



6693 30th Street SE, Calgary, AB, T2C 1N6
 Tel: (403) 218-7891
 Email: essgroup@globalconvention.ca

ADVANCE DEADLINE: April 22, 2026
ORDERING DEADLINE: May 6, 2026
 EVENT ID: 6141

EVENT NAME 26 - GeoConvention **DATES** May 11-13, 2026

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

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, thereafter charged in half hour increments.
- * Global supervised rate is 25% of total labor. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- * **Supervised labor 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 _____ Ladder(s)? Yes No Size _____ Quantity _____
 Specify Details: _____

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: Global advance warehouse *****Direct to Show Site***** Carrier: _____
 Expected number of pieces & weight: _____

FREIGHT - Dismantle Return to advance warehouse *****Direct from Show Site***** Carrier: _____

RATES:	ST (Standard Time- 1)	8:00am - 4:30pm Monday to Friday	\$124.00 per hour
	OT (Overtime- 1.5)	4:30pm - 8:00am Monday to Friday, All Day Saturday	\$186.00 per hour
	DT (Double Time- 2)	All day Sunday & Holidays	\$248.00 per hour

ESTIMATED INSTALLATION REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
 Date Required, Day 2 _____ Start Time _____ End Time _____

ST	_____ # Labourers	x	_____ # Hours	x	\$ 124.00	=	\$ _____
OT	_____ # Labourers	x	_____ # Hours	x	\$ 186.00	=	\$ _____
DT	_____ # Labourers	x	_____ # Hours	x	\$ 248.00	=	\$ _____

Global Supervised Add 25% for Global Supervision \$ _____

Exhibitor/Display House Supervised **ESTIMATED INSTALLATION** \$ _____

Supervisor Name & Cell # _____

ESTIMATED DISMANTLE REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
 Date Required, Day 2 _____ Start Time _____ End Time _____

ST	_____ # Labourers	x	_____ # Hours	x	\$ 124.00	=	\$ _____
OT	_____ # Labourers	x	_____ # Hours	x	\$ 186.00	=	\$ _____

Global Supervised Add 25% for Global Supervision \$ _____

Exhibitor/Display House Supervised **ESTIMATED DISMANTLE** \$ _____

Supervisor Name & Cell # _____

SUMMARY
\$ _____
Carry this total to Method of Payment form

***** Please note: a valid credit card to be kept on file must be provided for all labour orders. *****

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

Display Installation & Dismantle



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ORDERING DEADLINE: May 6, 2026

EVENT ID: 6141

EVENT NAME 26 - GeoConvention DATES May 11-13, 2026

Exhibiting Company: _____ Booth # _____

Contact Name: _____ Booth Size _____

Phone #: _____ Email: _____

ON-SITE CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**

* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.

* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.

* If you require a forklift, a driver will be assigned to operate the forklift.

* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.

* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.

* **Exhibitor must check forklift/driver in and out at Global service desk.**

* Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

* Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$228	
			X			\$228	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$228	
			X			\$228	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED DISMANTLE**

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

\$ _____

Carry this total to Method of Payment form

*** Please note: a valid credit card to be kept on file must be provided for all forklift orders. ***

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

Calgary_CTCC-TS 2025 (Nov/2024) V01

In-Booth Forklift & Driver