



9168 52nd Street SE, Calgary, AB, T2C 5A9
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ADVANCE DEADLINE: June 3, 2024

ORDERING DEADLINE: June 10, 2024

Event ID: 5428

EVENT NAME GeoConvention **DATES** June 17-19, 2024

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
 * Send e-transfers to: accounting@globalconvention.ca
 * Contact office for Bank Transfer 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.

CALCULATION OF ORDER

Furnishings & Accessories	\$	_____
Counters & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Electrical	\$	_____
Internet, Telephone, Cable TV	\$	_____
Utilities	\$	_____

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

Visa MasterCard Amex 2.75% Convenience Fee to be applied

Purchase Order # (if applicable) _____

(P.O. is for vendor's reference only. Payment must accompany order.)

Card # _____
 Expiry Date _____ CVV # _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Total of Items	\$	_____
5% GST	\$	_____
TOTAL	\$	_____
2.75% Convenience Fee	\$	_____
TOTAL ORDER (CDN)	\$	_____

GST # 12259 9822 RT0001

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

METHOD OF PAYMENT