



UTILITIES ORDER FORM

MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3
PHONE (403) 273-8064 E-MAIL calgary@globalconvention.ca

Global Convention Services is the exclusive provider of all utility services. (See reverse/next page for Instructions and Conditions - Utilities)

EVENT ID:	35252	ADVANCE RATE DEADLINE DATE:	June 6, 2022	
NAME OF SHOW	GeoConvention 2022	SHOW DATE(S):	June 20-22, 2022	
EXHIBITOR INFORMATION				
Booth #(s): _____				
Company Name: _____ Contact Name: _____				
Address: _____				
City: _____ Province/State: _____ Code: _____				
Phone #: _____ Ext.: _____ Fax #: _____				
Email: _____				
PAYMENT NOTICE				
This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.				
WATER AND DRAIN (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)				
Quantity	Service Type	Advance Rate	Regular Rate	Total
	Cold Water Hook-Up - connection up to 1/2" (price does not include hoses and fittings to equipment)	\$130.00	\$169.00	
	Special connections for water: please contact Operations Department at 403-273-8064 for pricing. Description of fitting: _____			
	Drainage - 2 1/2" drain line	\$97.50	\$130.00	
COMPRESSED AIR (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)				
	Compressed Air - regulated to a maximum of 90 psi. Requirements beyond this maximum, contact Operations Department for quotation.	\$130.00	\$169.00	
	Compressed Air Fittings must connect to 1/4" basic, female quick connect coupler. There will be a \$50.00 charge for each hose connection fittings that is not returned.			
	Scale drawing must be provided for location of air connection. Additional labour charges may apply on location of connection.			
LABOUR (SEE NEXT/REVERSE PAGE - GCS INSTRUCTIONS AND CONDITIONS - UTILITIES - POINT 2 & 2c)				
	Technician Labour (rate to be quoted)			
MISCELLANEOUS CHARGES OR SPECIAL REQUIREMENTS				
* SPECIAL REQUIREMENTS OR MISCELLANEOUS CHARGE (Please Print)				
			Subtotal	

Carry forward "Utilities" total to the "Method of Payment Form". Email both pages to calgary@globalconvention.ca

1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**

- a) Exhibitor information must be completed and clearly indicated on "Utilities Order Form" along with "Services Payment Form".
- b) If paying by credit card, "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for utilities services must accompany the order form and be in CANADIAN FUNDS.

2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES** (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations, at 403-273-8064, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department at GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. NO EXCEPTIONS.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) **Labour Rates** – Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the overtime rate. Services are provided in the most convenient manner for the GCS Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) **REGULATIONS AND LIMITATION OF LIABILITY**

- a) Exhibitors are not permitted to share services. All orders must be placed individually.
- b) **GCS reserves the right to refuse service for situations it deems as unsafe.**
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
- d) All equipment must conform to all federal, provincial, and local regulations and fire codes.

4) **EQUIPMENT PROCEDURES**

- a) Material and equipment provided by GCS for this order shall remain the property of the GCS.
- b) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from GCS. Additional charges will apply for rental equipment that is damaged or not returned.
- c) There will be a labour charge to move/change location of already installed utilities.

5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
- b) **PRICING:** GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD: Exhibitors paying by credit card:** Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
- d) **CHEQUE: Exhibitors paying by cheque:** Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheques must be certified. **Make cheque payable to:** Global Convention Services Ltd.
- e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.

6) **CANCELLATION, CLAIMS OR DISCREPANCIES POLICY**

- a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, priced to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
- b) All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.

7) **EXCLUSIVITY AND LEGAL ENTITY**

- a) GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).