request		
100 amp - 120/208 volt connection - three phase		Quote upon request		
Outside power - Add 20% surcharge to service required		Add 20%	Add 20%	
Under carpet wiring - Quote upon request (does not include flat cords)		Quote upon request		
Flat extension cord		\$35.00	\$41.00	
LIGHTING RENTAL (INSIDE) -- Includes power supply to operate lights only				
8' stand c/w 2 - 150 watt floodlights		\$85.00	\$95.00	
8' stand c/w 1 - 500 watt Quartz light		\$95.00	\$105.00	
1000 watt quartz halogen hi-bays hung from ceiling		\$130.00	\$175.00	
Outside service - Add 20% surcharge		Add 20%	Add 20%	
SPECIAL REQUIREMENTS				

PLUMBING				
NOTE: Services that are Not self contained are available in limited perimeter booth locations only!				
DESCRIPTION	Quantity	Deadline	Deadline	TOTAL
Cold water fill & drain (less than 500 gallons)		\$150.00	\$175.00	
Cold water fill & drain (over 500 gallons)		Quote upon request		
Hot / Cold water supply, sink & drain		\$350.00	\$410.00	
Self Contained Hot / Cold water supply, Sink & Drain (Centre booths only)		\$450.00	\$510.00	
Self contained small portable double sink (hot/cold, 30"x21"x36")		\$310.00	\$370.00	
Self contained small hand wash station (foot pump powered)		\$300.00	\$360.00	
Cold water supply only		\$100.00	\$125.00	
Hot water supply only		\$150.00	\$175.00	
SPECIAL REQUIREMENTS				

SUMMARY OF ELECTRICAL & PLUMBING	\$
Carry this total to Method of Payment form	



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**SIGN & BANNER
HANGING**

Event Name	West Coast Women's Show	Date(s)	October 18 -20, 2019
Pre-Show Price Deadline:	October 2, 2019		
Ordering Deadline:	October 11, 2019	Orders after this date must be placed on-site	

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

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * **Complete sign/banner specifications.**
- * **Banners/signs can only be suspended from facility overhead girder spans.**
- * **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 Hours	x	Deadline	Deadline	Total
Sign/Banner (25 lbs & under and 10' long or less)		x	\$70.00 / hr	\$100.00 / hr	
Sign/Banner (over 25 lbs and/or longer than 10')		x	Quote upon request		

- * **Minimum 2 hour charge. Includes scissor lift, installation, removal and 1 installer.**
- * **Larger signs will require additional installer changing the minimum number of hours to 4 hours.**
- * **Electrical form to be completed if banner/sign requires power.**

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

SUMMARY OF SIGN & BANNER HANGING
\$ _____
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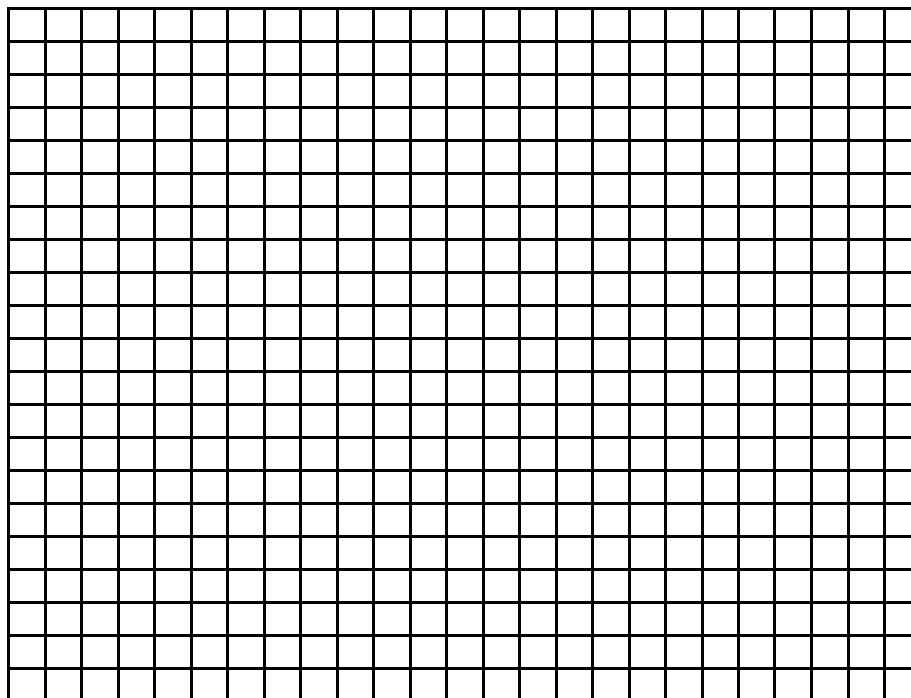
Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____ Booth Size

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:

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