



2025 Calgary Home + Garden Show
 February 27 - March 2, 2025
 BMO Centre
 Calgary, AB

Visit our website to view our on-line catalogue

Hall/Room: C-F

SERVICE CONTRACTOR CONTACT

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

Phone: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

BOOTH EQUIPMENT

Each 10' wide x 10' deep exhibitor booth space consists of the following:

- ** 8' High Black Backwall Drapes and 3' High Black Sidewall Drapes
- ** Direct to Show Site Material Handling (up to 5,000 lbs)

ELECTRICAL:

** Power and sign/banner hanging is provided by Calgary Stampede, BMO Centre; link below:
<https://calgarystampede.ungerboeck.net/prod/app85.cshhtml?AppCode=COE&CC=1&OrgCode=01>

ADVANCE PRICE DEADLINE

In order to receive discounted rates on selected items, we must receive your order and payment by: **February 5, 2025**
 Orders received after this date will be subject to Retail Prices.

ORDERING DEADLINE

Ordering for this event will be available until: **February 19, 2025**
 Please contact our Exhibitor Services Department for availability after this date.

EXHIBITOR MOVE-IN

Monday	February 24, 2025	10:00 AM	-	8:00 PM	Large Builds
Tuesday	February 25, 2025	8:00 AM	-	8:00 PM	Regular Move-In (front to back)
Wednesday	February 26, 2025	8:00 AM	-	8:00 PM	Regular Move-In (front to back)
Thursday	February 27, 2025	8:00 AM	-	11:00 AM	Hand Carry Only

Please use the Voyage Control booking code provided to you to reserve a time slot for your arrival at the venue using the link below.

<https://voyagecontrol.com/calgarystampede>

SHOW HOURS

Thursday	February 27, 2025	12:00 PM	-	8:00 PM
Friday	February 28, 2025	12:00 PM	-	8:00 PM
Saturday	March 1, 2025	10:00 AM	-	8:00 PM
Sunday	March 2, 2025	10:00 AM	-	6:00 PM

EXHIBITOR MOVE-OUT

Saturday	March 2, 2024	6:30 PM	-	11:59 PM
Sunday	March 3, 2024	8:00 AM	-	2:00 PM

MATERIAL HANDLING

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

ADVANCED SHIPMENTS ACCEPTED

START Wednesday January 29, 2025 **END** Wednesday February 19, 2025
 Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS

!!!Direct to site shipments to arrive during scheduled exhibitor move in times only!!!!!!
 Freight received at venue in advance of exhibitor move-in risk having their freight either refused by venue or re-directed to Global Advanced Warehouse, with expenses and fees billed back to exhibitor.

EVENT INFORMATION



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ADVANCE DEADLINE: February 5, 2025
ORDERING DEADLINE: February 19, 2025

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025

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)		\$36	\$47	
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)		\$67	\$87	
Cruiser Table (40" Tall, 30" Dia)		\$85	\$111	
Cruiser Table w/Black Spandex		\$111	\$145	
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	
SUB-TOTAL SEATING				

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

Description	Qty	Advance	Retail	Amount
Leather Tufted Padded Stool White () Black ()		\$86	\$112	
Squared Back Leather Club Chair White () Black ()		\$195	\$254	
Squared Back Leather Loveseat White () Black ()		\$255	\$332	
Squared Back Leather Sofa White () Black ()		\$457	\$594	
SUB-TOTAL PREMIUM SEATING				

ACCESSORIES
*** All items subject to availability**

Description	Qty	Advance	Retail	Amount
Literature Rack (Floor Model)		\$121	\$157	
Coffee Table		\$90	\$117	
Retractable Tape Stanchions- Price per stanchion (must order min of 2)		\$55	\$72	
Easel (Aluminum, Tri-Pod, Floor Model)		\$38	\$49	
Wastebasket		\$20	\$26	
Bag Holder (1m tall, 2 arms)		\$51	\$66	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		Contact Global office for quote		
Gridwall, 2'x8', Black (min order of 2, customer to supply accessories)		\$25	\$33	
Posterboard (8' x 4', Velcro Adaptable)		\$145	\$189	
Hand Sanitizer Dispenser (Self-standing)		\$109	\$142	
Rolling Coat Rack, Chrome		\$65	\$85	
SUB-TOTAL ACCESSORIES				

DRAPE & HARDWARE ** Rented per Linear Foot

Description	Qty	Advance	Retail	Amount
Blue () Green () Silver () Black () Show ()				
3' High Pipe & Drape, Per Linear Foot		\$6.00	\$7.80	
8' High Pipe & Drape, Per Linear Foot		\$7.00	\$9.10	
Steel Only-No Drape, Per Linear Foot		\$4.00	\$5.20	
SUB-TOTAL DRAPE & HARDWARE				

SUMMARY OF FURNISHINGS

Tables	\$	
Seating	\$	
Premium Seating	\$	
Accessories	\$	
Drape & Hardware	\$	
TOTAL	\$	

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

COUNTER DISPLAYS



Item	Description	Qty	Advance	Retail	Amount
a.	1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$180	\$234	
b.	1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall)		\$205	\$267	
c.	1/4 Round Counter, White - Open in Back		\$260	\$338	
SUB-TOTAL COUNTER DISPLAYS					

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Package:

- * White PVC Panels
- * One Black Lettered Company Header
- * Two Arm Lights **(does not include power)**
- * Includes Set Up & Dismantle
- * Booth carpet (choice of colour)

Included in 20' x 10' Package:

- * White PVC Panels
- * One Black Lettered Company Header
- * Two Arm Lights **(does not include power)**
- * Includes Set Up & Dismantle
- * Booth carpet (choice of colour)



COUNTERS, PORTABLE & HARDWALL DISPLAYS

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

Description	Quantity	Advance	Retail	Amount
10' x 10' Hardwall Booth Package		\$1,253	\$1,629	
20' x 10' Hardwall Booth Package		\$1,652	\$2,148	
Upgrade PVC panel to Pegboard Panel (per 1m x 2.5m panel)		\$119	\$155	
Upgrade PVC panel to Slatwall Panel (per 1m x 2.5m panel)		\$175	\$228	
LED Arm Light for Hardwall Displays		\$48	\$62	
Shelving (White Melamine, 1m long x 12" deep)		\$35	\$46	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Select Carpet Colour

Note: If colour is not indicated, grey will be provided.

- Grey Black Blue Red

Indicate how you would like your header(s) to read

Headers will be printed 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 OF COUNTERS & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form



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ADVANCE DEADLINE:
ORDERING DEADLINE:

February 5, 2025

February 19, 2025

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability

1st Color Choice: Blue Red Grey Black

2nd Color Choice: Blue Red Grey Black

Description	Quantity	Advance	Retail	Amount
Broadloom - 10' x 10'		\$153	\$199	
Broadloom - 20' x 10'		\$306	\$398	
Broadloom - 30' x 10'		\$459	\$597	
Broadloom - 20' x 20'		\$556	\$723	
Bulk Carpet, 10'x10' Increments *: S x =		\$1.57	\$2.04	
Custom Sized Bulk Carpet **: Size x =		\$2.15	\$2.80	
Protective Plastic *** : Size x =		\$0.66	\$0.86	
Carpet Padding - Size x =		\$1.12	\$1.46	
SUB-TOTAL CARPET & PADDING				

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- * Booth carpet & bulk carpet supplied in 10' x 10' increments.
- ** Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- *** It is the responsibility of the exhibitor to remove plastic prior to show opening.

BOOTH CLEANING

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

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$ _____
 Carry this total to Method of Payment Form

Send completed form along with Method of Payment to ESS-BMO@globalconvention.ca

CLGY-BMO (CS) Jul/2024 V02

CARPET, PADDING & BOOTH CLEANING



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ORDERING DEADLINE: January 28, 2025
 Orders received after this date will be subject to RUSH pricing

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

BOOTH ID and SHOW SIGNAGE

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

Description (Width x Height)	Qty.	Unit Price	RUSH	Amount
BOOTH ID SIGNS ^^^ Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$36.25	\$47.15	
36" x 8"		\$40.00	\$52.00	
44" x 7"		\$46.25	\$60.15	
22" x 17"		\$46.25	\$60.15	
28" x 14"		\$46.25	\$60.15	
SHOW SIGNAGE ^^^ Custom Floor Graphics (based on 1 sq.ft. each)				
Arrows, Stop Signs, complete with logo		\$19.25	\$29.25	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated				
22" x 28"		\$72.50	\$94.25	
44" X 28"		\$102.50	\$133.25	
40" X 30"		\$102.50	\$133.25	
Brass Grommets (Rings) for hanging- Per Sign		included	included	
Holes Drilled for hanging- Per Sign		included	included	
TOTAL SIGNAGE				

Width _____ x Height _____
W

Width _____ x Height _____
W

H

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

H

CUSTOM BOOTH SIGNAGE

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

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

SUMMARY OF SIGNAGE

\$ _____

Carry this total to Method of Payment form



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ORDERING DEADLINE: February 19, 2025

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025
Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

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

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

CALCULATION OF ORDER

** A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.
 ** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight	CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/100	2	X	\$65.00	\$130.00
Shipments <u>OVER</u> 200 lbs.	859	/100	8.59	X	\$65.00	\$585.00

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	\$65.00	
DIRECT TO SHOW SITE (for pieces exceeding 5,000 lbs)		/100		X	\$75.00	
POST-SHOW RETURN TO WAREHOUSE		/100		X	\$65.00	

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 be applied 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: January 29, 2025 - February 19, 2025
Freight Accepted at Show Site: February 24-27, 2025

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

MATERIAL HANDLING - Order Services

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * **All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.**
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

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

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

January 29, 2025 TO **February 19, 2025**

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

Show: **2025 Calgary Home + Garden Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

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

Freight accepted at advanced warehouse (Mon-Fri, 9am-4pm)

January 29, 2025 TO **February 19, 2025**

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

Show: **2025 Calgary Home + Garden Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse

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 !!!

February 24-27, 2025

To: GLOBAL CONVENTION SERVICES
C/O BMO Centre
20 Roundup Way SE
Calgary, AB, T2G 2W1

Show: **2025 Calgary Home + Garden Show**

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 !!!

February 24-27, 2025

To: GLOBAL CONVENTION SERVICES
C/O BMO Centre
20 Roundup Way SE
Calgary, AB, T2G 2W1

Show: **2025 Calgary Home + Garden Show**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Direct to Show Site



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ADVANCE DEADLINE: February 5, 2025
ORDERING DEADLINE: February 19, 2025

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025

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 (1/2) 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? _____ **Please specify in detail:** _____

POWER: Included in Booth Pkg Ordered by Exhibitor Ordered by Display House Not Applicable

CARPET: Hall Carpeted Included in Booth Pig Ordered by _____ With Display

FREIGHT- Installation: Global advance warehouse *****Direct to Show Site*** Carrier: _____

Expected number of pieces & weight: _____

FREIGHT- Dismantle Return to advance warehouse Direct From Show Site Carrier: _____

RATES: **ST** (Standard Time- 1) 8:00am - 4:30pm Monday to Friday **\$70.00 per hour**
OT (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday **\$105.00 per hour**
DT (Double Time- 2) All day Sunday & Holidays **\$140.00 per hour**

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Rate (see above)	Estimated Cost
				x			x		
				x			x		

Global Supervised SUB-TOTAL
 Exhibitor/Display House Supervised Add 25% Global Site Supervisor
 Supervisor Name & Cell # _____ **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Rate (see above)	Estimated Cost
				x			x		
				x			x		

Global Supervised SUB-TOTAL
 Exhibitor/Display House Supervised Add 25% Global Site Supervisor
 Supervisor Name & Cell # _____ **ESTIMATED DISMANTLE**

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE
 \$ _____
 Carry this total to Method of Payment form

DISPLAY INSTALLATION & DISMANTLE



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ORDERING DEADLINE: February 19, 2025

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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 or 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 Global 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 worker 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			\$135	
			X			\$135	

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			\$135	
			X			\$135	

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

IN-BOOTH FORKLIFT & DRIVER



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ADVANCE DEADLINE: **February 5, 2025**
ORDERING DEADLINE: **February 19, 2025**

EVENT NAME 2025 Calgary Home + Garden Show **DATES** February 27 - March 2, 2025

METHOD OF PAYMENT

Exhibiting Company 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
 Material Handling In & Out
 Booth Cleaning
 Equipment & Furniture
 I&D Labour/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
- * 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

Furnishing & Accessories	\$	_____
Counters & Hardwall	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage & Graphics	\$	_____
Material Handling	\$	_____
I & D Labour	\$	_____
Forklift	\$	_____

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

Visa MasterCard Amex

Purchase Order # (if applicable) _____
(P.O. is for vendor's reference only. Payment must accompany order.)

Card # _____
 Expiry Date _____ CVV # _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Total of Items	\$	_____
5% GST	\$	_____
TOTAL ORDER (CDN)	\$	_____

GST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to ESS-BMO@globalconvention.ca