



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 Billing Information

Exhibiting Company: _____
 Exhibiting Company Billing Address: _____

 City / Province / Postal Code: _____
 Contact Name: _____
 Telephone: _____ Fax: _____ Email: _____

Booth #

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

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> All Global Services | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Furnishings | <input type="checkbox"/> Hardwall Displays | <input type="checkbox"/> Display I & D Labour | <input type="checkbox"/> All CTCC Services |
| <input type="checkbox"/> Carpet, Plastic, Padding | <input type="checkbox"/> Signage | <input type="checkbox"/> In-Booth Forklift | <input type="checkbox"/> Other _____ |

INFORMATION

- * **Payment must accompany order. Order will not be processed without payment.**
- * Advance 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 funds.*
- * Exhibitors are responsible for damage or loss of rental material.

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

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

- 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 include labour & material handling services.

*** A VALID CREDIT CARD TO BE KEPT ON FILE MUST BE PROVIDED FOR ALL MATERIAL HANDLING, LABOUR, AND FORKLIFT ORDERS.**

PAYMENT INFORMATION

Purchase Order # (if applicable) _____
 (P.O. is for vendor's reference only. Payment must accompany order.)

CREDIT CARD

A sales order (quote) with a secure link for providing payment by credit card will be provided via email. All other required fields on this order form must be completed in full for processing.

By signing below, you acknowledge and agree to the above terms and conditions, as well as all terms contained within this exhibitor kit.

 SIGNATURE

Copy of paid invoice sent to (if different from above contact):
 Email _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet & Booth Cleaning	\$	_____
Hardwall Displays	\$	_____
Signage & Graphics	\$	_____
Material Handling	\$	_____
I & D Labour	\$	_____
In-Booth Forklift	\$	_____
Electrical	\$	_____
Internet, Telephone & Cable TV	\$	_____
Utilities	\$	_____

Sub-Total of Items	\$	_____
5% GST (on sub-total)	\$	_____
TOTAL ORDER (CDN)	\$	_____

GST # 12259 9822 RT0001

Method of Payment