

**SHOW INFORMATION**

*Visit our website to view our on-line catalogue*

**EVENT INFORMATION**

**Canadian School of Hydrocarbon Measurement**  
**June 21-22, 2022**  
Calgary TELUS Convention Centre  
Calgary, Alberta

**EXHIBITOR SERVICES DEPARTMENT**

**GLOBAL CONVENTION SERVICES**  
9168 - 52nd Street SE  
Calgary, AB T2C 5A9  
Telephone 403.273.8064  
E-mail: calgary@globalconvention.ca

**BOOTH EQUIPMENT**

**Each 10' x 10' booth package includes:**  
**8' high Blue draped backwall and 3' high Blue draped sidewalls**  
**1- 8' dressed table with white vinyl and blue skirting on 3 sides**  
**2- Padded chairs**  
**1 - Wastebasket**

**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 **June 8, 2022**.  
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 login and password supplied below.

Username: **HYDROAB22** Password: **2022**

**On-line ordering available until: June 15, 2022**

**EXHIBITOR MOVE-IN**

**TBC**

**EXHIBITOR MOVE-OUT**

**TBC**

**SHOW DATES & TIMES**

<b>Tuesday</b>	<b>June 21, 2022</b>	<b>TBC</b>
<b>Wednesday</b>	<b>June 22, 2022</b>	<b>TBC</b>

**MATERIAL HANDLING**

**ADVANCE SHIPMENTS ACCEPTED**

FROM **Wednesday June 1, 2022** TO **Wednesday June 15, 2022**

*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 can only arrive during Exhibitor move in.*

**SERVICES AVAILABLE**

On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.



# ELECTRICAL ORDER FORM

**MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3**

**PHONE (403) 273-8064 E-MAIL calgary@globalconvention.ca**

Global Convention Services is the exclusive provider of all electrical services. (See reverse/next page for Instructions and Conditions - Electrical)

**ADVANCE RATE DEADLINE DATE: Wednesday, June 8, 2022**

<b>NAME OF SHOW</b>	Canadian School of Hydrocarbon Measurement	<b>SHOW DATE(S):</b>	June 21-22, 2022
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**EXHIBITOR INFORMATION**

Booth #(s): \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**PAYMENT NOTICE**

This form is your official receipt. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. **ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.**

**ELECTRICAL SERVICES - DUPLEX OUTLETS**

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp, 120 Volt, Duplex Outlet	Standard Outlet	\$105.00	\$130.00	
	20 Amp, 120 Volt, Duplex Outlet		\$165.00	\$185.00	

**ELECTRICAL SERVICES - SINGLE PHASE SPECIAL POWER**

	20 Amp, Single-Phase, 208 Volt		\$250.00	\$325.00	
	30 Amp, Single-Phase, 208 Volt		\$350.00	\$400.00	
	50 Amp, Single-Phase, 208 Volt		\$375.00	\$450.00	

**ELECTRICAL SERVICES - 3-PHASE SPECIAL POWER**

	20 Amp, 3-Phase, 208 Volt		\$400.00	\$525.00	
	30 Amp, 3-Phase, 208 Volt		\$450.00	\$550.00	
	60 Amp, 3-Phase, 208 Volt		\$550.00	\$650.00	
	100 Amp, 3-Phase, 208 Volt		\$825.00	\$950.00	
	200 Amp, 3-Phase, 208 Volt		\$950.00	\$1,300.00	
	400 Amp, 3-Phase, 208 Volt		\$1,500.00	\$1,750.00	

**EQUIPMENT RENTAL (DUPLEX POWER IS NOT INCLUDED IN EQUIPMENT RENTAL)**

	Extension Cord (5m) <b>(Flat electrical cords are not available)</b>		\$15.00	\$20.00	
	Power Bar		\$15.00	\$20.00	

**ELECTRICIAN LABOUR (SEE REVERSE/NEXT PAGE - INSTRUCTIONS AND CONDITIONS - ELECTRICAL - POINT 2c, 4b, 4e & 4f)**

	M-F 0700-1700 (Minimum 1 Hour)		\$95.00	\$100.00	
	M-F 1700-0700 & All Days S & S (Minimum hours to be quoted)		\$165.00	\$215.00	
	Stat Holidays or Emergency Call In (Minimum 4 Hours)		<b>Price to be Quoted</b>		

**SPECIAL REQUIREMENTS (PLEASE CONTACT OPERATIONS AT 403-273-8064 FOR QUOTE ON SPECIAL REQUIREMENTS)**

Amps \_\_\_\_\_ Phase \_\_\_\_\_ Volts \_\_\_\_\_ NEMA Number \_\_\_\_\_

**MISCELLANEOUS CHARGES:** Description of Charge

If requesting power to be placed in particular locations, additional labour charges will apply. Also an electrical drawing must be included; if not, included power will not be installed until someone is on-site to direct electrician. If electrical needs to be installed under carpet, labour charge does not include cutting of any carpet. Arrangements must be made with your show services provider. Additional labour charges may apply for special connections or wiring. Please contact us.

	Subtotal	
	<b>TOTAL</b>	

Carry forward "Electrical" total to the "Method of Payment" form. Email both pages to calgary@globalconvention.ca

## GLOBAL CONVENTION SERVICES (GCS) INSTRUCTIONS AND CONDITIONS - ELECTRICAL

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
  - a) Exhibitor information must be marked on "Electrical Order Form" and "Method of Payment" form.
  - b) If paying by credit card, "Method of Payment" form must be filled in completely and clearly.
  - c) Payment in full for electrical services must accompany the order form and be in CANADIAN FUNDS.
- 2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES** (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations, at 403-273-8064, for pricing.)
  - a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department at GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. No exceptions.
  - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
  - c) **Labour Rate** – Will be charged in one-hour increments. Services are provided in the most convenient manner for GCS Electrician. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.
- 3) **REGULATIONS**
  - a) Exhibitors are not permitted to share electrical service; all orders must be placed individually.
  - b) Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
  - c) The use of external power sources i.e. batteries or generators to operate lights or other pieces of equipment must have approval by GCS.
  - d) All electrical connection, installations, assemblies, equipment, or motors must conform to all federal, provincial, and local electrical and fire codes.
  - e) Exhibitor's equipment must conform to GCS electrical receptacles, any adaptors or transforms required is the responsibility of the exhibitor.
  - f) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
  - g) GCS reserves the right to refuse service for situations it deems as unsafe.
  - h) Only GCS Electrician can make electrical connections, disconnections, modify system wiring or cabling. Unauthorized electrical disconnect, of power above a 15 amp 120-volt outlet, is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the Calgary TELUS Convention Centre staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.
- 4) **EQUIPMENT PROCEDURES**
  - a) One standard duplex receptacle supplies a maximum of 12 amps of electrical power at 120 volts. When exhibitor requirements exceed 12 amps, additional receptacles must be ordered to prevent overloading. Overloading of circuitry, regardless of voltage and amperage, will be excusable only on the first interruption of power; if a power interruption occurs again labour charges will apply.
  - b) On the 15-amp 120-volt outlet, Electrician labour is not required unless it needs to be placed in a particular location or if it needs to be hardwired.
  - c) GCS requires a scale drawing of your exhibit space showing where electrical connections need to be placed when paying for Electrician labour. A scale drawing must be provided when ordering any service over a 15-amp or for special connections.
  - d) Material and equipment provided by GCS for this order shall remain the property of GCS. Additional charges will apply for rental equipment that is damaged or not returned i.e. extension cords and power bars. Exhibitors will be responsible for the safekeeping of equipment during the show and returning GCS rented equipment at the end of the show.
  - e) There will be a labour charge to move/change the location of already installed electrical services.
  - f) Connection charges cover the cost of electrical connections to one point in booth. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.
- 5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**
  - a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
  - b) **PRICING:** GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
  - c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of the "Method of Payment" form with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
  - d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheque must be certified. Make cheque payable to: Global Convention Services Ltd.
  - e) **REFUNDS:** There will be no refunds for services ordered and installed but not used.
  - f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheque, declined or incorrect credit card information.
- 6) **CANCELLATION, CLAIMS OR DISCREPANCIES POLICY**
  - a) Any electrical services cancelled within 5 days of the show opening will be charged a cancellation fee. Orders cancelled on-site will be charged the full amount for the service(s) requested.
  - b) All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.
- 7) **EXCLUSIVITY AND LEGAL ENTITY**
  - a) GCS is the exclusive supplier of all electrical services within the Calgary TELUS Convention Centre (CTCC).



**INTERNET, TELEPHONE & CABLE TV ORDER FORM**

**MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3**  
**PHONE (403) 273-8064 E-MAIL calgary@globalconvention.ca**

Global Convention Services is the exclusive provider of all internet services. (See reverse/next page for Instructions and Conditions - Internet)

<b>EVENT ID:</b>		<b>ADVANCE RATE DEADLINE DATE:</b>	<b>Wednesday, June 8, 2022</b>
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<b>NAME OF SHOW</b>	Canadian School of Hydrocarbon Measurement	<b>SHOW DATE(S):</b>	June 21-22, 2022
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**EXHIBITOR INFORMATION**

Booth #(s): \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**PAYMENT NOTICE**

**This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.**

**WIRED INTERNET SERVICES**

Quantity	Service Type	Advance Rate	Regular Rate	Total
	<b>Shared High Speed Internet with 1 IP Address</b> (Service includes 1 cat 5 cable) (See point 4a. On the GCS - Instruction and Conditions - Internet)	\$200.00	\$350.00	
	<b>E-10 Internet (Dedicated Port) with 1 IP Address</b> - 10 MB Ethernet connection with NAT and DHCP Service. (Service includes 1 cat 5 cable)	\$300.00	\$600.00	
	<b>Additional IP Addresses for Shared or E10 Internet</b> - Each device connected to the internet is subject to the additional IP Addresses charges	\$100.00	\$150.00	

**WIRELESS INTERNET SERVICES**

	<b>Premium Wireless Internet - Price is per connection, per day. Connection is per device and is not transferable to another device once connected.</b> Can be used for high volume internet usage, streaming videos or presentations.			
	<b>Premium Wireless Internet (1 to 9 Connections) - per Connection, per day</b>	\$25.00	\$45.00	
	<b>Premium Wireless Internet (10+ Connections) - per Connection, per day</b>	\$15.00	\$35.00	
	<b>Number of Connections Required</b> _____ <b>Date Internet is to be active</b> _____ <b>Date internet Disconnected</b> _____	<b>Number of Days Requested:</b> _____ X \$ _____		
	<b>Additional Premium Wireless Internet Connections Ordered On-Site</b> _____ # Connections x _____ # of Days x _____ \$ _____			

**TELEPHONE SERVICES**

	<b>Telephone Line - Local/800 calling only</b> (Line is an analog, Dial "9" to make outgoing calls. Incoming calls go directly to local assigned)	\$150.00	\$200.00	
	<b>Programming Charge to have Long Distance Access</b>	\$10.00	\$20.00	

\* Long distance charges (This area will be completed by the Operations Department). Long distance charges can only be paid by credit card.

**CABLE TV**

	<b>Cable TV Connection</b> - Standard resolution - Please contact the Operations Department regarding channel availability.	\$150.00	\$200.00	
	<b>IT Technician Labour (Min. 1 Hr)</b> - Time Technician Required: _____ Description of Labour: _____	\$110.00	\$150.00	

**MISCELLANEOUS SERVICES**

	<b>Computer Rental</b> - Includes rental of computer and one wireless internet connection. Computer includes 24" monitor, Windows 7, Office 2007 and Internet Explorer 8. See page 2, point 4h & 4i (limited quantities available)	\$400.00	\$500.00	
	<b>Hub Rental</b> - See page 2, point 4e (limited quantities available)	\$75.00	\$95.00	
	<b>Patch Cables, 25'</b> (Cables not returned or damaged will incur a \$35.00 replacement fee)	\$25.00	\$35.00	

For additional information on special services or networking services, contact the IT Department 403-273-8064	Subtotal	
	Total	

Carry forward "Internet" total to the "Method of Payment" form. Email both pages to calgary@globalconvention.ca

## GLOBAL CONVENTION SERVICES (GCS) INSTRUCTIONS AND CONDITIONS - INTERNET, TELEPHONE & CABLE TV

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
  - a) Exhibitor information must be completed and clearly indicated on "Internet, Telephone & Cable TV" form along with "Method of Payment" form.
  - b) If paying by credit card, "Method of Payment" form must be filled in completely and clearly.
  - c) Payment in full for electrical services must accompany the order form and be in CANADIAN FUNDS.
- 2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES** (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations, at 403-273-8064, for pricing.)
  - a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department at GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. NO EXCEPTIONS.
  - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
  - c) **Labour Rate** – GCS IT Technicians' service hours are Monday to Friday between 7am and 5pm. Should a technician be required during off hours, service charges may apply. Labour rates for GCS IT Technicians' will be charged in one-hour increments. Services are provided in the most convenient manner for the GCS Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.
- 3) **REGULATIONS AND LIMITATION OF LIABILITY**
  - a) Exhibitors are not permitted to share any type of telecommunication or internet services. All orders must be placed individually.
  - b) All electronic equipment must conform to all federal, provincial, and local electrical and fire codes.
  - c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
  - d) Exhibitors shall not permit any of its users or other third parties to:
    - i. Restrict or inhibit any other user from using and enjoying the internet. Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any provincial, federal or international law, including without limitation, export control laws and regulations. Post or transmit any information or software that contains a virus, worm, or other harmful component.
    - ii. Upload, post, publish, transmit, reproduce or distribute in any way, information, software or other material obtained through the internet which is protected by copyright or other proprietary right, without obtaining permission of the copyright owner or right holder.
    - iii. Abuse or fraudulent use of the internet in any way not specifically set forth above.
  - e) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the GCS Technician or its internet service provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither GCS nor its internet service provider warrants that the service will be uninterrupted or error free or that any information, software, or other material accessible on the internet is free of viruses, worms, Trojan horses or other harmful components.
  - f) Under no circumstances shall GCS or its internet service provider be liable for any direct, indirect, incidental, special punitive or consequential damages that result in any way from Exhibitor's or its users' use of or inability to use the service or to access the internet or any part thereof, or Exhibitor's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
- 4) **SERVICES AND EQUIPMENT PROCEDURES**
  - a) **Shared High Speed Internet** – The Internet is a shared environment and as such, actual speed will vary.
  - b) **Premium Wireless Internet** – Accessing this connection is dedicated to first device connected; it is not transferable. The internet is shared environment; actual speed will vary.
  - c) **Connecting to the Shared High Speed, Premium Wireless, or E10 Internet Connection** - IP address for the Exhibitor's computer will be issued automatically using DHCP/No Proxy Service. It is the responsibility of the Exhibitor to ensure their computer is properly configured for the internet connection.
  - d) **Additional IP Addresses** – All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the GCS IT Department. To share the connection with more than one computer a hub maybe required. Client can provide hub or it can be rented from GCS.
  - e) **Casual Wireless Internet** – SSID for this site is CTCCWIFI. Terms and conditions for this service are listed on the internet portal.
  - f) **No active network devices i.e. routers, proxy servers or wireless access points or routers, bridges, etc. are permitted on the shared internet connection.** The E10 service must be ordered and any active network devices i.e. routers, proxy services or wireless access points, bridges, etc. must be approved by the GCS IT Department. Any use of this equipment without approval will have the service disconnected and will be subject to additional charges.
  - g) **Telephone** – Need to dial "9" for outside line, any incoming calls will go directly to the assigned number.
  - h) **Cable TV** – Please contact the Operations Department regarding channel availability or for any other special cable TV requests.
  - i) Any equipment that is found to be causing disruptions to any part of the GCS infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of GCS IT Department. Exhibitor may be subject to additional charges to correct problem.
  - j) Material, cables, and equipment provided by GCS for this order shall remain the property of the GCS. Exhibitors are responsible for the safekeeping of equipment and cables during the show and returning the GCS rented equipment and cables at the end of the show. Any damaged equipment cables, equipment will be billed to the exhibiting company.
  - k) **Computer Rental** – The rented computer will not be dropped off in booth until an "Equipment Rental Agreement" is signed by Exhibitor on-site accepting the computer. If the computer is lost or damaged, the replacement cost will be approximately \$2,000.00. No applications or other software may be downloaded or installed on the computer without prior consent. If applications or software are downloaded or installed on computer, additional charges may be applied.
  - l) Only GCS personnel are authorized to modify system wiring or cabling. Any damage to cables or equipment will be billed to the exhibiting firm, plus an administration fee.
  - m) If requesting internet, telephone, or cable tv connections to be placed in particular locations additional labour charges will apply and a detailed drawing must be provided. If cable(s) need to be run under carpets, arrangements must be made with the show services provider to have carpet cut.
  - n) **Internet Service requirements/client responsibilities** – It is the responsibility of the client to provide the following:
    - i. Computers, workstations, etc. Electrical services for your booth, room, or service location.
    - ii. Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) or wireless 802.11G network interface card for each computer. Network Driver: (TCP/IP). Proper configuration of computer equipment for TCP/IP Connection.
    - iii. Up-to-date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being suspended until software is installed or activated.
- 5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**
  - a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
  - b) **PRICING:** GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
  - c) **CREDIT CARD: Exhibitors paying by credit card:** Completion of the "Method of Payment" form with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
  - d) **CHEQUE: Exhibitors paying by cheque:** Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheques must be certified. Make cheque payable to: Global Convention Services Ltd.
  - e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
  - f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.
- 6) **CANCELLATION, CLAIMS OR DISCREPANCIES POLICY**
  - a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, priced to be quoted. Orders cancelled on-site will not be refunded.
  - b) All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.
- 7) **EXCLUSIVITY AND LEGAL ENTITY**
  - a) GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).

**EQUIPMENT & FURNISHINGS RENTAL**

**Event Name** Canadian School of Hydrocarbon Measurement **Date(s)** June 21-22, 2022

**Pre-Show Price Deadline:** June 8, 2022

**Ordering Deadline:** June 15, 2022 **Contact office for availability after this date**

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

**TABLES**  
*Dressed tables are show colour unless otherwise*

Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$40	\$49	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$68	\$84	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$75	\$95	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$86	\$108	
29" High Extra Skirt (To Skirt 4th Side)		\$40	\$49	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$58	\$76	
2'x4' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$88	\$109	
2'x6' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$96	\$117	
2'x8' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$108	\$129	
39" High Extra Skirt (To Skirt 4th Side)		\$45	\$54	
Show Table (30" Round, 29" High)		\$71	\$85	
Bistro Table (30" Round, 41" High)		\$89	\$109	

**SUB-TOTAL TABLES**

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

Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$18	\$21	
Fabric Side Chair (Grey, Padded)		\$39	\$49	
Bistro Stool (Padded Seat with Back)		\$59	\$73	

**SUB-TOTAL SEATING**

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

Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Folding Chairs)		\$89	\$112	
Bistro Grouping (1 Bistro Table/2 Bistro Stools)		\$183	\$224	

**SUB-TOTAL GROUPINGS**

**SPECIALTY ITEMS & ACCESSORIES**  
*All items subject to availability*

Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$183	\$219	
Literature Rack (Floor Model, 10 pkts)		\$121	\$145	
Coffee Table		\$85	\$103	
Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions)		\$55	\$69	
Easel (Aluminum, Tri-Pod, Floor Model)		\$34	\$41	
Wastebasket		\$14	\$18	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		\$65	-	
1m Counter with Locking Door		\$110	\$132	

**SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES**

**PIPE & DRAPE - Rented by Lineal Foot**

*Specify Colour Choice:*

**Show Colour**    **Blue**    **Green**    **Silver**    **Black**

Description	Qty.	Pre-Show	Retail	Amount
3' High Pipe & Drape		3.89/ft	4.88/ft	
8' High Pipe & Drape		4.41/ft	5.51/ft	

**SUB-TOTAL PIPE & DRAPE**

**SUMMARY OF EQUIPMENT & FURNISHINGS**

Tables	\$	
Seating	\$	
Groupings	\$	
Specialty Items & Accessories	\$	
Pipe & Drape	\$	
<b>TOTAL</b>	<b>\$</b>	

**Carry this total to Method of Payment form**

**DISPLAYS**

<b>Event Name</b>	Canadian School of Hydrocarbon Measurement	<b>Date(s)</b>	June 21-22, 2022
<b>Pre-Show Price Deadline:</b>	June 8, 2022		
<b>Ordering Deadline:</b>	June 15, 2022	Contact office for availability after this date	

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

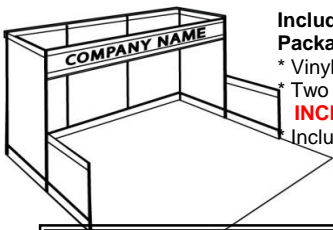
**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**PORTABLE DISPLAYS**

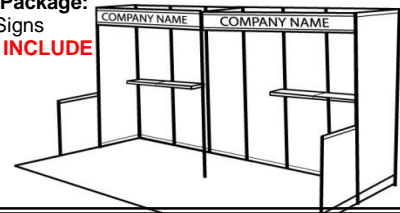
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$440	\$528	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$115	\$139	
<b>SUB-TOTAL PORTABLE DISPLAYS</b>				

**HARDWALL BOOTH PACKAGES**



**Included in 10' x 10' Hardwall Package:**  
 \* Vinyl Lettered Company Sign  
 \* Two Arm Lights **(DOES NOT INCLUDE POWER)**  
 Includes Set Up & Dismantle

**Included in 10' x 20' Hardwall Package:**  
 \* Two Vinyl Lettered Company Signs  
 \* Four Arm **Lights (DOES NOT INCLUDE POWER)**  
 \* Four Shelves  
 \* Includes Set Up & Dismantle



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

**10' x 10' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$970	\$1,175	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

**10' x 20' Hardwall Booth Packages**

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,448	\$1,798	
Shelving (White Melamine, 1m long x 12" deep)		\$28	\$30	

**SUB-TOTAL HARDWALL BOOTH PACKAGES**

**REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES**

**Headers:** Black vinyl 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 PORTABLE & HARDWALL DISPLAYS**

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

**Carry this total to Method of Payment form**

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

<b>Event Name</b>	Canadian School of Hydrocarbon Measurement	<b>Date(s)</b>	June 21-22, 2022
<b>Ordering Deadline:</b>	June 10, 2022	<b>Contact office for availability after this date</b>	

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

**Contact Name:** \_\_\_\_\_

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

**VINYL LETTERED SIGNS**

- \* Signage prices listed are for 10 words or less - ONE colour cut vinyl only (no logos).
- \* Quote will be issued for text over 10 words.
- \* Standard font is "Arial Black", all CAPS, unless otherwise specified by exhibitor.
- \* One colour vinyl lettering on white Corex (corrugated plastic).
- \* Vinyl colours available - black, blue, green, red.
- \* Sizes listed are standard sizes. Contact office for quote on specialty sizes.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)				
Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
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	

VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Rush	Amount
28" X 22"		\$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	
<b>TOTAL VINYL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
W

H

I would like my  
sign(s) to  
read:

H

**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth rental with custom artwork.
- \* Contact our office for other display options such as vinyl banners and show signage.
- \* We feature in-house graphic designers at a rate of \$75 per hour to design your artwork per your specifications.
- \* A signage specification sheet will be supplied at time of order which details our preferred file formats.
- \* Panel sizes and date for artwork deadline will be supplied at time of order.

Description	Quantity	X	Unit Price	RUSH	Amount
10' Custom Header (For hardwall booths)		x	\$157.50	\$204.75	
<b>TOTAL CUSTOM SIGNAGE</b>					

<b>SUMMARY OF SIGNAGE</b>
\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
<i>Carry this total to Method of Payment form</i>





### 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 labour 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, labour 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 basis. To save money, ship all freight together.
- \* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

### ADVANCED TO WAREHOUSE PRE-SHOW SHIPMENT

- \* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 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 SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES \*\*\***

- \* Shipments that have been pre-arranged with Global Convention Services are 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 Advance Warehouse with fees charged to exhibitor.
- \* 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 be "forced freight" back to the Global advance warehouse where material handling fees will be applied.**
- \* 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.**

**ADVANCE MATERIAL HANDLING**

**Event Name** Canadian School of Hydrocarbon Measurement **Date(s)** June 21-22, 2022

**Material Handling Form to be submitted by:** June 8, 2022

**Freight accepted at advance warehouse:** June 1, 2022 TO June 15, 2022

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

<b>Booth #</b>
<b>Booth Size</b>

**See next pages for shipping labels.**

**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 lbs charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

<b>EXAMPLES</b>	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.	90	/ 100	0.9	2	X	\$65.00	\$130.00
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$65.00	\$585.00

Service Type (see descriptions below)	Total Weight		CWT (100 lbs)	Round up CWT (100 lbs)	X	Price per CWT (100 lbs)	Estimated Total Cost (200 lb. Min.)
ADVANCED SHIPMENT		/ 100			X	\$65.00	
RETURN TO WAREHOUSE		/ 100			X	\$65.00	

**ADVANCED SHIPMENT**

**Description:** Receipt and storage of pre-paid freight at Global advance warehouse prior to event; delivered to your booth; collection, storage & return of empty containers, crates & etc; and event site reloading of shipment from booth onto designated outbound carrier.

- \* Collect shipments **will not** be accepted.
- \* Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- \* 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.**
- \* Billing is based on a per shipment basis. To save money, ship all freight together.
- \* **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

**RETURN TO WAREHOUSE**

**Description:** Return of freight back to Global advanced warehouse after the event.

- \* 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.**

**All Direct Shipments must be pre-arranged with Global Convention Services.**

**SUMMARY OF MATERIAL HANDLING**

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

Carry this total to Method of Payment form

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE**

Freight accepted at advance  
warehouse (Mon-Fri, 9am-3pm)

**June 1, 2022**

TO

**June 15, 2022**

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

Show: Canadian School of Hydrocarbon Measurement

Exhibitor: \_\_\_\_\_

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

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

**USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE**

Freight accepted at advance  
warehouse (Mon-Fri, 9am-3pm)

**June 1, 2022**

TO

**June 15, 2022**

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9168 52nd Street SE  
Calgary, AB T2C 5A9

Show: Canadian School of Hydrocarbon Measurement

Exhibitor: \_\_\_\_\_

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

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



Mailing:  
9168-52nd St SE, Calgary, AB, T2C 5A9  
Telephone: (403) 273-8064  
Email: calgary@globalconvention.ca

**DISPLAY INSTALLATION  
& DISMANTLE**

<b>Event Name</b>	Canadian School of Hydrocarbon Measurement	<b>Date(s)</b>	June 21-22, 2022
<b>Ordering Deadline:</b>	June 15, 2022	Orders after this date must be placed on-site	

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

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Booth Size

**EMERGENCY CONTACT NAME & CELL NUMBER:**

**IMPORTANT INFORMATION**

- \* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- \* Minimum **4** hour call out, per man, on labour and stand-by.
- \* Global supervised rate is 25% of total labour. *Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.*
- \* **Supervised labour 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:  From advance warehouse  \*\*\*Direct to Show Site\* Carrier: \_\_\_\_\_

Expected number of pieces & weight: \_\_\_\_\_

**\*\*\*INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES\*\*\***

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	\$65.50	
				x			x	\$65.50	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								<b>ESTIMATED INSTALLATION</b>	

**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	\$65.50	
				x			x	\$65.50	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								<b>ESTIMATED DISMANTLE</b>	

**SUMMARY OF DISPLAY INSTALLATION & DISMANTLE**

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

*Carry this total to Method of Payment form*



Mailing: 9168 52nd Street SE, Calgary, AB  
T2C 5A9  
Email:calgary@globalconvention.ca

**PRE-SHOW DEADLINE:** June 8, 2022  
**ORDERING DEADLINE:** June 15, 2022

**EVENT NAME** Canadian School of Hydrocarbon Measurement **DATES** June 21-22, 2022

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

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

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

**\*\*\*PLEASE SEE GLOBAL COVID-19 PRODUCT BROCHURE FOR PICTURES\*\*\***

**Safe Exhibiting Accessories**

Description	Qty.	Pre-Show	Rush	Amount
<b>BARRIERS***</b>				
Non Pourous Clear Vinyl Barrier (10' wide)		\$200.00	\$250.00	
Medium Plexi Barrier (1m wide)		\$265.00	\$310.00	
Large Plexi Barrier (2.5m wide)		\$325.00	\$396.00	
<b>COUNTERS***</b>				
1m counter with Plexi		\$330.00	\$412.00	
2m Registration counter with Plexi		\$660.00	\$824.00	
<b>DIVIDERS***</b>				
3' drape (per linear ft.)		\$3.60	\$6.20	
Velvet Rope & Stanchion		\$3.50	\$4.50	
Expandable Tape & Stanchions		\$3.75	\$5.00	
Description	Qty.	Pre-Show	Rush	Amount
<b>GRAPHICS***</b>				
Custom Floor Graphics (based on 1 sq.ft. each) Arrows, Stop Signs, complete with logo)		\$12.50	Pre-Order Only	
<b>Misc.***</b>				
Self Standing Hand Sanitizer Dispenser		\$109.00	\$149.00	
			<b>TOTAL</b>	

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

**Safe Exhibiting Accessories**

**METHOD OF PAYMENT**

**Event Name** Canadian School of Hydrocarbon Measurement **Date(s)** June 21-22, 2022

**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** **CALCULATION OF ORDER**

**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.

**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 \_\_\_\_\_

Electrical	\$	_____
Internet	\$	_____
Equipment	\$	_____
Display	\$	_____
Signage	\$	_____
Advance Material Handling	\$	_____
Labour	\$	_____
Safe Exhibiting	\$	_____
<b>Sub-Total</b>		\$ _____
<b>5% GST</b>		\$ _____
<b>TOTAL ORDER</b>		\$ _____

GST# 12259 9822 RT0001 Canadian Funds