



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

PRE-SHOW DEADLINE:

September 23, 2022

ORDERING DEADLINE:

October 7, 2022

EVENT NAME West Coast Women's Show **DATES** October 14-16, 2022

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

ELECTRICAL

Description	Quantity	Pre-Show	Retail	TOTAL
BASIC POWER (INSIDE) -- Power supplied to back wall of booth				
1500 watt - 120 volt outlet (approximately 12 amps)		\$95.00	\$105.00	
1500 watt - 120 volt outlet c/w 24 hour power		\$109.00	\$119.00	
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		\$25.00	\$32.00	
Flat extension cord		\$41.00	\$48.00	

SINGLE-PHASE SPECIAL POWER CONNECTION (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - single phase		\$179.00	\$222.00	
20 amp - 120/208 volt connection - single phase		\$199.00	\$257.00	
30 amp - 120/208 volt connection - single phase		\$220.00	\$275.00	
50 amp - 120/208 volt connection - single phase		Quote upon request		
100 amp - 120/208 volt connection - single phase		Quote upon request		

THREE-PHASE SPECIAL POWER CONNECTION (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - three phase		\$240.00	\$280.00	
20 amp - 120/208 volt connection - three phase		\$315.00	\$399.00	
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		\$75.00	\$100.00	

LIGHTING RENTAL (INSIDE) -- Includes power supply to operate lights only				
8' stand c/w 2 - 150 watt floodlights		\$125.00	\$150.00	
8' stand c/w 1 - 500 watt Quartz light		\$135.00	\$160.00	
1000 watt quartz halogen hi-bays hung from ceiling		\$175.00	\$225.00	
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	Pre-Show	Retail	TOTAL
Cold water fill & drain (less than 500 gallons)		\$175.00	\$200.00	
Cold water fill & drain (over 500 gallons)		Quote upon request		
Hot / Cold water supply, sink & drain		\$380.00	\$440.00	
Self Contained Hot / Cold water supply, Sink & Drain (Centre booths only)		\$480.00	\$540.00	
Self contained small portable double sink (hot/cold, 30"x21"x36')		\$345.00	\$405.00	
Self contained small hand wash station (foot pump powered)		\$375.00	\$450.00	
Cold water supply only		\$150.00	\$175.00	
Hot water supply only		\$200.00	\$225.00	

SPECIAL REQUIREMENTS

SUMMARY OF ELECTRICAL, LIGHTING & PLUMBING

\$ _____

Carry this total to Method of Payment form

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



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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.
- * Banners/signs can only be suspended from facility overhead girder spans.
- * 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 (i.e. centered 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 (i.e. centered with table): _____ Banner/Sign Height From Ground: _____

Description of Labor	# of Banners	x	Prior to Order	After Order	Total
			Deadline	Deadline	
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$95 / hr	\$125.00 / hr	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	

- ** **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 must 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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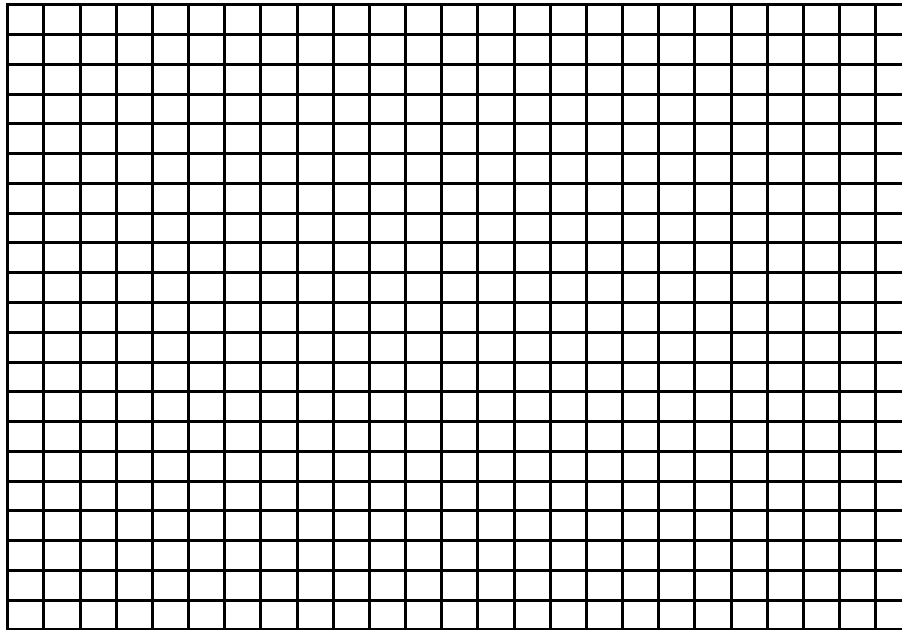
EMERGENCY CONTACT NAME & CELL NUMBER: _____

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:

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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

All Global Services Electrical Material Handling In & Out Booth Cleaning
 Equipment & Furniture I&D Labor/Supervision In-Booth Forklift 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 labor & 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

Electrical	\$	_____
Sign & Banner Hanging	\$	_____
Total of Items	\$	_____
5% GST (on sub-total)	\$	_____
7% PST (on sub-total)	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds
 HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to abbotsford@globalconvention.ca.

METHOD OF PAYMENT