



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

**ADVANCE DEADLINE:** March 7, 2024  
**ORDERING DEADLINE:** March 12, 2024

**EVENT NAME** Greater Moncton Home Show **DATES** March 21-23, 2024

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

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

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

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

Description	Qty	Advance	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$52	\$68	
2'x4' Skirted Table-30" High (Vinyl Top, Skirted 3 Sides)		\$70	\$91	
2'x6' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$75	\$98	
2'x8' Skirted Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$85	\$111	
30" High Extra Skirt (To Skirt 4th Side)		\$39	\$51	
Vinyl Top Table 40" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$62	\$81	
2'x4' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$88	\$114	
2'x6' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$92	\$120	
2'x8' Raised Skirted Table-40" High (Vinyl top, Skirted 3 Sides)		\$104	\$135	
40" High Extra Skirt (To Skirt 4th Side)		\$46	\$60	
Meeting Table (30" Tall, 30" Dia)		\$75	\$98	
Cruiser Table (40" Tall, 30" Dia)		\$85	\$111	
Cruiser Table w/Black Spandex		\$113	\$147	

**SUB-TOTAL TABLES**

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

Description	Qty	Advance	Retail	Amount
Folding Chair (Black)		\$19	\$25	
Fabric Side Chair (Grey, Padded Seat & Back)		\$43	\$56	
Bar Height Stool w/Wire Back (Padded Seat)		\$89	\$116	
"Z" Stool		\$49	\$64	

**SUB-TOTAL SEATING**

**PREMIUM SEATING**  
**\*\* All items subject to availability**

Description	Qty	Advance	Retail	Amount
Leather Tufted Padded Stool White ( ) Black ( )		\$89	\$116	
Squared Back Leather Club Chair White ( ) Black ( )		\$252	\$328	
Squared Back Leather Loveseat White ( ) Black ( )		\$399	\$519	

**SUB-TOTAL PREMIUM SEATING**

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

Description	Qty	Advance	Retail	Amount
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$18	\$23	
Literature Rack (Floor Model)		\$121	\$157	
Coffee Table		\$90	\$117	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$36	\$47	
Bag Holder (1m tall, 2 arms)		\$51	\$66	
Easel (Aluminum, Tri-Pod, Floor Model)		\$38	\$49	
Wastebasket		\$18	\$23	
Plant (Tropical, 3'-4' High) * Contact Global for quote.				

**SUB-TOTAL ACCESSORIES**

**MISCELLANEOUS**

Description	Qty	Advance	Retail	Amount

**SUB-TOTAL MISCELLANEOUS**

**SUMMARY OF FURNISHINGS**

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Miscellaneous	\$	
<b>TOTAL</b>	<b>\$</b>	

*Carry this total to Method of Payment form*

**FURNISHINGS & ACCESSORIES**



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**BOOTH CLEANING**

Service Option		Booth Size		Total Sq. Ft.	X	Advance	Retail	Total
<b>A</b>	Initial vacuum before first day only		x		x	\$0.45	\$0.59	
<b>B</b>	2 Day Service: Daily vacuum & empty waste basket		x		x	\$0.90	\$1.18	
<b>C</b>	3 Day Service: Daily vacuum & empty waste basket		x		x	\$1.35	\$1.77	
<b>SUB-TOTAL BOOTH CLEANING</b>								

**SPECIAL INSTRUCTIONS:**

**BOOTH CLEANING**

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

*Carry this total to Method of Payment Form*

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

EAST (CS) Jan/2024

**Booth Cleaning**



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**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: _____	<b>Is power required:</b> _____
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: _____	<b>Is power required:</b> _____
Banner/Sign Placement (i.e. centered with table): _____	Banner/Sign Height From Ground: _____

Description of Labor	# of Banners	x	Up to Advance	After Advance	Total
			Deadline	Deadline	
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$505	\$656	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	

**\*\* Electrical form must be completed if banner/sign requires power.**

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

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

<b>SUMMARY OF SIGN &amp; BANNER HANGING</b>
\$ _____
<i>Carry this total to Method of Payment form</i>

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca



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

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

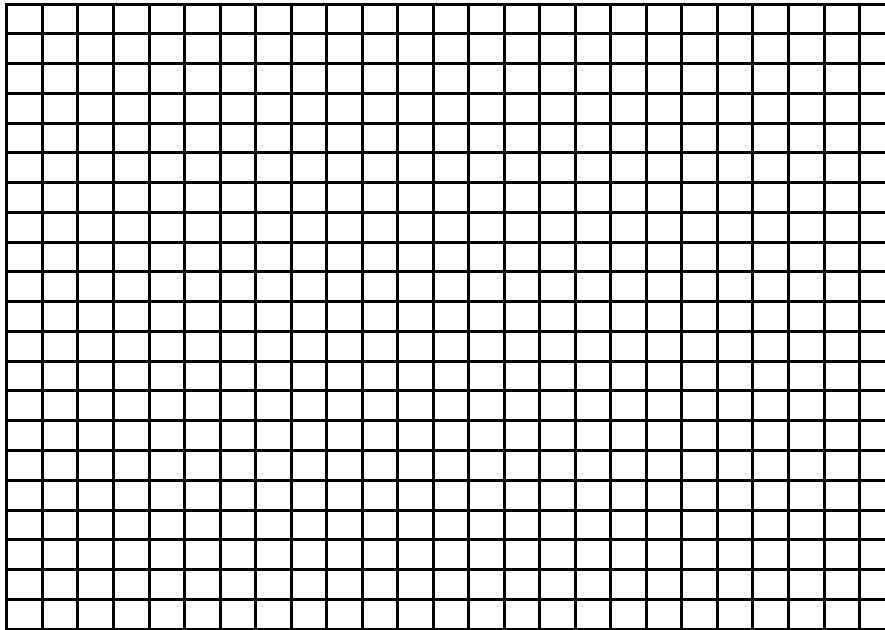
**DIAGRAM SPECIFICATIONS**

- \* **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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca

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**METHOD OF PAYMENT**

**Exhibiting Company Information**

Exhibiting Company: _____	<b>Booth #</b>
Exhibiting Company Billing 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-transfers to: [accounting@globalconvention.ca](mailto:accounting@globalconvention.ca)
- \* Contact office for Bank Transfer details
- \* Customers are responsible for any bank processing fees

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor & material handling.

**CALCULATION OF ORDER**

Furnishings & Accessories	\$	_____
Booth Cleaning	\$	_____
Sign & Banner Hanging	\$	_____

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

Visa   
  MasterCard   
  Amex   
 2.75% Convenience Fee to be applied  
 Purchase Order # (if applicable) \_\_\_\_\_  
**(P.O. is for vendor's reference only. Payment must accompany order.)**  
 Card # \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ CVV # \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Cardholder Telephone \_\_\_\_\_

Total of Items	\$	_____
15% HST	\$	_____
<b>TOTAL</b>	\$	_____
2.75% Convenience Fee	\$	_____
<b>TOTAL ORDER (CDN)</b>	\$	_____

HST # 12259 9822 RT0001

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