Phone: (780) 499-3321 Email: abeynon-bell@globalconvention.ca

Alberta Equipment Expo

April 22-23, 2027
Edmonton EXPO Centre - Hall A B C, Edmonton, AB

Global Convention Services is pleased to be appointed as the official Service Contractor for this event. In the following pages, please find the necessary forms and information that will assist you with a successful exhibition experience.

Be sure to take advantage of discounted rates on various items. To receive the discounted rate, submit your completed forms along with the Method of Payment Form by:

Thursday, April 1, 2027

Should you have any questions, please feel free to contact our Exhibitor Services team who will be happy to assist you with your needs.
We look forward to working with you on this event and wish you a successful show.

CONTENTS

Show Information & Dates..... 2
Custom Exhibit Booths..... 3
Tables, Seating & Drape Order Form..... 4
Accessories & Counters Order Form..... 5
Carpet & Booth Cleaning Order Form..... 6
Hardwall Displays Order Form..... 7
Signage & Graphics Order Form..... 8
Material Handling Order Form..... 9
Terms & Conditions..... 10
Advance Warehouse Shipping Labels..... 11
Direct to Show Site Shipping Labels..... 12
Post-Show Warehouse Labels..... 13
I & D Labour Order Form..... 14
In-Booth Forklift Order Form..... 15
Method of Payment Form..... 16

Alberta Equipment Expo
April 22-23, 2027
Edmonton EXPO Centre, Hall A B C
Edmonton, AB

Event Information

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
6030 - 83 Street NW, Edmonton, AB, T6E 5B9

Phone: (780) 499-3321
Email: abeynon-bell@globalconvention.ca

BOOTH EQUIPMENT

Each Booth up to 599 Sq. Ft consists of the following:

* 8' High Black Backwall Drape and 4' High Black Sidewall Drape
* Daily Booth Vacuuming
* Forklift Service (up to 5000lbs) to and from facilty dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.
* Empty container Storage
* Grey Booth Carpet

Each Booth 600 sq. ft & up consists of the following:

* Daily Booth Vacuuming
* Forklift service (up to 5000lb forklift) to and from facility loading dock. Does not include special lifting equipment or in-booth forklift service or moving of equipment.
* Empty Container Storage

** Note: The Trade Show floor is NOT carpeted. Refer to the Carpet Order Form should you wish to rent carpet for your booth. **Bulk booth spaces 600 sq.ft and over** do NOT receive booth carpet but can be ordered by completing the enclosed Carpet Form

^^ Electrical services are provided by ShowTech Power and Lighting. 780-429-1162.
Edmonton@showtech.ca

PRICING DEADLINES

In order to receive discounted rates on selected items, we must receive your order and payment by the advance price deadline. Orders received after this date will be subject to Retail prices.

ADVANCE PRICE DEADLINE
April 1, 2027

Ordering for this event will be available until the ordering deadline. Please contact our Exhibitor Services Department for availability after this date.

ORDERING DEADLINE
April 15, 2027

EXHIBITOR MOVE-IN

Tuesday	**April 20, 2027**	**8:00 AM**	**-**	**6:00 PM**	Larger Booth Move-In - **By Appointment Only**
Wednesday	**April 21, 2027**	**8:00 AM**	**-**	**6:00 PM**	

EXHIBITION DATES

Thursday	**April 22, 2027**	**9:00 AM**	**-**	**5:00 PM**
Friday	**April 23, 2027**	**9:00 AM**	**-**	**4:00 PM**

EXHIBITOR MOVE-OUT

Friday	**April 23, 2027**	**4:00 PM**	**-**	**11:59 PM**

MATERIAL HANDLING

** **Global Convention Services does not offer shipping, customs, or brokerage services. Please refer to the Material Handling pages for further information, costs and shipping labels.**

ADVANCE SHIPMENTS: To arrive between the dates indicated below. Freight received at advance warehouse prior to or after these dates will be subject to a 20% surcharge.

START DATE **Monday, March 22, 2027**

END DATE **Tuesday, April 13, 2027**

Please call us at (587) 855-0531 to book a delivery appointment before shipping to our warehouse.

To expedite the move-in process, we highly recommend sending all materials to the Global Advance Warehouse.

** *In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.*

** *Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions or limitations.*

DIRECT TO SITE SHIPMENTS: To arrive during scheduled exhibitor move-in times only!!!

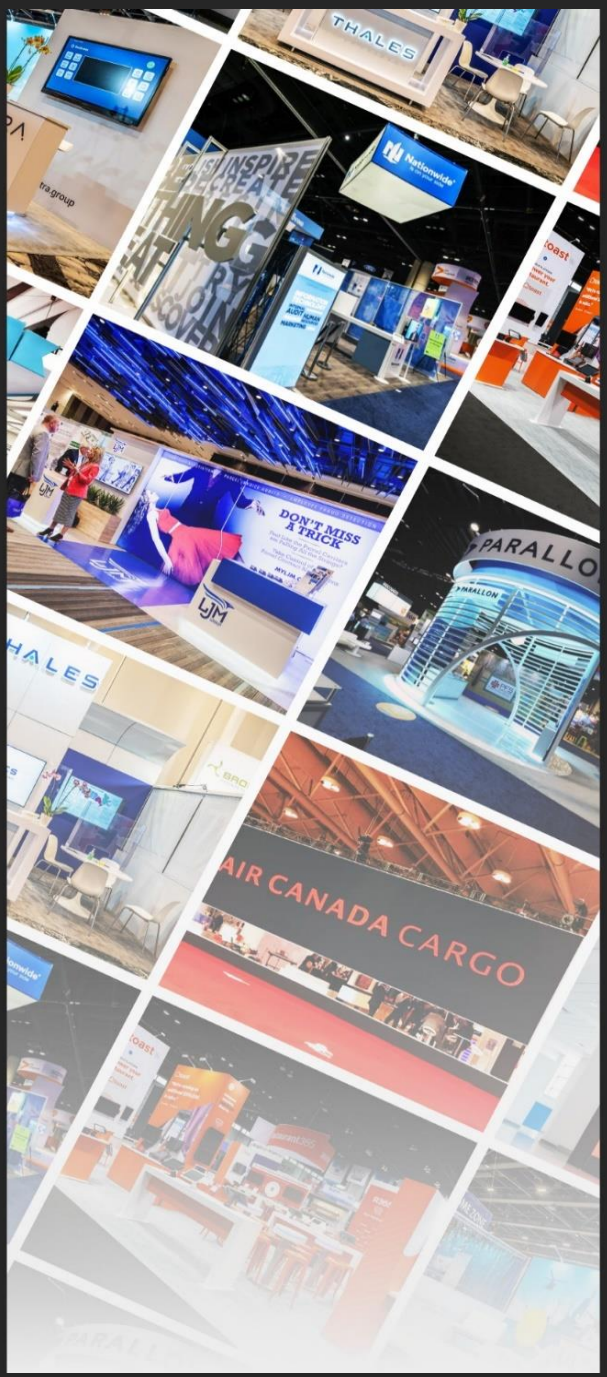
** *Freight received at venue in advance of exhibitor move-in risk having freight either refused by the venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.*

POST-SHOW STRANDED FREIGHT: Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.

GLOBAL
CONVENTION SERVICES

Want to really STAND OUT In the crowd?

Custom Built Exhibit Booths and Accessories



Please contact us at
info@globalconvention.ca

To Get A Quote

globalconvention.ca

GLOBAL CONVENTION SERVICES
6030 - 83 Street NW, Edmonton, AB, T6E 5B9
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ADVANCE DEADLINE: April 1, 2027
ORDERING DEADLINE: April 15, 2027

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

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

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

Description	Qty	Advance	Retail	Total
30" Height Tables				
2'x4' Vinyl Top Table - No Skirt		$81	$106	
2'x6' Vinyl Top Table - No Skirt		$91	$119	
2'x8' Vinyl Top Table - No Skirt		$109	$142	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		$125	$163	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		$133	$173	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		$150	$195	
30" High Extra Skirt (To Skirt 4th Side)		$70	$91	
40" Counter Height Tables				
2'x4' Raised Vinyl Top Table - No Skirt		$100	$130	
2'x6' Raised Vinyl Top Table - No Skirt		$114	$149	
2'x8' Raised Vinyl Top Table - No Skirt		$131	$171	
2'x4' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		$149	$194	
2'x6' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		$163	$212	
2'x8' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		$186	$242	
40" High Extra Skirt (To Skirt 4th Side)		$81	$106	
Round Pedestal Tables				
Meeting Table (30" Tall, 30" Dia)		$117	$153	
Cruiser Table (40" Tall, 30" Dia)		$203	$264	
Cruiser Table w/Black Spandex		$237	$309	
SUB-TOTAL TABLES				

SEATING
**** All items subject to availability ****

Description	Qty	Advance	Retail	Total
Folding Chair (Black)		$29	$38	
Fabric Side Chair (Padded Seat & Back)		$85	$111	
Bar Height Stool (Grey Fabric, Padded Seat)		$141	$184	
SUB-TOTAL SEATING				

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

Leather Tufted Padded Stool White ( ) Black ( )		$197	$257	
Squared Back Leather Club Chair White ( ) Black ( )		$487	$634	
Squared Back Leather Loveseat White ( ) Black ( )		$662	$861	
Squared Back Leather Sofa White ( ) Black ( )		$723	$940	
SUB-TOTAL PREMIUM SEATING				

DRAPE & HARDWARE
**** Rented in 10' Increments ****

☐ Blue ☐ Silver ☐ Black ☐ Green ☐ Show

4' High Pipe & Drape - per lin.ft.		$9.75	$12.68	
8' High Pipe & Drape - per lin.ft.		$12.55	$16.32	
Steel Only, No Drape (Bases, 8' Uprights, Crossbar) - per lin.ft.		$7.25	$9.43	
8' High Upright with Baseplate Only - per piece		$26.00	$34.00	
10' Wide Crossbar Only - per piece		$26.00	$34.00	
SUB-TOTAL DRAPE & HARDWARE				

SUMMARY

Tables	$
Seating	$
Premium Seating	$
Drape & Hardware	$
SUB-TOTAL	$

Carry this total to Method of Payment form

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

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ADVANCE DEADLINE: April 1, 2027
ORDERING DEADLINE: April 15, 2027

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

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

ACCESSORIES

All items subject to availability.
****** Items may not be exactly as shown and may be substituted for similar item. ******

	Description	Qty	Advance	Retail	Total
A.	Literature Rack (Floor Model)		$212	$276	
B.	Coffee Table White ( ) Black ( )		$209	$272	
C.	End Table White ( ) Black ( )		$136	$177	
D.	Retractable Tape Stanchion - price per stanchion (minimum order of 2)		$42	$55	
E.	Easel (Aluminum, Tri-Pod, Floor Model)		$65	$85	
F.	Wastebasket		$29	$38	
G.	Rolling Coat Rack, Chrome		$119	$155	
H.	Bar Fridge		$226	$294	
I.	43" TV with Stand		$831	$1,080	
J.	55" TV with Stand		$968	$1,259	
	SUB-TOTAL ACCESSORIES				

A.  B.  C. 

D.  E.  F. 

G.  H.  I. 

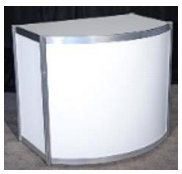
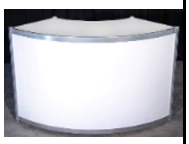
J. 

PORTABLE DISPLAYS & COUNTERS

All items subject to availability.
****** Items may not be exactly as shown and may be substituted for similar item. ******

	Description	Qty	Advance	Retail	Total
A.	1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall)		$318	$414	
B.	1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall)		$464	$604	
C.	1/4 Round Counter, White - Open in Back		$543	$706	
D.	Gridwall, 2'x8', Black (min. order of 2, customer to supply accessories)		$47	$62	
	SUB-TOTAL PORTABLE DISPLAYS & COUNTERS				

*** Graphic panels available for counters. See Signage Form for pricing.*

A.  B.  C. 

D.

0

SUMMARY

Accessories	$
Portable Displays & Counters	$
SUB-TOTAL	$

Carry this total to Method of Payment form

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

Accessories, Portable Displays & Counters

GLOBAL CONVENTION SERVICES
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ADVANCE DEADLINE: April 1, 2027
ORDERING DEADLINE: April 15, 2027

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

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

CARPET, PROTECTIVE PLASTIC and CARPET PADDING

** Colours subject to availability. Select first and second desired colour.
** Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.
1 Booth spaces larger than 20' x 20' must use bulk carpet pricing.
2 Booth and bulk carpet supplied in 10' x 10' increments.
3 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
4 It is the responsibility of the exhibitor to remove plastic prior to show opening.

1st Colour Choice: ☐ Grey ☐ Black ☐ Blue ☐ Red
2nd Colour Choice: ☐ Grey ☐ Black ☐ Blue ☐ Red

	Description						Quantity	Advance	Retail	Total
	Broadloom - 10' x 10'							$258	$336	
	Broadloom - 20' x 10'							$516	$671	
	Broadloom - 30' x 10'							$774	$1,007	
1	Broadloom - 20' x 20'							$1,032	$1,342	
1,2	Bulk Carpet, 10'x10' Increments	Size		x		=		$2.45	$3.19	
3	Custom Sized Bulk Carpet	Size		x		=		$3.80	$4.94	
4	Protective Plastic	Size		x		=		$2.28	$2.96	
	Carpet Padding	Size		x		=		$1.05	$1.36	
							SUB-TOTAL CARPET, PROTECTIVE PLASTIC & PADDING			

*** Payment must be received with order. Orders will not be processed without payment. ***
*** No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime. ***

BOOTH CLEANING

	Service Option	Booth Size			Total Sq. Ft.	X	Advance	Retail	Total
A	Initial vacuum before first day only		x			x	$0.70	$0.91	
B	2 Day Service: Daily vacuum & empty waste basket		x			x	$1.40	$1.82	
						SUB-TOTAL BOOTH CLEANING			

SPECIAL INSTRUCTIONS:

SUMMARY
$ _____
Carry this total to Method of Payment Form

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

Carpet, Plastic, Padding & Booth Cleaning

GLOBAL CONVENTION SERVICES
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Tel: (780) 499-3321
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ORDERING DEADLINE: **April 1, 2027**
Orders received after this date will be subject to RETAIL pricing

Hardwall Displays

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

HARDWALL BOOTH PACKAGES



10' x 10' Hardwall Package:
* White PVC Panels
* One Black Lettered Company Header
* Two Arm Lights **(does not include power)**
* Set Up & Dismantle



20' x 10' Hardwall Package:
* White PVC Panels
* Two Black Lettered Company Headers
* Four Arm Lights **(does not include power)**
* Set Up & Dismantle

Custom header(s) & graphic panels available. See Signage Form for pricing.

Description	Quantity	Advance	Retail	Total
10' x 10' Hardwall Booth Package		$1,937	$2,518	
20' x 10' Hardwall Booth Package		$2,470	$3,211	
Upgrade PVC Panel to Slatwall Panel (per 1M x 2.5M panel)		$244	$318	
LED Arm Light for Hardwall Displays		$81	$106	
Shelving (White Melamine, 1M long x 12" deep)		$93	$121	
			SUB-TOTAL HARDWALL BOOTH PACKAGES	

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black lettering on white PVC. All CAPS lettering.

Header # 1 to read (10' x 10' and 20' x 10' systems)

Header # 2 to read (20' x 10' systems only)

SUMMARY

$ _____

Carry this total to Method of Payment form

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

GLOBAL CONVENTION SERVICES
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ORDERING DEADLINE: **April 1, 2027**
Orders received after this date will be subject to RUSH pricing

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

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

BOOTH ID and SHOW SIGNAGE

** All signage pricing is based on print ready artwork. If artwork is not supplied print ready (1), a custom design charge will apply.
** Expect additional charges for RUSH printing and last minute shipping/delivery.
** Date for artwork deadline will be supplied at time of order.
** Proofs provided upon request, at an additional charge.

Description (Width x Height)	Qty.	Unit Price	RUSH	Total
BOOTH ID SIGNS ^^^ Printed to Coroplast, Non-Laminated, Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" Booth ID Sign with Easel Back (for table)		$51.25	$66.63	
36" x 8" Booth ID Sign		$57.00	$75.00	
44" x 7" Booth ID Sign		$65.40	$85.02	
22" x 17" Booth ID Sign		$68.00	$89.00	
28" x 14" Booth ID Sign		$71.00	$93.00	
FLOOR GRAPHICS ^^^ Based on 1 sq.ft., $500 mininum order				
Arrows, Stop Signs, complete with logo (per sq.ft.)		$27.29	$35.47	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated				
22" x 28" Sign		$102.40	$133.12	
44" X 28" Sign		$144.75	$188.18	
40" X 30" Sign		$144.75	$188.18	
Brass Grommets (Rings) for Hanging - Per Sign		$5.00	$6.50	
Holes Drilled for Hanging - Per Sign		no charge	no charge	
			SUB-TOTAL SIGNAGE	

Width _____ **x Height** _____
W
H

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

Width _____ **x Height** _____
W
H

CUSTOM BOOTH SIGNAGE

* We feature in-house graphic designers at a rate of $95 per hour (minimum 1 hour) to design your artwork per your specifications.
* Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
* Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Total
HARDWALL BOOTH GRAPHICS * Printed to PVC Panel, Non-Laminated**				
10' Custom Header (price per header)		$354.00	$461.00	
Graphic Panel for Backwall and/or Sidewalls (price per panel)		$552.00	$718.00	
Graphic Panel for Lower Rail Sidewalls (price per panel)		$226.00	$294.00	
COUNTER GRAPHICS * Printed to PVC Panel, Non-Laminated**				
Graphic Front Panel for 1M Standard Counter		$226.00	$294.00	
Graphic Front Panel for 1M Curved Counter		$249.00	$324.00	
Graphic Front Panel for 1/4 Round Counter		$354.00	$461.00	
Graphic Side Panel for Counters (price per panel)		$114.00	$149.00	
			SUB-TOTAL CUSTOM SIGNAGE	

SUMMARY
$ _____
Carry this total to Method of Payment form

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GLOBAL CONVENTION SERVICES
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ORDERING DEADLINE: April 15, 2027

Material Handling - Order Services

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

SPECIFICATIONS ON SHIPMENTS - IN-BOUND *** Please provide copy of waybill ***

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
		Total Weight	

PLEASE CALL US AT (587) 855-0531 TO BOOK A DELIVERY APPOINTMENT BEFORE SHIPPING TO OUR WAREHOUSE.

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.)
Shipments LESS than 200 lbs.	*200*	*/ 100*	*2*	*2*	*X*	*$134.00*	*$268.00*
Shipments OVER 200 lbs.	*859*	*/ 100*	*8.59*	*9*	*X*	*$134.00*	*$1,206.00*

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/100			X	$134.00	
DIRECT TO SHOW SITE		/100			X	$150.00	
POST-SHOW RETURN TO WAREHOUSE		/100			X	$134.00	

REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.

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

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

*** *Global Convention Services Post-Show Return to Warehouse: Additional storage fees will apply after 5 business days on close of event.*

*** *Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.*

Freight Accepted at Global Advanced Warehouse: March 22, 2027 - April 13, 2027

Freight arriving to our warehouse before or after the dates above will be subject to a 20% surcharge.

Freight Accepted at Show Site: April 20, 2027 - April 21, 2027

SUMMARY

$ _____

Carry this total to Method of Payment form

*** *Please note: a valid credit card to be kept on file must be provided for all material handling orders.* ***

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

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Tel: (780) 499-3321
Email: abeynon-bell@globalconvention.ca

Material Handling - Conditions

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 8:00 AM - 3:00 PM, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
* Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

* **Shipments to arrive during scheduled move-in times only.**
  Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
* *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
* Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.
* *All material entering the facility will incur material handling fees. This includes but is not limited to the use of the loading dock facilities, elevator access to show floor and any equipment used to deliver materials to your booth or other designated area within the facility.*

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.***

Material Handling - Shipping Labels --- Advance Warehouse

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

Freight accepted at advanced warehouse (Mon-Fri, 8am-3pm)	March 22, 2027 TO April 13, 2027

To: GLOBAL CONVENTION SERVICES
6030 - 83 Street NW
Edmonton, AB, T6E 5B9

Show: **Alberta Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

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

Freight accepted at advanced warehouse (Mon-Fri, 8am-3pm)	March 22, 2027 TO April 13, 2027

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Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

FREIGHT TO ARRIVE ON SITE DURING SCHEDULED MOVE IN TIME ONLY!

April 20-21, 2027

To: GLOBAL CONVENTION SERVICES
C/O Edmonton EXPO Centre
7515 118 Avenue NW
Edmonton, AB, T5B 0J2

Show: **Alberta Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.
Complete & submit Material Handling form to order show site material handling service.

FREIGHT TO ARRIVE ON SITE DURING SCHEDULED MOVE IN TIME ONLY!

April 20-21, 2027

To: GLOBAL CONVENTION SERVICES
C/O Edmonton EXPO Centre
7515 118 Avenue NW
Edmonton, AB, T5B 0J2

Show: **Alberta Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Direct to Show Site

USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.
Complete & submit Material Handling form to order show site material handling service.

ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT PICKED UP BY WEDNESDAY, MAY 5, 2027!

Outbound freight shipped from advanced warehouse (Mon-Fri, 8am-3pm)	**April 28, 2027**	**TO**	**May 5, 2027**

To: GLOBAL CONVENTION SERVICES
6030 - 83 Street NW
Edmonton, AB, T6E 5B9

Show: **Alberta Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.
Complete & submit Material Handling form to order show site material handling service.

ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT PICKED UP BY WEDNESDAY, MAY 5, 2027!

Outbound Freight shipped from advance warehouse (Mon-Fri, 8am-3pm)	**April 28, 2027**	**TO**	**May 5, 2027**

To: GLOBAL CONVENTION SERVICES
6030 - 83 Street NW
Edmonton, AB, T6E 5B9

Show: **Alberta Equipment Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Post-Show Return To Warehouse

GLOBAL CONVENTION SERVICES
6030 - 83 Street NW, Edmonton, AB, T6E 5B9
Tel: (780) 499-3321
Email: abeynon-bell@globalconvention.ca

ADVANCE DEADLINE: April 1, 2027
ORDERING DEADLINE: April 15, 2027

Display Installation & Dismantle

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

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

EMERGENCY CONTACT NAME & CELL NUMBER:

IMPORTANT INFORMATION

* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
* Minimum 2 hour call out, per man, on labour and stand-by, thereafter charged in half hour increments.
* 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 _____ Ladder(s)? ☐ Yes ☐ No Size _____ Quantity _____
Specify Details: _____

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: _____

RATES:			
ST	(Standard Time- 1)	8:00am - 4:30pm Monday to Friday	**$133.00 per hour**
OT	(Overtime- 1.5)	4:30pm - 8:00am Monday to Friday, All Day Saturda	**$199.50 per hour**
DT	(Double Time- 2)	All day Sunday & Holidays	**$266.00 per hour**

ESTIMATED INSTALLATION REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
Date Required, Day 2 _____ Start Time _____ End Time _____

ST _____ # Labourers x _____ # Hours x **$ 133.00** = $ _____
OT _____ # Labourers x _____ # Hours x **$ 199.50** = $ _____
DT _____ # Labourers x _____ # Hours x **$ 266.00** = $ _____

Global Supervised ☐ Add 25% for Global Supervision $ _____
Exhibitor/Display House Supervised ☐ **ESTIMATED INSTALLATION** $ _____
Supervisor Name & Cell # _____

ESTIMATED DISMANTLE REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
Date Required, Day 2 _____ Start Time _____ End Time _____

ST _____ # Labourers x _____ # Hours x **$ 133.00** = $ _____
OT _____ # Labourers x _____ # Hours x **$ 199.50** = $ _____
DT _____ # Labourers x _____ # Hours x **$ 266.00** = $ _____

Global Supervised ☐ Add 25% for Global Supervision $ _____
Exhibitor/Display House Supervised ☐ **ESTIMATED DISMANTLE** $ _____
Supervisor Name & Cell # _____

SUMMARY
$ _____
Carry this total to Method of Payment form

****** Please note: a valid credit card to be kept on file must be provided for all labour orders. ******

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

GLOBAL CONVENTION SERVICES
6030 - 83 Street NW, Edmonton, AB, T6E 5B9
Tel: (780) 499-3321
Email: abeynon-bell@globalconvention.ca

ORDERING DEADLINE: April 15, 2027

In-Booth Forklift & Driver

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

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

ON-SITE CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent c representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Glob Convention Services Ltd.
* If you require a forklift, a driver will be assigned to operate the forklift.
* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
* **Exhibitor must check forklift/driver in and out at Global service desk.**
* Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per wor and forklift will apply.
* Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			$244	
			X			$244	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED INSTALLATION** _____

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			$244	
			X			$244	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED DISMANTLE** _____

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

$ _____

Carry this total to Method of Payment form

****** Please note: a valid credit card to be kept on file must be provided for all forklift orders. ******

Send completed form along with Method of Payment to abeynon-bell@globalconvention.ca

6030 - 83 Street NW, Edmonton, AB, T6E 5B9
Tel: (780) 499-3321
Email: abeynon-bell@globalconvention.ca

ADVANCE DEADLINE: April 1, 2027
ORDERING DEADLINE: April 15, 2027

EVENT NAME Alberta Equipment Expo **DATES** April 22-23, 2027

Exhibiting Company Billing Information

Exhibiting Company: _____ **Booth #**
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
- ☐ Furnishings
- ☐ Carpet, Plastic, Padding
- ☐ Booth Cleaning
- ☐ Hardwall Displays
- ☐ Signage
- ☐ Material Handling
- ☐ Display I & D Labour
- ☐ In-Booth Forklift
- ☐ Other_____

INFORMATION

* Payment must accompany order. Order will not be processed without payment.
* Advance 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 funds.*
* Exhibitors are responsible for damage or loss of rental material.

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

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

☐ **BANK TRANSFER & E-TRANSFERS**

* Send e-transfers to: accounting@globalconvention.ca *Include Exhibiting Company name, quote # and/or event name in memo.*
* 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 amounts incurred as a result of show site orders placed by your representative. These charges include labour & material handling services.

*** A VALID CREDIT CARD TO BE KEPT ON FILE MUST BE PROVIDED FOR ALL MATERIAL HANDLING, LABOUR, AND FORKLIFT ORDERS.**

PAYMENT INFORMATION

Purchase Order # (if applicable) _____

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

1. ***A quote for your order will be submitted via email which will contain a secure pay link to make payment by credit card.***
2. ***All orders must be paid in full at time order is placed to secure your order.***
3. ***All requests for material handling, forklift services, or labour must be paid in advance. In addition, the client must provide a valid credit card to be kept on file prior to the provision of such services. By providing a credit card the client authorizes charges for any applicable overages, additional services, time extensions, equipment usage, labour, or other adjustments incurred in connection with the services provided.***
4. ***All other required fields on this payment form must be completed in full.***

Tables, Seating & Drape	$
Accessories & Counters	$
Carpet & Booth Cleaning	$
Hardwall Displays	$
Signage & Graphics	$
Material Handling	$
I & D Labour	$
In-Booth Forklift	$
Sub-Total of Items	$
5% GST (on sub-total)	$
TOTAL ORDER (CDN)	$

By signing below, you acknowledge and agree to the above terms and conditions, as well as all terms contained within this exhibitor kit.

SIGNATURE _____

Copy of paid invoice sent to (if different from above contact):

Email _____

GST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to abeynon-bell@globalconvention.ca

Method of Payment