

**EVENT NAME** Atlantic Truck Show **DATES** June 7 - 8, 2019

**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**BOOTH CARPET and CARPET PADDING**

Subject to availability

<b>1st Colour Choice:</b>	Blue	Red	Green	Grey	Black
<b>2nd Colour Choice:</b>	Blue	Red	Green	Grey	Black

**NOTE:** Carpet is NOT supplied in Bulk Booth Spaces 700 sq.ft. and over.  
Complete below to place your bulk carpet order.

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'	Grey booth carpet supplied in 10' x 10' to 10' x 60' booth spaces. (Note, colour subject to change without notice)	\$130	\$161	
Broadloom - 10' x 20'		\$244	\$301	
Broadloom - 10' x 30'		\$365	\$454	
Bulk Carpet - Size                    x                    =		\$1.25	\$1.55	
Protective Plastic - Size <sup>1</sup> x                    =		\$0.60	\$0.65	
Special Cutting Charge <sup>2</sup> x                    =		\$1.97	\$2.45	
Carpet Padding - Size                    x                    =		\$0.99	\$1.10	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.

Booth carpet & bulk carpet supplied in 10' x 10' increments.

<sup>1</sup> It is the responsibility of the exhibitor to remove plastic prior to show opening.

<sup>2</sup> Applied to cut carpets only.

<sup>2</sup> Special cutting charge is in addition to bulk carpet pricing.

<sup>2</sup> Special cutting charge is applied to run of carpet that is cut.

**BOOTH CLEANING**

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	<b>INCLUDED AS PART OF BOOTH PACKAGE</b>				
2 Daily vacuum & empty waste baskets					

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_ **SUB-TOTAL BOOTH CLEANING** \_\_\_\_\_

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



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

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**METHOD OF PAYMENT**

Exhibiting Company Information	
Exhibiting Company: _____	<b>Booth #</b>
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			
<input type="checkbox"/> All Global Services	<input type="checkbox"/> Electrical	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Equipment & Furniture	<input type="checkbox"/> I&D Labour/Supervision	<input type="checkbox"/> In-Booth Forklift	<input type="checkbox"/> 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**

- \* Contact office for 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 labour & material handling.

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**Visa**    **Mastercard**    **Amex**

Purchase Order # (if applicable) \_\_\_\_\_

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

Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Cardholder Telephone \_\_\_\_\_

**CALCULATION OF ORDER**

Furnishings	\$	
Portable & Hardwall Displays	\$	
Carpet & Booth Cleaning	\$	
Electrical	\$	
Signage	\$	
Material Handling	\$	
Installation & Dismantle	\$	
Sign & Banner Hanging	\$	
In-Booth Forklift	\$	
<b>Total of Items</b>	<b>\$</b>	
<b>15% HST</b>	<b>\$</b>	
<b>TOTAL ORDER</b>	<b>\$</b>	

HST # 12259 9822 RT0001 Canadian Funds

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (506) 658-0509**