

Visit our website to view our on-line catalogue

**SERVICE CONTRACTOR CONTACT**

**GLOBAL CONVENTION SERVICES**  
1658 Market Street  
Halifax, NS B3J 1K9

Phone: 1-902-425-1400  
Fax: 1-902-423-4129  
Email: [info@globalconvention.ca](mailto:info@globalconvention.ca)

**BOOTH EQUIPMENT**

Each 5' X 10' OR 10' x 10' booth space consists of the following:

- \*\* 8' high draped back wall and 3' high draped sidewalls.
- \*\* One (1) 6' skirted table.
- \*\* Two (2) chairs.
- \*\* **NOTE: The Trade Show floor is not carpeted.**

Rolls of shrink-wrap will be available for purchase, along with skid/pallet wrapping services, during show dismantle. See onsite Global service desk to place your order.

**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 **May 20, 2019**.  
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, go to [www.globalconvention.ca](http://www.globalconvention.ca), select "Online Catalogue", then "Order Exhibit Items", and enter the username and password supplied below.

Username: **ACTIVE** Password: **2019**

**On-line ordering available until:** **May 27, 2019**

**EXHIBITOR MOVE-IN**

**Wednesday June 5, 2019 2:00pm - 8:00pm**  
**Thursday June 6, 2019 8:00am - 11:30am**

**EXHIBITOR MOVE-OUT**

**Friday June 7, 2019 7:00pm - 9:00pm**

Please note that local carriers, FedEx, Purolator & UPS do not pick up after 4:00PM and MUST be called before 2:00PM for a same day pick up. Please ensure you have made appropriate arrangements.

**MATERIAL HANDLING**

**ADVANCE SHIPMENTS ACCEPTED**

FROM **Monday May 6, 2019** TO **Monday May 27, 2019**  
*Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.*

**DIRECT TO SITE SHIPMENTS**

*Freight will be received June 6 & 7 only onsite at Duke Street Loading Dock, Scotiabank Centre*



HALIFAX OFFICE:  
1658 Market Street  
Halifax, NS, B3J 1K9  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:** May 20, 2019  
**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

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

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

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

**TABLES**  
*Dressed tables are show color unless otherwise specified*

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$32	\$42	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$61	\$73	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$66	\$81	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$92	
29" High Extra Skirt (To Skirt 4th Side)		\$39	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$42	\$56	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$84	\$103	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$88	\$109	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$99	\$121	
39" High Extra Skirt (To Skirt 4th Side)		\$46	\$56	
Show Table (30" Round, 29" High)		\$63	\$77	
Bistro Table (30" Round, 39" High)		\$85	\$101	
Spandex Cover for Bistro Table (Black)		\$17	\$25	
<b>SUB-TOTAL TABLES</b>				

**SEATING**  
*\*\* Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$15	\$20	
Fabric Chair (Grey, Padded Seat & Back)		\$31	\$38	
Bistro Stool (Padded Seat with Back)		\$68	\$83	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$71	\$86	
"Z" Stool		\$52	\$65	
Leather Tub Chair (Black) **		\$175	\$205	
Leather Loveseat (Black) **		\$336	\$412	
<b>SUB-TOTAL SEATING</b>				

**GROUPINGS** *\*\* Subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Chairs)		\$112	\$146	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$199	\$238	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$392	\$460	
<b>SUB-TOTAL GROUPINGS</b>				

**ACCESSORIES**  
*All items subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
40" TV <i>(Please contact Global office for connection information)</i>		\$499	\$559	
TV Floor Stand		\$55	\$75	
Cardboard Ballot Box (10"x10"x10") <i>* Label Available- See Signage Form</i>		\$18	\$24	
Literature Rack (Floor Model)		\$129	\$153	
Coffee Table		\$94	\$109	
Rope & Stanchions- Price per Section (1Velour Rope & 2 Chrome Stanchions)		\$43	\$51	
Bag Holder (1m tall, adjustable arms)		\$49	\$59	
Easel (Aluminum, Tri-Pod, Floor Model)		\$36	\$45	
Wastebasket		\$17	\$21	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$69	-	
<b>SUB-TOTAL SPECIALTY ITEMS &amp; ACCESSORIES</b>				

**ELECTRICAL ACCESSORIES**  
*## Rental does not include power*

Description	Qty.	Pre-Show	Retail	Amount
5m, 3 Prong, Extension Cord ##		\$29	\$39	
Power Bar ##		\$27	\$33	
<b>SUB-TOTAL LIGHTING &amp; ELECTRICAL ACCESSORIES</b>				

**SUMMARY OF FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Accessories	\$	
Electrical Accessories	\$	
<b>TOTAL</b>	<b>\$</b>	

*Carry this total to Method of Payment form*

**FURNISHINGS**



HALIFAX OFFICE:  
 1658 Market Street  
 Halifax, NS, B3J 1K9  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:** May 20, 2019  
**ORDERING DEADLINE:** May 27, 2019

**ELECTRICAL**

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

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

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

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

**\*\*DO NOT COMPLETE THIS FORM IF YOU HAVE ORDERED ELECTRICAL AT THE TIME OF YOUR BOOKING YOU BOOTH SPACE\*\***

<b>Single 110 volt, 15 amp, duplex outlet --- <u>OPTION A</u></b>	
* <b>Electrical outlets are supplied to the back of the booth.</b>	
* Permanent building receptacles are <u>not</u> part of booth space. Electrical must be ordered prior to utilizing this source.	
* Borrowing power from an adjoining booth is <u>not</u> permitted.	
* We recommend the use of power bars with surge protectors.	
* Extension cords & power bars are the responsibility of the exhibitor.	
<b>Equipment Operating:</b> _____	

<b>Special Electrical Power --- <u>OPTION B</u></b>	
<b>Equipment Operating:</b> <span style="float: right;"><b>*** Complete and fax to (902) 423-4129 for quote ***</b></span>	
# of Volts? _____	Single Phase or 3 Phase? _____ # of Amps? _____
Do you require your equipment hardwired? _____	
If no, please specify type of receptacle required or receptacle number:	
Draw plug configuration (as shown on your equipment):	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 100px;"></div> <div style="border: 1px solid black; width: 150px; height: 100px;"></div> </div>

COMPLETE YOUR ELECTRICAL ORDER HERE				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- <u>Option A</u>		\$125.00	\$138.00	
Special electrical power --- <u>Option B</u>				
5m, 3 prong, extension cord **		\$29.00	\$39.00	
Power Bar **		\$27.00	\$33.00	

**\*\* Rental does not include power.**

<b>SUMMARY OF ELECTRICAL</b>
\$ _____
<i>Carry this total to Method of Payment form</i>

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018



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1658 Market Street  
Halifax, NS, B3J 1K9  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:** May 20, 2019  
**ORDERING DEADLINE:** May 21, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*\* All signage pricing is based on Global Convention Services in-house printing.**  
**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).**

**BOOTH ID and SHOW SIGNAGE**

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
<b>BOOTH ID SIGNS ^^^</b>				
11" x 9" with easel back (for table)		\$26.00	\$34.00	
44" x 7" Booth ID Sign. Printed to Blackhawk (heavy cardstock). Includes holes drilled for hanging.		\$20.00	\$26.00	
44" x 7" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$31.00	\$41.00	
36" x 8" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$28.00	\$37.00	
<b>SHOW SIGNAGE ^^^</b>				
8" x 8" Label for Cardboard Ballot Box		\$28.00	\$36.00	
22" x 28" or 28" x 22" (specify size below)		\$58.00	\$76.00	
24" x 36" or 36" x 24" (specify size below)		\$82.00	\$107.00	
44" X 28" or 28" x 44" (specify size below)		\$116.00	\$151.00	
40" X 30" or 30" x 40" (specify size below)		\$113.00	\$147.00	
Brass Grommets (Rings) for hanging- Per Sign		\$18.00	\$23.00	
Holes Drilled for hanging- Per Sign		\$3.00	\$5.00	
		<b>TOTAL SIGNAGE</b>		

^^^ Artwork is direct print to Coroplast substrate (non-laminated)

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

H

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

H

**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.

\* A signage specification sheet will be supplied at time of order which will detail preferred file formats.

\* Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
<b>HARDWALL BOOTH GRAPHICS ***</b>				
10' Custom Header (price per header)		\$120.00	\$156.00	
Graphic Panel for back wall & sidewalls (price per panel)		\$298.00	\$388.00	
Graphic Panel for lower sidewalls (price per panel)		\$112.00	\$146.00	
<b>1M COUNTER GRAPHICS ***</b>				
Graphic panel for 1m counter - front panel		\$112.00	\$146.00	
Graphic panel for 1m counter - side panel (price per panel)		\$56.00	\$73.00	
<b>BANNER STAND GRAPHICS</b>				
Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of banner stand)		\$220.00	\$286.00	
		<b>TOTAL CUSTOM SIGNAGE</b>		

\*\*\* Artwork is direct print to PVC substrate (non-laminated)

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

**SIGNAGE (Show Signs & Custom Booth Graphics)**



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1658 Market Street  
Halifax, NS, B3J 0B7  
Tel. 902-425-1400 Fax. 902-423-4129  
E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:** May 20, 2019  
**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019  
**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**BOOTH CARPET and CARPET PADDING**

**Subject to availability**

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

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$141	\$175	
Broadloom - 10' x 20'		\$263	\$329	
Broadloom - 10' x 30'		\$399	\$499	
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.. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		x \$0.37	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.37	x	

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

<b>SUMMARY OF CARPET &amp; BOOTH CLEANING</b>
\$ _____
<i>Carry this total to Method of Payment Form</i>

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

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**CARPET & BOOTH CLEANING**



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 1658 Market Street  
 Halifax, NS, B3J 1K9  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019  
**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			
		<b>Total Weight</b>	

**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.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$62.00	\$124.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$62.00	\$558.00

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 material handling		/ 100			X	\$62.00	

**Freight accepted at Advance Warehouse:** May 6, 2019 **TO** May 27, 2019

**#REF!**

POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	\$62.00	
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**SUMMARY OF MATERIAL HANDLING**

\$ \_\_\_\_\_

Carry this total to Method of Payment form

Send completed form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018

**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.
- \* **Exhibitors may manage freight with the direction from Blue Nose Marathon Staff.**

### 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 ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.**

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm) **May 6, 2019** TO **May 27, 2019**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Halifax, NS, B3S 1B4

Show: **ACTIVE LIVING EXPO**

Exhibitor: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

.....

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

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm) **May 6, 2019** TO **May 27, 2019**

To: GLOBAL CONVENTION SERVICES  
120 Crane Lake Drive  
Halifax, NS, B3S 1B4

Show: **ACTIVE LIVING EXPO**

Exhibitor: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_





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**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

**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 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: \_\_\_\_\_

**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	\$59.00	
				x			x	\$59.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								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	\$59.00	
				x			x	\$59.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								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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1658 Market Street  
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**PRE-SHOW DEADLINE:** May 20, 2019  
**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

**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.**
- \* **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	\$525	\$635	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	
110 Volt, 15 amp duplex outlet for sign/banner		x	to be quoted	to be quoted	

**Installation to be completed by:** \_\_\_\_\_

**ON-SITE CONTACT & CELL NUMBER:** \_\_\_\_\_

**SUMMARY OF SIGN & BANNER HANGING**  
\$ \_\_\_\_\_  
*Carry this total to Method of Payment form*

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018



HALIFAX OFFICE:  
 1658 Market Street  
 Halifax, NS, B3J 1K9  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**PRE-SHOW DEADLINE:** May 20, 2019  
**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

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

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

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

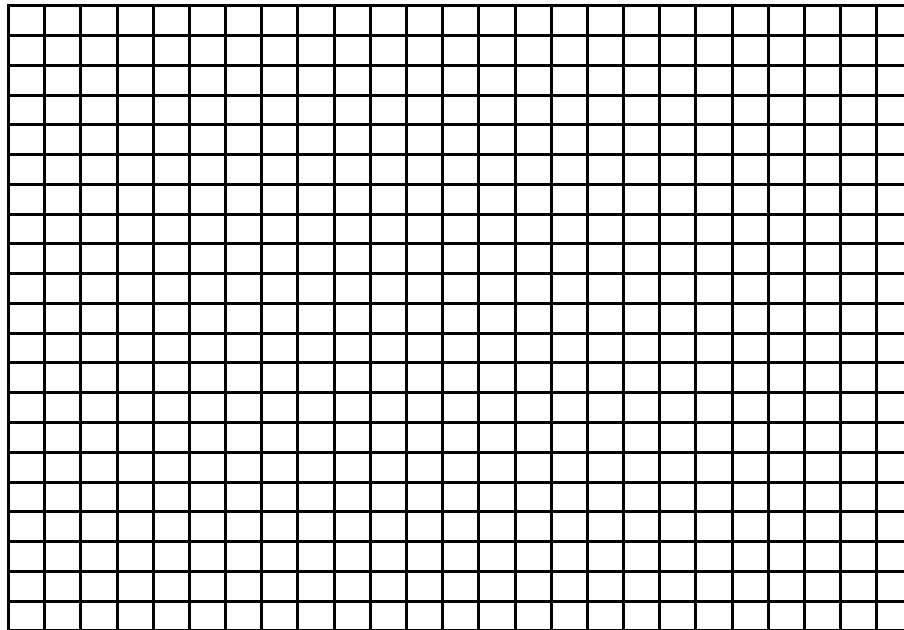
**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**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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Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca or fax (902) 423-4129

HCC-Revised Feb/2018



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 1658 Market Street Halifax, NS, B3J 1K9  
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 E-mail: info@globalconvention.ca  
 HST # 12259 9822 RT0001

**HALIFAX  
 CONVENTION  
 CENTRE**

**ORDERING DEADLINE:** May 27, 2019

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

**Exhibitor:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**PREPAYMENT REQUIRED**

Credit Card Type:  VISA  MASTERCARD  AMEX  
 Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_  
 Billing Address of Card Holder: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Company Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Card Holder Signature: \_\_\_\_\_

I HEREBY AUTHORIZE GLOBAL CONVENTION SERVICES AND/OR ITS AGENTS TO PROVIDE SERVICES AS OUTLINED IN THIS ORDER AND AGREE TO

**INTERNET SERVICES**

Item	Quantity	Unit Price	Total
Wired Internet Access - 10 Mbps		\$225.00	
Wired Internet Access - 20 Mbps		\$450.00	
Custom Internet Requirements - Greater Than 20 Mbps		to be quoted	
Rush charge on orders received after ordering deadline		\$50.00	
		<b>Sub-Total</b>	
		<b>15% HST</b>	
		<b>TOTAL</b>	

**PLEASE RETURN THIS FORM TO GLOBAL CONVENTION SERVICES BY ORDERING DEADLINE DATE ABOVE.**  
 Questions? Contact Global Convention Services at info@globalconvention.ca

HCC-Revised Mar/2018

**WIRED INTERNET**



**HALIFAX OFFICE:**  
 1658 Market Street  
 Halifax, NS, B3J 1K9  
 Tel. 902-425-1400 Fax. 902-423-4129  
 E-mail: info@globalconvention.ca

**EVENT NAME** ACTIVE LIVING EXPO **DATES** June 6-7, 2019

**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 Labor/Supervision <input type="checkbox"/> In-Booth Forklift <input type="checkbox"/> Other _____

INFORMATION
<ul style="list-style-type: none"> <li>* <b>Payment must accompany order. Order will not be processed without payment.</b></li> <li>* <b>Pre-Show pricing available until the date specified on order forms and when accompanied with payment.</b></li> <li>* <b>Global reserves the right to invoice at retail prices on orders received after pre-show deadline.</b></li> <li>* <b>Prices are based on duration of event and include site delivery, installation, and removal.</b></li> <li>* <b>Prices are in Canadian dollars.</b></li> <li>* <b>Exhibitors are responsible for damage or loss of rental material.</b></li> <li>* <b>Copy of invoice sent on request only.</b> <input type="checkbox"/> Mail     <input type="checkbox"/> Email</li> </ul>

CANCELLATION OF ORDERS
<ul style="list-style-type: none"> <li>* Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.</li> <li>* If full service has been provided - subject to a 100% cancellation fee (no refund).</li> <li>* <b>Upon arrival to your booth for set up</b>, confirm that all items pre-ordered have been delivered to your booth.</li> </ul> <p>Notify the Global Service Desk immediately for any missing items. <b>NOTE:</b> Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.</p>

PAYMENT INFORMATION
<input type="checkbox"/> <b>BANK TRANSFER &amp; e-TRANSFERS</b> * Contact office for details * Customers are responsible for any bank processing fees
<input type="checkbox"/> <b>CREDIT CARD</b> 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.
<input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>MasterCard</b> <input type="checkbox"/> <b>Amex</b> Purchase Order # (if applicable) _____ <b>(P.O. is for vendor's reference only. Payment must accompany order.)</b> Card # _____ Expiry Date _____ Cardholder Name _____ Cardholder Signature _____ Cardholder Telephone _____

CALCULATION OF ORDER	
Furnishings	\$ _____
Electrical	\$ _____
Signage	\$ _____
Material Handling	\$ _____
Carpet	\$ _____
Installation & Dismantle	\$ _____
Sign & Banner Hanging	\$ _____
Hardwired internet	\$ _____
<b>Total of Items</b>	<b>\$ _____</b>
<b>15% HST</b>	<b>\$ _____</b>
<b>TOTAL ORDER</b>	<b>\$ _____</b>
Canadian Funds	
HST # 12259 9822 RT0001	

**Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129**