



Visit our website to view our on-line catalogue

CAIR Calgary
May 23-25, 2024
Westin Calgary Downtown
Calgary, Alberta

EVENT INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES

9168 52nd Street SE
Calgary, AB T2C 5A9

Phone: (403) 218-7891
Email: Calgary@globalconvention.ca

BOOTH EQUIPMENT

Each 10' wide x 8' deep exhibitor booth space consists of the following:

- ** 8' high blue draped backwall and 3' high blue draped sidewalls.
- ** One (1) 6' blue skirted table with white vinyl top and skirted on all 3 sides.
- ** Two (2) padded chairs (provided by the Westin Calgary Hotel).

** Note: The Trade Show floor is carpeted.

ELECTRICAL:

- ** Electrical is NOT included as part of your booth package but can be ordered by completing the attached Electrical Form, and email these forms to Teagan Monaghan, Teagan.Monaghan@encoreglobal.com

ADVANCE PRICE DEADLINE

In order to receive discounted rates on selected items, we must receive your order and payment by: May 9, 2024
Orders received after this date will be subject to Retail Prices.

ORDERING DEADLINE

Ordering for this event will be available until: May 16, 2024
Please contact our Exhibitor Services Department for availability after this date.

EXHIBITOR MOVE-IN

Wednesday May 22, 2024 4:00 PM - 7:00 PM

Notes:

SHOW HOURS

Thursday May 23, 2024 8:00 AM - 5:00 PM
 Friday May 24, 2024 8:00 AM - 5:00 PM
 Saturday May 25, 2024 8:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT

Saturday May 25, 2024 12:00 PM - 2:00 PM

Notes:

MATERIAL HANDLING

PLEASE NOTE, GLOBAL CONVENTION SERVICES DOES NOT OFFER SHIPPING, CUSTOMS OR BROKERAGE SERVICES.

ADVANCED SHIPMENTS ACCEPTED

START Thursday April 25, 2024 **END** Thursday May 16, 2024
Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS

!!! Direct to site shipments to arrive during scheduled exhibitor move in times only!!!
Freight received at venue in advance of exhibitor move-in risk having their freight either refused by venue or re-directed to Global Advanced Warehouse, with expenses and fees billed back to exhibitor.



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel/Fax: (403) 218-7891
 E-mail: calgary@globalconvention.ca

ADVANCE DEADLINE:
ORDERING DEADLINE:

May 9, 2024
May 16, 2024

EVENT NAME CAIR Calgary **DATES** May 23-25, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

TABLES
Dressed tables are show color unless otherwise requested

Description	Qty	Advance	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$59	\$77	
2'x4' Skirted Table-30" High (Vinyl Top, Skirted 3 Sides)		\$89	\$116	
2'x6' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$95	\$124	
2'x8' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$106	\$138	
30" High Extra Skirt (To Skirt 4th Side)		\$50	\$65	
Vinyl Top Table 40" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$68	\$88	
2'x4' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$107	\$139	
2'x6' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$111	\$144	
2'x8' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$125	\$163	
40" High Extra Skirt (To Skirt 4th Side)		\$58	\$75	
Meeting Table (30" Tall, 30" Dia)		\$95	\$124	
Cruiser Table (40" Tall, 30" Dia)		\$115	\$150	
Cruiser Table w/Black Spandex		\$155	\$202	

SUB-TOTAL TABLES

SEATING
 ** Subject to availability

Folding Chair (Black)		\$25	\$33	
Fabric Side Chair (Grey, Padded Seat & Back)		\$60	\$78	
Bar Height Stool w/Wire Back (Padded Seat)		\$101	\$131	

SUB-TOTAL SEATING

PREMIUM SEATING
 ** All items subject to availability

Leather Tufted Padded Stool White () Black ()		\$123	\$160	
Squared Back Leather Club Chair White () Black ()		\$350	\$455	
Squared Back Leather Loveseat White () Black ()		\$475	\$618	
Leather Sofa White () Black ()		\$480	\$624	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES
 * All items subject to availability

Description	Qty	Advance	Retail	Amount
Literature Rack (Floor Model)		\$163	\$212	
Coffee Table		\$150	\$195	
Retractable Tape Stanchions- Price per Section (2 Stanchions)		\$60	\$78	
Easel (Aluminum, Tri-Pod, Floor Model)		\$46	\$60	
Wastebasket		\$21	\$27	
Bag Holder (1m tall, 2 arms)		\$62	\$81	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		Contact Global office for quote		
2' x 8' Black Gridwall (Customer to supply accessories)		\$33	\$43	
Posterboard (8' x 4', Velcro Adaptable)		\$150	\$195	
Hand Sanitizer Dispenser (Self-standing)		\$109	\$142	

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Linear Foot

Blue () Green () Grey () Black () Show ()	Qty	Advance	Retail	Amount
3' High Pipe & Drape, Per Linear Foot		6.00/ft	7.80/ft	
8' High Pipe & Drape, Per Linear Foot		9.00/ft	11.70/ft	
Steel Only-No Drape (Bases, 8' Uprights, Crossbar)-Per Linear Foot		5.20/ft	6.76/ft	

SUB-TOTAL DRAPE & HARDWARE

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Drape & Hardware	\$	
TOTAL	\$	

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES

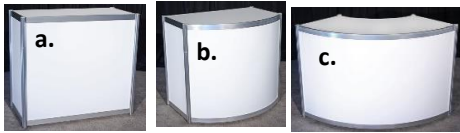
EVENT NAME CAIR Calgary **DATES** May 23-25, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

COUNTER DISPLAYS



Item	Description	Qty	Advance	Retail	Amount
a.	1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$205	\$267	
b.	1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall)		\$310	\$403	
c.	1/4 Round Counter, White - Open in Back		\$390	\$507	
SUB-TOTAL COUNTER DISPLAYS					

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hard wall Package:
 * White PVC Panels
 * One Black Lettered Company Header
 * Two Arm Lights (does not include power)
 * Includes Set Up & Dismantle

Included in 10' x 20' Hard wall Package:
 * White PVC Panels
 * Two Black Lettered Company Headers
 * Four Arm Lights (does not include power)
 * Includes Set Up & Dismantle



Custom headers & graphic panels available. See Signage Form for pricing.

Description	Quantity	Advance	Retail	Amount
10' x 10' Hardwall Booth Package		\$1,490	\$1,937	
10' x 20' Hardwall Booth Package		\$1,900	\$2,470	
Shelving (White Melamine, 1m long x 12" deep)		\$66	\$86	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Indicate how you would like your header(s) to read
 Headers will be printed black lettering on white PVC. All CAPS lettering.

Header # 1 to read (10' x 10' and 10' x 20' systems)

Header # 2 to read (10' x 20' systems only)

SUMMARY OF COUNTERS, PORTABLE & HARDWALL DISPLAYS
 \$ _____
 Carry this total to Method of Payment form

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



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ADVANCE DEADLINE:

May 9, 2024

ORDERING DEADLINE:

May 16, 2024

EVENT NAME CAIR Calgary **DATES** May 23-25, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability
1st Color Choice: Blue Red Grey Black
2nd Color Choice: Blue Red Grey Black

Description	Quantity	Advance	Retail	Amount
Broadloom - 10' x 10'	Trade show floor is carpeted	\$175	\$228	
Broadloom - 10' x 20'		\$350	\$455	
Broadloom - 10' x 30'		\$525	\$683	
Broadloom - 20' x 20'		\$700	\$910	
Bulk Carpet, 10'x10' Increments *: Si: x =		\$1.75	\$2.28	
Custom Sized Bulk Carpet **: Size x =	\$2.50	\$3.25		
Protective Plastic *** : Size x =	\$0.75	\$0.98		
Carpet Padding - Size x =	\$1.20	\$1.56		
SUB-TOTAL CARPET & PADDING				

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- * Booth carpet & bulk carpet supplied in 10' x 10' increments.
- ** Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- *** It is the responsibility of the exhibitor to remove plastic prior to show opening.

BOOTH CLEANING

Service Option	Booth Size		Total Sq. Ft.	X	Advance	Retail	Total
A Initial vacuum before first day only		x		x	\$0.50	\$0.65	
B 2 Day Service: Daily vacuum & empty waste basket		x		x	\$1.00	\$1.30	
C 3 Day Service: Daily vacuum & empty waste basket		x		x	\$1.50	\$1.95	
SUB-TOTAL BOOTH CLEANING							

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING
 \$ _____
 Carry this total to Method of Payment Form

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

CARPET, PADDING & BOOTH CLEANING



THE WESTIN
CALGARY

Exhibitor Services Form

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

Encore WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY UNLESS SPECIFIED OTHERWISE

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: The Westin Calgary, 320 4 Ave. SW, Calgary, AB T2P 2S6
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: Teagan.Monaghan@encoreglobal.com

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Please refer to the terms and conditions in your Encore proposal. All cancellations will be handled based on terms and conditions.

Event Information

Event Name:		Booth:	
Event Date(s):			
Exhibitor Company:			
Exhibitor Contact:			
Exhibitor Address:			
City:		Province:	Postal Code:
Contact Phone:		Contact Email:	

Please Sign and Date below to acknowledge agreement with you requirements:

Print Name: _____ Signature: _____ Date: _____

If there are any concerns with hotel policies or procedures, including the above requirements, or if further information is required, please do not hesitate to contact Encore at (403) 508-5142

Please return all order forms and signed information sheets via email to Teagan.monaghan@encoreglobal.com



encoreSM

320 Fourth Ave SW
Calgary, AB T2P 2S6
Tel: (403) 508.5142
Fax: (403) 264-9242

THE WESTIN
CALGARY

Exhibitor Order Form

Electrical Charges

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
	7.5 Amp Single Phase – 120 Volt (Shared Standard Outlet) – per Event upto 5 days	\$156.00	\$173.25		
	15 Amp Single Phase – 120 Volt (Standard Outlet) – per Event upto 5 days	\$206.25	\$228.75		
	20 Amp Single Phase - 120 Volt – per Event upto 5 days	\$288.50	\$320.25		
	30 Amp Single Phase – 208 Volt -- per Event upto 5 days	\$363.00	\$430.00		
	10' extension cord with power strip – per day	\$21.00	\$24.15		

Projection/Video

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
	22 inch multi svnc monitor	\$152.75	\$183.30		
7.5	46 inch monitor	\$463.75	\$556.50		
	55 inch monitor	\$664.75	\$797.70		
	80 inch monitor	\$1097.75	\$1317.30		
	Dual-post floor stand	\$60.75	\$69.86		
	3500 lumen data projector	\$402.75	\$454.00		

Audio

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
46"	Wired microphone	\$55.00	\$60.00		
	Wireless microphone (handheld or lavalier)	\$183.00	\$200.00		
	Wireless headset microphone (in addition to standard wireless kit)	\$91.50	\$101.00		
	Powered speaker with stand	\$153.00	\$173.50		
	2-speaker sound system (includes 2 speakers, mixer, EQ, wired mic)	\$560.50	\$616.80		

Miscellaneous

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
	Laptop	\$274.50	\$329.40		
	Multi Function Fax/Printer/Scanner – addition per page costs – price may vary based on availability	\$193.75	\$222.81		
	MegaLite LED fixture	\$67.25	\$71.00		

Labour

Quantity Required	Description	Advance Booking	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
	Power Technician Per Hour (min 30 min setup/dismantle per booth)	\$121.75		
	Power Technician Overtime/Holiday Oversight Per Hour (minimum)	\$182.75		
	Standard Setup/dismantle labour	\$92.50		

Setup Date:	Additional Comments:
Setup Time:	
Strike Date:	
Strike Time:	

Subtotal _____
20% Service Charge _____
5% GST _____
Total Order _____



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel/Fax: (403) 218-7891
 E-mail: calgary@globalconvention.ca

ORDERING DEADLINE: May 16, 2024

EVENT NAME CAIR Calgary **DATES** May 23-25, 2024

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

SPECIFICATIONS ON SHIPMENTS - IN-BOUND * Please provide copy of waybill *****

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
Total Weight			

CALCULATION OF ORDER

** A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$95.00	\$190.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$95.00	\$855.00

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100			X	\$95.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$95.00	

REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.

*** PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.

*** Global Convention Services does not offer shipping, customs or brokerage services.

*** Global Convention Services Post-Show Return to Warehouse: Additional storage fees will be applied after 5 business days on close of event.

*** Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: April 25, 2024 - May 16, 2024

Freight Accepted at Show Site: May 22, 2024

SUMMARY OF MATERIAL HANDLING

\$ _____

Carry this total to Method of Payment form

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

April 25, 2024

TO

May 16, 2024

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **CAIR Calgary**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

April 25, 2024

TO

May 16, 2024

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **CAIR Calgary**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

May 22, 2024

To: GLOBAL CONVENTION SERVICES
C/O Westin Calgary Downtown
320 4th Ave SW
Calgary, AB, T2P 2S6

Show: **CAIR Calgary**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only !!!

May 22, 2024

To: GLOBAL CONVENTION SERVICES
C/O Westin Calgary Downtown
320 4th Ave SW
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Show: **CAIR Calgary**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Direct to Show Site



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ADVANCE DEADLINE: May 9, 2024
ORDERING DEADLINE: May 16, 2024

EVENT NAME CAIR Calgary **DATES** May 23-25, 2024

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 4 hour call out, per man, on labor and stand-by.
- * 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? _____ **Please specify in detail:** _____

POWER: Included in Booth Pkg Ordered by Exhibitor Ordered by Display House Not Applicable

CARPET: Hall Carpeted Included in Booth Pig 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: _____

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Advance	Hourly Retail	Estimated Cost
				x			x	\$90.00	\$117.00	
				x			x	\$90.00	\$117.00	

Global Supervised **SUB-TOTAL** _____
 Exhibitor/Display House Supervised **Add 25% Global Site Supervisor** _____
 Supervisor Name & Cell # _____ **ESTIMATED INSTALLATION** _____

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Advance	Hourly Retail	Estimated Cost
				x			x	\$90.00	\$117.00	
				x			x	\$90.00	\$117.00	

Global Supervised **SUB-TOTAL** _____
 Exhibitor/Display House Supervised **Add 25% Global Site Supervisor** _____
 Supervisor Name & Cell # _____ **ESTIMATED DISMANTLE** _____

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____
 Carry this total to Method of Payment form

DISPLAY INSTALLATION & DISMANTLE



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ADVANCE DEADLINE: May 9, 2024

ORDERING DEADLINE: May 16, 2024

EVENT NAME CAIR Calgary **DATES** May 23-25, 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 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

CALCULATION OF ORDER

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.

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 _____

Furnishings & Accessories	\$	_____
Counters & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____

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