



Ridge Meadows Home Show
 May 5th - 7th/ 2023
 Planet Ice
 Maple Ridge, BC

Visit our website to view our on-line catalogue

EVENT INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
 P.O. Box 221
 Abbotsford, BC V2T 6Z6

Phone/Fax: 1-604-851-0224
 Email: abbotsford@globalconvention.ca

BOOTH EQUIPMENT

Each 10' wide x 10' deep exhibitor booth space consists of the following:
 ** 8' high draped backwall and 3' high draped sidewalls.
 ** Note: The Trade Show floor is NOT carpeted. **Carpets can be ordered through our order forms.

ELECTRICAL:

** One (1) 110v, 15 amp, duplex outlet is supplied as part of your booth package.
 ** Additional power can be added by completing attached electrical form.

PRE-SHOW PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order and payment by:
April 14th, 2023 Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information. To access our online catalogue, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: ridge Password: 2023

On-line ordering available until: April 21st, 2023

EXHIBITOR MOVE-IN

Wednesday	May 3rd	8:00a	-	5:00pm	** By Appointment only.**
Thursday	May 4th	8:00a	-	6:00pm	** By Appointment only.**

Notes:

SHOW HOURS

Friday	May 5th	4:00pm	-	9:00pm
Saturday	May 6th	10:00am	-	8:00pm
Sunday	May 7th	10:00am	-	4:00pm

EXHIBITOR MOVE-OUT

Sunday	May 7th	4:00pm	-	8:00pm
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Notes:

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Monday April 3rd **END** Friday April 21st
 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.



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St.,
 Abbotsford, BC, V2T 6B3
 Tel/Fax: (604) 851-0224
 Email: abbotsford@globalconvention.ca

PRE-SHOW DEADLINE:
ORDERING DEADLINE:

April 14th, 2023
April 21st, 2023

EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

TABLES

Dressed tables are show color unless otherwise requested

Description	Qty	Preshow	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$58	\$76	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$70	\$91	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$98	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$80	\$104	
29" High Extra Skirt (To Skirt 4th Side)		\$38	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$68	\$89	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$85	\$111	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$90	\$117	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$95	\$124	
39" High Extra Skirt (To Skirt 4th Side)		\$45	\$59	
Low Pedestal Table (30" Round, 30" High)		\$75	\$98	
Tall Pedestal Table (30" Round, 40" High)		\$85	\$111	
Spandex Cover for Tall Pedestal Table (Black)		\$24	\$32	
SUB-TOTAL TABLES				

SEATING

**** Subject to availability**

Description	Qty	Preshow	Retail	Amount
Folding Chair (Black)		\$19	\$25	
Fabric Side Chair (Black, Padded Seat & Back)		\$49	\$64	
Bar Height Stool (Padded Seat with Wire Back)		\$89	\$116	
EXHIBIT STOOL (Black Padded Seat/Back, Gas Lift, Casters)		\$75	\$98	
Executive Chair (Black, Padded Seat & Back, Arms) **		\$69	\$90	
SUB-TOTAL SEATING				

MISCELLANEOUS

Description	Qty	Preshow	Retail	Amount
SUB-TOTAL PREMIUM SEATING				

ACCESSORIES

*** All items subject to availability**

Description	Qty	Preshow	Retail	Amount
Wastebasket With Liner		\$14	\$19	
Black Wood Ballot Box (12"x12"x40")		\$36	\$47	
Easel (Aluminum, Tri-Pod, Floor Model)		\$34	\$44	
Sign Holder (22" x 28" x 5'H)		\$58	\$76	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$64	\$84	
Literature Rack (Floor Model)		\$121	\$157	
Bag Holder Stand (1m High)		\$65	\$85	
SUB-TOTAL ACCESSORIES				

LOUNGE FURNISHINGS

**** All items subject to availability**

Description	Qty	Preshow	Retail	Amount
Squared Back Leather Club Chair White () Black ()		\$225	\$293	
Squared Back Leather Loveseat White () Black ()		\$312	\$407	
24" X 48" Chrome Coffee Table w/Wood Top		\$119	\$155	
SUB-TOTAL LOUNGE FURNISHINGS				

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Accessories	\$	
Lounge Furnishings	\$	
Miscellaneous	\$	
TOTAL	\$	

Carry this total to Method of Payment form

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

FURNISHINGS & ACCESSORIES

EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023

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

COUNTER DISPLAYS



Item	Description	Qty	Preshow	Retail	Amount
a.	1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$125	\$163	
b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$175	\$228	
c.	1/4 Round, White - Open in Back		\$250	\$325	
d.	1m Display Showcase, Double Shelf, White/Acrylic		\$325	\$423	
e.	Ballot Box Display (1/2m x 1/2m x 4' tall)- White PVC Panels with Generic Header		\$195	\$254	
SUB-TOTAL COUNTER DISPLAYS					

PORTABLE DISPLAYS



Item	Description	Qty	Preshow	Retail	Amount
f.	Posterboard (8'x4', Velcro Adaptable)		\$150	\$195	
SUB-TOTAL PORTABLE 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)
- * Carpet (Choice of Colour)

Included in 10' x 20' Hard wall Package:

- * White PVC Panels
- * Two Black Lettered Company Headers
- * Four Arm Lights (does not include power)
- * Carpet (Choice of Colour)
- * Includes Set Up & Dismantle



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

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package, White PVC Panels		\$949	\$1,234	
20' x 10' Hardwall Booth Package, White PVC Panels		\$1,499	\$1,949	
Shelving (White Melamine, 1m long x 12" deep)		\$35	\$46	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

<p>Select Carpet Colour</p> <p>Note: If colour is not indicated, grey will be provided</p> <p> <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Blue </p>	<p>Headers: Black lettering on white PVC. All CAPS lettering.</p> <p>Header # 1 to read (10' x 10' and 10' x 20' systems)</p> <p>_____</p> <p>Header # 2 to read (20' x 10' systems only)</p> <p>_____</p>
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SUMMARY OF COUNTERS, PORTABLE & HARDWALL DISPLAYS

\$ _____
Carry this total to Method of Payment form

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COUNTERS, PORTABLE & HARDWALL DISPLAYS



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St.,
 Abbotsford, BC, V2T 6B3
 Tel/Fax: (604) 851-0224
 Email: abbotsford@globalconvention.ca

PRE-SHOW DEADLINE: April 14th, 2023
ORDERING DEADLINE: April 21st, 2023

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Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability

1st Color Choice: Blue Red Green Grey Black

2nd Color Choice: Blue Red Green Grey Black

Description	Quantity	Preshow	Retail	Amount
Broadloom - 10' x 10'		\$139	\$181	
Broadloom - 20' x 10'		\$278	\$362	
Broadloom - 30' x 10'		\$417	\$543	
Broadloom - 20' x 20'		\$556	\$723	
Bulk Carpet, 10'x10' Increments *: Size x =		\$1.43	\$1.86	
Custom Sized Bulk Carpet **: Size x =		\$1.95	\$2.54	
Protective Plastic*** : Size x =		\$0.60	\$0.78	
Carpet Padding - Size x =		\$1.02	\$1.33	
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 (CHOOSE 1 OR 2)	Booth Size	Total Sq.. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		\$0.37	x 1	
2 Daily vacuum & empty waste baskets	x		\$0.37	x	
SUB-TOTAL BOOTH CLEANING					

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$ _____

Carry this total to Method of Payment Form

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CARPET, PADDING & BOOTH CLEANING



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Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

ELECTRICAL

Description	Quantity	Pre-Show	Retail	TOTAL
BASIC POWER (INSIDE) -- Power supplied to back wall of booth				
1500 watt - 120 volt outlet (approximately 12 amps)		\$95.00	\$105.00	
1500 watt - 120 volt outlet c/w 24 hour power		\$109.00	\$119.00	
Outside power - Add 20% surcharge to outlet required		Add 20%	Add 20%	
Under carpet wiring - Add 20% surcharge (does not include flat cords)		Add 20%	Add 20%	
Regular extension cord		\$25.00	\$32.00	
Flat extension cord		\$41.00	\$48.00	
SINGLE-PHASE SPECIAL POWER CONNECTION (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - single phase		\$179.00	\$222.00	
20 amp - 120/208 volt connection - single phase		\$199.00	\$257.00	
30 amp - 120/208 volt connection - single phase		\$220.00	\$275.00	
50 amp - 120/208 volt connection - single phase		Quote upon request		
100 amp - 120/208 volt connection - single phase		Quote upon request		
THREE-PHASE SPECIAL POWER CONNECTION (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - three phase		\$240.00	\$280.00	
20 amp - 120/208 volt connection - three phase		\$315.00	\$399.00	
30 amp - 120/208 volt connection - three phase		\$346.00	\$445.00	
50 amp - 120/208 volt connection - three phase		Quote upon request		
100 amp - 120/208 volt connection - three phase		Quote upon request		
Outside power - Add 20% surcharge to service required		Add 20%	Add 20%	
Under carpet wiring - Quote upon request (does not include flat cords)		Quote upon request		
Flat extension cord		\$75.00	\$100.00	
LIGHTING RENTAL (INSIDE) -- Includes power supply to operate lights only				
8' stand c/w 2 - 150 watt floodlights		\$125.00	\$150.00	
8' stand c/w 1 - 500 watt Quartz light		\$135.00	\$160.00	
1000 watt quartz halogen hi-bays hung from ceiling		\$175.00	\$225.00	
Outside service - Add 20% surcharge		Add 20%	Add 20%	

SPECIAL REQUIREMENTS

PLUMBING

NOTE: Services that are Not self contained are available in limited perimeter booth locations only!

Description	Quantity	Pre-Show	Retail	TOTAL
Cold water fill & drain (less than 500 gallons)		\$175.00	\$200.00	
Cold water fill & drain (over 500 gallons)		Quote upon request		
Hot / Cold water supply, sink & drain		\$380.00	\$440.00	
Self Contained Hot / Cold water supply, Sink & Drain (Centre booths or		\$480.00	\$540.00	
Self contained small portable double sink (hot/cold, 30"x21"x36")		\$345.00	\$405.00	
Self contained small hand wash station (foot pump powered)		\$375.00	\$450.00	
Cold water supply only		\$150.00	\$175.00	
Hot water supply only		\$200.00	\$225.00	

SPECIAL REQUIREMENTS

SUMMARY OF ELECTRICAL, LIGHTING & PLUMBING

\$ _____

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PRE-SHOW DEADLINE: April 14th, 2023
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EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023

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Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH ID and SHOW SIGNAGE

- ** Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.
- ** Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).
- ** Date for artwork deadline will be supplied at time of order.

Description (Width x Height)	Qty.	Unit Price	RUSH	Amount
BOOTH ID SIGNS ^^^ Printed to Coroplast, Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$36.25	\$47.00	
36" x 8"		\$40.00	\$52.00	
44" x 7"		\$46.25	\$60.00	
22" x 17"		\$46.25	\$60.00	
28" x 14"		\$46.25	\$60.00	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
22" x 28"		\$72.50	\$94.25	
44" X 28"		\$102.50	\$133.25	
40" X 30"		\$102.50	\$133.25	
Brass Grommets (Rings) for hanging- Per Sign		included	included	
Holes Drilled for hanging- Per Sign		included	included	
			TOTAL SIGNAGE	

Width _____ x Height _____
W

Width _____ x Height _____
W

H

H

I would like my sign(s) to read / logo:

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- * Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$165.00	\$215.00	
Graphic panel for backwall and/or sidewalls (price per panel)		\$375.00	\$488.00	
Graphic panel for lower rail sidewalls (price per panel)		\$150.00	\$195.00	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$150.00	\$195.00	
Graphic front panel for 1m curved front counter		\$165.00	\$215.00	
Graphic front panel for 1/4 round counter		\$225.00	\$293.00	
Graphic side panel for counters (price per panel)		\$75.00	\$98.00	
			TOTAL CUSTOM SIGNAGE	

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

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

SIGNAGE (Show Signs & Custom Booth Graphics)



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
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ORDERING DEADLINE: April 21st, 2023

EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023
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.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$56.00	\$112.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$56.00	\$504.00

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	\$56.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100			X	\$56.00	

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

*** Global Convention Services does not offer shipping services.

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

*** 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 excess of 30 days will be disposed

Freight Accepted at Global Advanced Warehouse: April 3rd - April 21st
 Freight Accepted at Show Site: May 3rd - May 4th

SUMMARY OF MATERIAL HANDLING

\$ _____
 Carry this total to Method of Payment form

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

MATERIAL HANDLING - Order Services

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 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.**
- * **Not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for excess of 30 days will be disposed**
- * **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 3rd

TO

May 4th

To: GLOBAL CONVENTION SERVICES
Unit # 4 - 2080 Carpenter Street
Abbotsford, BC V2T 6B3

Show: **Ridge Meadows Home Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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 3rd

TO

May 4th

To: GLOBAL CONVENTION SERVICES
Unit # 4 - 2080 Carpenter Street
Abbotsford, BC V2T 6B3

Show: **Ridge Meadows Home Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse



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ORDERING DEADLINE: April 21st, 2023

DISPLAY INSTALLATION & DISMANTLE

EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023

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 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 Rate	Estimated Cost
				x			x	\$65.00	
				x			x	\$65.00	

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 Rate	Estimated Cost
				x			x	\$65.00	
				x			x	\$65.00	

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

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



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St.,
 Abbotsford, BC, V2T 6B3
 Tel/Fax: (604) 851-0224
 Email: abbotsford@globalconvention.ca

PRE-SHOW DEADLINE:
ORDERING DEADLINE:

April 14th, 2023
April 21st, 2023

EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023

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

EMERGENCY CONTACT NAME & CELL NUMBER: _____

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * Complete sign/banner specifications.
- * Indicate the nature and number of hanging points for sign/banner.
- * Banners/signs can only be suspended from facility overhead girder spans.
- * Price listed is for 25 lbs. & under and less than 10' in length. Banners over 25 lbs. and/or longer than 10' will be custom quoted.
- * **All signs/banners must be made available for start of exhibitor set up or earlier.**
- * Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.
- * Orders received after order deadline will be subject to surcharge.
- * Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.

SPECIFICATIONS --- ** Also complete Diagram Specifications on next page**

Quantity: _____ Banner/Sign Size (length x height): _____	# of Hanging Points: _____
Banner/Sign Weight: _____	Banner/Sign Material: _____
Single or Double-sided: _____	Is power required: _____
Banner/Sign Placement (i.e. centered with table): _____	Banner/Sign Height From Ground: _____

Quantity: _____ Banner/Sign Size (length x height): _____	# of Hanging Points: _____
Banner/Sign Weight: _____	Banner/Sign Material: _____
Single or Double-sided: _____	Is power required: _____
Banner/Sign Placement (i.e. centered with table): _____	Banner/Sign Height From Ground: _____

Description of Labor	# of Banners	x	Prior to Order Deadline	After Order Deadline	Total
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$95 / hr	\$125.00 / hr	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	

- ** Minimum 2 hour charge. Includes scissor lift, installation, removal and 1 installer.
- ** Larger signs will require additional installer changing the minimum number of hours to 4 hours.
- ** Electrical form must be completed if banner/sign requires power.

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

SUMMARY OF SIGN & BANNER HANGING
 \$ _____
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PRE-SHOW DEADLINE: April 14th, 2023
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EVENT NAME Ridge Meadows Home Show **DATES** May 5th - 7th/ 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

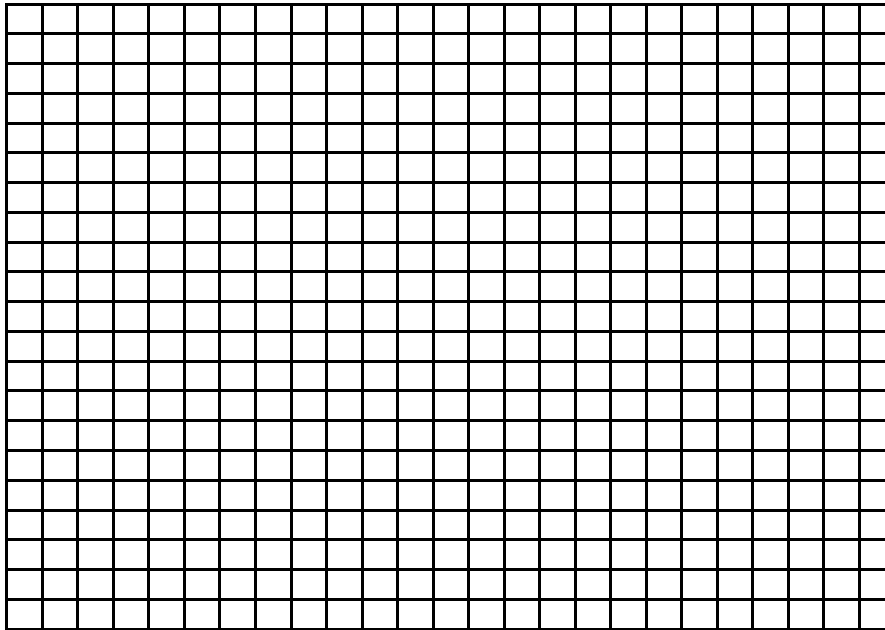
EMERGENCY CONTACT NAME & CELL NUMBER: _____

DIAGRAM SPECIFICATIONS

- * **Diagram Specifications must accompany your Sign & Banner Hanging order.**
- * **Diagram required exhibitor booth size with banner placement within booth along with any special requirements.**

Back of Booth - Adjacent Booth # _____

Adjacent Booth #



Adjacent Booth #

Front of Booth

Special Requirements / Notes:

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PRE-SHOW DEADLINE **April 14th, 2023**
ORDERING DEADLINE: **April 21st, 2023**

EVENT NAME Ridge Meadows Home Show **DATES** May 5th-7th / 2023

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-transfer to: accounting@globalconvention.ca
 * 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 labor & material handling.

Visa **MasterCard** **Amex**
 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 _____

CALCULATION OF ORDER

Furnishings & Accessories	\$	_____
Counters, Portable & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Electrical	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Installation & Dismantle	\$	_____
Sign & Banner Hanging	\$	_____
In-Booth Forklift	\$	_____
Total of Items	\$	_____
5% GST (on sub-total)	\$	_____
7% PST (on sub-total)	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds
 HST # 12259 9822 RT0001

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

METHOD OF PAYMENT