



Mailing: P.O. Box 221, Abbotsford, BC, V2T 6Z6
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3
 (604) 851-0224 **Option 1** Fax. (604) 853-0300
 Email: abbotsford@globalconvention.ca

Tel.

METHOD OF PAYMENT

Event Name	APNA Truck Show	Date(s)	June 14-16, 2019
Exhibiting Company Information			
Exhibiting Company: _____		Booth #	
Exhibiting Company Mailing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email: _____	

Third Party Company Information *** If Applicable ***			
Third Party Company Name: _____			
Third Party Billing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		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	
<ul style="list-style-type: none"> * 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. 	
<input type="checkbox"/> Mail	<input type="checkbox"/> Email

CANCELLATION OF ORDERS	
<ul style="list-style-type: none"> * 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. 	

<table border="1"> <tr> <td colspan="3" style="text-align: center;">PAYMENT INFORMATION</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">BANK TRANSFER & e-TRANSFERS</td> </tr> <tr> <td></td> <td colspan="2">* Contact office for details</td> </tr> <tr> <td></td> <td colspan="2">* Customers are responsible for any bank processing fees</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">CREDIT CARD</td> </tr> <tr> <td></td> <td colspan="2">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.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Visa</td> <td>Mastercard</td> </tr> <tr> <td></td> <td colspan="2">Amex</td> </tr> <tr> <td></td> <td colspan="2">Purchase Order # (if applicable) _____</td> </tr> <tr> <td></td> <td colspan="2"><i>(P.O. is for vendor's reference only. Payment must accompany order.)</i></td> </tr> <tr> <td></td> <td colspan="2">Card # _____</td> </tr> <tr> <td></td> <td colspan="2">Expiry Date _____</td> </tr> <tr> <td></td> <td colspan="2">Cardholder Name _____</td> </tr> <tr> <td></td> <td colspan="2">Cardholder Signature _____</td> </tr> <tr> <td></td> <td colspan="2">Cardholder Telephone _____</td> </tr> </table>	PAYMENT INFORMATION			<input type="checkbox"/>	BANK TRANSFER & e-TRANSFERS			* Contact office for details			* Customers are responsible for any bank processing fees		<input type="checkbox"/>	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.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Visa	Mastercard		Amex			Purchase Order # (if applicable) _____			<i>(P.O. is for vendor's reference only. Payment must accompany order.)</i>			Card # _____			Expiry Date _____			Cardholder Name _____			Cardholder Signature _____			Cardholder Telephone _____		<table border="1"> <tr> <td colspan="2" style="text-align: center;">CALCULATION OF ORDER</td> </tr> <tr> <td>Electrical, Lighting & Plumbi</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Sign & Banner Hanging</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sub-Total</td> </tr> <tr> <td>5% GST (on sub-total)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>7% PST (on sub-total)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>TOTAL ORDER</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">GST# 12259 9822 RT0001</td> </tr> <tr> <td colspan="2" style="text-align: right;">Canadian Funds</td> </tr> </table>	CALCULATION OF ORDER		Electrical, Lighting & Plumbi	\$ _____	Sign & Banner Hanging	\$ _____	Sub-Total		5% GST (on sub-total)	\$ _____	7% PST (on sub-total)	\$ _____	TOTAL ORDER	\$ _____	GST# 12259 9822 RT0001		Canadian Funds	
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Payment must be submitted with order forms. Email completed forms to: abbotsford@globalconvention.ca

BC-Revised Nov/2016



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**SIGN & BANNER
HANGING**

Event Name	APNA Truck Show	Date(s)	June 14-16, 2019
Pre-Show Price Deadline:	May 29, 2019		
Ordering Deadline:	June 12, 2019	Orders after this date must be placed on-site	

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

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * **Complete sign/banner specifications.**
- * **Banners/signs can only be suspended from facility overhead girder spans.**
- * **Indicate the nature and number of hanging points for sign/banner.**
- * **Price listed is for 25 lbs & under and less than 10' in length. Banners over 25 lbs and/or longer than 10' will be custom quoted.**
- * **All signs/banners must be made available for start of exhibitor set up or earlier.**
- * **Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.**
- * **Orders received after order deadline will be subject to surcharge.**
- * **Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.**

SPECIFICATIONS --- ** Also complete Diagram Specifications on next page**

Quantity: _____	Banner/Sign Size (length x height): _____	# of Hanging Points: _____
Banner/Sign Weight: _____		Banner/Sign Material: _____
Single or Double-sided: _____		Is power required: _____
Banner/Sign Placement (ie centred with table): _____		Banner/Sign Height From Ground: _____

Quantity: _____	Banner/Sign Size (length x height): _____	# of Hanging Points: _____
Banner/Sign Weight: _____		Banner/Sign Material: _____
Single or Double-sided: _____		Is power required: _____
Banner/Sign Placement (ie centred with table): _____		Banner/Sign Height From Ground: _____

Description of Labour	# of Hours	x	Deadline	Deadline	Total
Sign/Banner (25 lbs & under and 10' long or less)		x	\$70.00 / hr	\$100.00 / hr	
Sign/Banner (over 25 lbs and/or longer than 10')		x	Quote upon request		

- * **Minimum 2 hour charge. Includes scissor lift, installation, removal and 1 installer.**
- * **Larger signs will require additional installer changing the minimum number of hours to 4 hours.**
- * **Electrical form to be completed if banner/sign requires power.**

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

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



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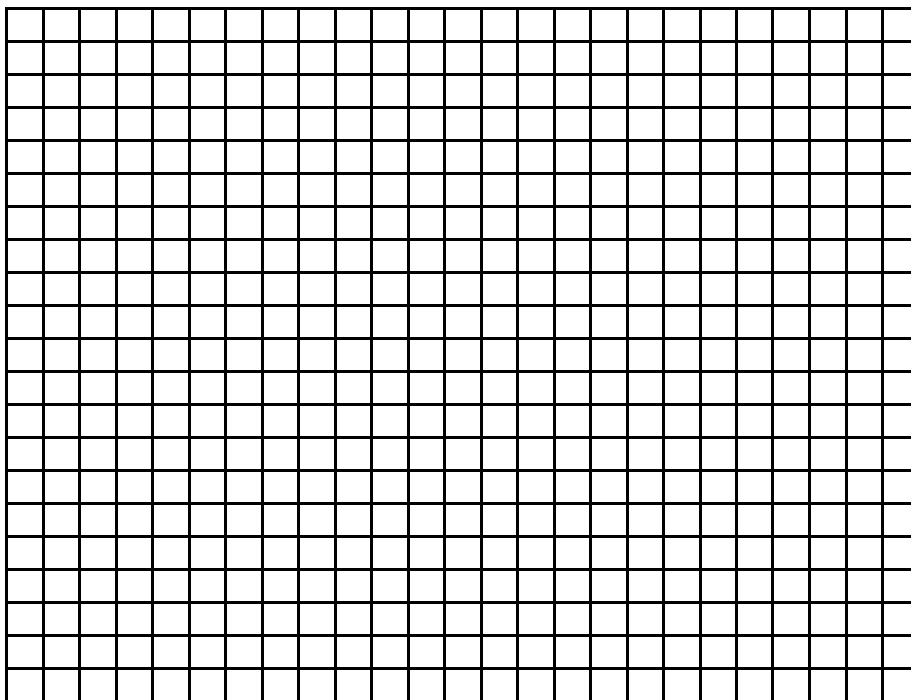
Booth Size

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:

Email completed form along with Method of Payment to: abbotsford@globalconvention.ca