

SHOW INFORMATION

Visit our website to view our on-line catalogue

EVENT INFORMATION

AgSmart

August 10-11, 2021

Olds College

Olds, 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 indoor 10' x 10' booth space consists of an 8' high draped backwall and 3' high draped sidewalls, one (1) skirted table, two (2) chairs, one (1) lightstand, and standard power. A standard outdoor space will include ground space and basic material handling (anything a 5000lb forklift can move).

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 **July 28, 2021**. 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**, select "Online Catalogue", then "Order Exhibit Items", and enter the login and password supplied below.

Username: **AGSMART**

Password: **2021**

On-line ordering available until:

August 6, 2021

EXHIBITOR MOVE-IN

Sunday August 8, 2021

Monday August 9, 2021

EXHIBITOR MOVE-OUT

Wednesday August 11, 2021

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

FROM **Monday July 26, 2021** TO **Friday August 6, 2021**

Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees

SERVICES AVAILABLE

GLOBAL CONVENTION SERVICES provides the following services (**where applicable**):

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.

EVENT NAME AgSmart **DATES** August 10-11, 2021

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
BARRIERS***				
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	
COUNTERS***				
1m counter with Plexi		\$360.00	\$427.00	
2m Registration counter with Plexi		\$660.00	\$824.00	
DIVIDERS***				
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
GRAPHICS***				
Custom Floor Graphics (based on 1 sq.ft. each) Arrows, Stop Signs, complete with logo)		\$12.50	Pre-Order Only	
Misc.***				
Self Standing Hand Sanitizer Dispenser		\$109.00	\$149.00	

TOTAL

SUMMARY

\$

Carry this total to Method of Payment form

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

Safe Exhibiting Accessories

**EQUIPMENT &
FURNISHINGS RENTAL**

Event Name AgSmart **Date(s)** August 10-11, 2021

Pre-Show Price Deadline: July 28, 2021

Ordering Deadline: August 6, 2021 **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' ()		\$52	\$72	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$93	\$124	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$93	\$124	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$93	\$124	
29" High Extra Skirt (To Skirt 4th Side)		\$35	\$46	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$52	\$72	
2'x4' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$124	\$155	
2'x6' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$124	\$155	
2'x8' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$124	\$155	
39" High Extra Skirt (To Skirt 4th Side)		\$35	\$46	
Show Table (30" Round, 29" High)		\$51	\$72	
Bistro Table (30" Round, 41" High)		\$98	\$129	
SUB-TOTAL TABLES				

SEATING
**** Subject to availability**

Folding Chair (Black)		\$15	\$34	
Fabric Side Chair (Grey, Padded)		\$46	\$62	
Bistro Stool (Padded Seat with Back)		\$103	\$129	
SUB-TOTAL SEATING				

GROUPINGS ** Subject to availability

Contemporary Grouping (Show Table/2 Folding Chairs)		\$105	\$122	
Bistro Grouping (1 Bistro Table/2 Bistro Stools)		\$240	\$255	
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		\$180	\$206	
Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions)		\$55	\$69	
Easel (Aluminum, Tri-Pod, Floor Model)		\$31	\$41	
Wastebasket		\$13	\$16	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		\$67	\$82	
1m Counter with Locking Door		\$360	\$427	

**SUB-TOTAL SPECIALTY ITEMS &
ACCESSORIES**

PIPE & DRAPE - Rented by Lineal Foot

<i>Specify Colour Choice:</i>				
Show Colour	Blue	Green	Silver	Black
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	\$	
TOTAL	\$	

Carry this total to Method of Payment form

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

AB-Nov/2019

Event Name	AgSmart	Date(s)	August 11-12, 2021
Pre-Show Price Deadline:		July 28, 2021	
Ordering Deadline:		August 6, 2021	
EXHIBITING COMPANY:			
BOOTH NUMBER			

INDOOR OUTLETS				
EACH INDOOR BOOTH WILL BE PROVIDED 1-800 WATT ELECTRICAL OUTLET		PRE-SHOW	RETAIL	TOTAL
800 WATT DUPLEX INDOOR OUTLET		\$100.00	\$208.00	
1500 WATT DUPLEX INDOOR OUTLET		\$110.00	\$224.00	
1500 WATT DUPLEX INDOOR OUTLET (24 HOUR POWER)		\$115.00	\$232.00	
2000 WATT DUPLEX INDOOR OUTLET		\$130.00	\$232.00	
3000 WATT DUPLEX INDOOR OUTLET-RV PLUG		\$130.00	\$292.50	
IF OUTLET PLACEMENT NOT ORDERED, OUTLET WILL BE PLACED IN BACK MIDDLE OF BOOTH				
OUTLET PLACEMENT(LAYOUT MUST BE PROVIDED 2 WEEKS IN ADVANCE)		\$82.00	\$139.00	
INDOOR SINGLE PHASE AND THREE PHASE POWER				
		PRE-SHOW	RETAIL	TOTAL
SINGLE PHASE HOOK-UPS C/W 100' OF CABLE (ONSITE CHARGES MAY APPLY IF ADDITIONAL CABLE IS REQUIRED)				
20 AMPS INDOOR (125/250V TWIST LOCK)		\$386.00	\$463.00	
30 AMPS INDOOR (125/250V TWIST LOCK)		\$464.00	\$541.00	
50 AMPS INDOOR (GFI) (125/250V STRAIGHT BLADE RANGE PLUG)		\$540.00	\$618.00	
60 AMPS INDOOR (125/250V STRAIGHT BLADE RANGE 60AMP PLUG)		\$540.00	\$618.00	
60 AMPS INDOOR (GFI) (125/250V STRAIGHT BLADE RANGE 60AMP PLUG)		\$618.00	\$695.00	
100 AMPS INDOOR (125/250V DIRECT TIE-IN)		\$772.00	\$888.00	
THREE PHASE HOOK-UPS C/W 100' OF CABLE (ONSITE CHARGES MAY APPLY IF ADDITIONAL CABLE IS REQUIRED)				
20 AMPS INDOOR(250V TWIST LOCK)		\$579.00	\$672.00	
30 AMPS INDOOR (250V TWIST LOCK)		\$695.00	\$811.00	
60 AMPS INDOOR (250V STRAIGHT BLADE 60AMP PLUG)		\$850.00	\$1,004.00	
EXTENSION CORDS				
		PRE-SHOW	RETAIL	TOTAL
25 FT LONG TRIPLEX EXTENSION CORD		\$21.00	\$31.00	
50 FT LONG TRIPLEX EXTENSION CORD		\$21.00	\$31.00	
POWER BAR		\$21.00	\$31.00	
*POWER IS NOT INCLUDED IN RENTAL OF EXTENSION CORD OR POWER BAR				
LIGHTING				
		PRE-SHOW	RETAIL	TOTAL
LIGHTSTAND WITH 2-FLOODLIGHT BULBS		\$57.00	\$72.00	
*POWER IS NOT INCLUDED IN RENTAL OF LIGHTING				
ONSITE SERVICE CALL				
FOR GFI POWER, EXHIBITOR MUST SUPPLY TAIL WITH CORRECT PLUG TO REACH BACK OF BOOTH. IF SUFFICIENT POWER IS NOT ORDERED FOR YOUR REQUIREMENTS OR WRONG PLUGS ARE SUPPLIED, AN ONSITE CHARGE WILL APPLY.				
ONSITE SERVICE CALL (MIN.\$104.50)			\$104.50	

Email completed form to edmonton@globalconvention.ca

Event Name	AgSmart	Date(s)	August 10-11, 2021
Pre-Show Price Deadline:		July 28, 2021	
Ordering Deadline:		August 6, 2021	
EXHIBITING COMPANY:			
BOOTH NUMBER			

OUTDOOR OUTLETS				
		PRE-SHOW	RETAIL	TOTAL
800 WATT DUPLEX OUTDOOR OUTLET		\$155.00	\$208.00	
1500 WATT DUPLEX OUTDOOR OUTLET		\$170.00	\$224.00	
1500 WATT DUPLEX OUTDOOR OUTLET (24 HOUR POWER)		\$178.00	\$232.00	
2000 WATT DUPLEX OUTDOOR OUTLET		\$170.00	\$232.00	
3000 WATT DUPLEX OUTDOOR OUTLET-RV PLUG		\$247.00	\$292.50	
IF OUTLET PLACEMENT NOT ORDERED, OUTLET WILL BE PLACED IN BACK MIDDLE OF BOOTH				
OUTLET PLACEMENT(LAYOUT MUST BE PROVIDED 2 WEEKS IN ADVANCE)		\$82.00	\$139.00	
OUTDOOR SINGLE PHASE AND THREE PHASE POWER				
		PRE-SHOW	RETAIL	TOTAL
SINGLE PHASE HOOK-UPS C/W 100' OF CABLE (ONSITE CHARGES MAY APPLY IF ADDITIONAL CABLE IS REQUIRED)				
20 AMPS OUTDOOR (125/250V TWIST LOCK)		\$386.00	\$463.00	
30 AMPS OUTDOOR (125/250V TWIST LOCK)		\$464.00	\$541.00	
50 AMPS OUTDOOR (GFI) (125/250V STRAIGHT BLADE RANGE PLUG)		\$540.00	\$618.00	
60 AMPS OUTDOOR (125/250V STRAIGHT BLADE RANGE 60AMP PLUG)		\$540.00	\$618.00	
60 AMPS OUTDOOR (GFI) (125/250V STRAIGHT BLADE RANGE 60AMP PLUG)		\$618.00	\$695.00	
100 AMPS OUTDOOR (125/250V DIRECT TIE-IN)		\$772.00	\$888.00	
THREE PHASE HOOK-UPS C/W 100' OF CABLE (ONSITE CHARGES MAY APPLY IF ADDITIONAL CABLE IS REQUIRED)				
20 AMPS OUTDOOR(250V TWIST LOCK)		\$579.00	\$672.00	
30 AMPS OUTDOOR (250V TWIST LOCK)		\$695.00	\$811.00	
60 AMPS OUTDOOR (250V STRAIGHT BLADE 60AMP PLUG)		\$850.00	\$1,004.00	
EXTENSION CORDS				
		PRE-SHOW	RETAIL	TOTAL
25 FT LONG TRIPLEX EXTENSION CORD		\$21.00	\$31.00	
50 FT LONG TRIPLEX EXTENSION CORD		\$21.00	\$31.00	
POWER BAR		\$21.00	\$31.00	
*POWER IS NOT INCLUDED IN RENTAL OF EXTENSION CORD OR POWER BAR				
LIGHTING				
		PRE-SHOW	RETAIL	TOTAL
LIGHTSTAND WITH 2-FLOODLIGHT BULBS		\$57.00	\$72.00	
30 WATT LED LIGHT (RECOMMENDED FOR LARGER AREA OR TENT)		\$62.00	\$77.00	
*POWER IS NOT INCLUDED IN RENTAL OF LIGHTING				
ONSITE SERVICE CALL				
FOR GFI POWER, EXHIBITOR MUST SUPPLY TAIL WITH CORRECT PLUG TO REACH BACK OF BOOTH. IF SUFFICIENT POWER IS NOT ORDERED FOR YOUR REQUIREMENTS OR WRONG PLUGS ARE SUPPLIED, AN ONSITE CHARGE WILL APPLY.				
ONSITE SERVICE CALL (MIN.\$65)			\$67.00	

Email completed form to calgary@globalconvention.ca

DISPLAYS

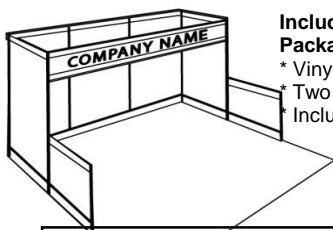
Event Name	AgSmart	Date(s)	August 10-11, 2021
Pre-Show Price Deadline:	July 28, 2021		
Ordering Deadline:	August 6, 2021	Contact office for availability after this date	

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

PORTABLE DISPLAYS

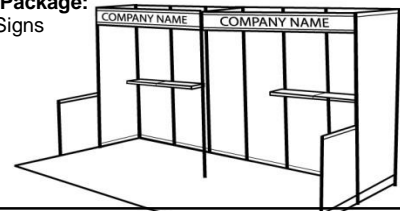
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$440	\$528	
1m Counter (White, 1m long x 1/2m deep x 1m tall)		\$360	\$427	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hardwall Package:
 * Vinyl Lettered Company Sign
 * Two Arm Lights
 * Includes Set Up & Dismantle

Included in 10' x 20' Hardwall Package:
 * Two Vinyl Lettered Company Signs
 * Four Arm Lights
 * 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)		\$1,133	\$1,635	
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)		\$1,957	\$2,421	
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

AB-Nov/2019

CARPET & BOOTH CLEANING

Event Name	AgSmart	Date(s)	August 10-11, 2021
Pre-Show Price Deadline:	July 28, 2021		
Ordering Deadline:	August 6, 2021	Contact office for availability after this date	

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

CARPET / CARPET PADDING

Subject to availability

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

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$149	\$180	
Broadloom - 10' x 20'		\$299	\$360	
Broadloom - 10' x 30'		\$399	\$489	
Bulk Carpet - Size x =		\$1.49	\$1.80	
Protective Plastic - Size ¹ x =		\$0.21	\$0.26	
Special Cutting Charge ² x =		\$1.95	\$2.45	
Carpet Padding - Size x =		\$0.98	\$1.29	
SUB-TOTAL CARPET & PADDING				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.

Booth carpet & bulk carpet supplied in 10' x 10' increments.

¹ It is the responsibility of the exhibitor to remove plastic prior to show opening.

² Applied to cut carpets only.

² Special cutting charge is in addition to bulk carpet pricing.

² Special cutting charge is applied to run of carpet that is cut.

BOOTH CLEANING

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)		Rate		# of days	Total
1 Initial vacuum before first day only	x		x	\$0.47	x	1	
2 Daily vacuum & empty waste baskets	x		x	\$0.47	x		
SPECIAL INSTRUCTIONS:							
SUB-TOTAL BOOTH CLEANING							

SUMMARY OF CARPET & BOOTH CLEANING

\$

Carry this total to Method of Payment Form

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

AB-Nov/2019

Event Name	AgSmart	Date(s)	August 10-11, 2021
Ordering Deadline:	August 1, 2021	Contact office for availability after this date	

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	
TOTAL VINYL SIGNAGE				

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	
TOTAL CUSTOM SIGNAGE					

SUMMARY OF SIGNAGE

\$

Carry this total to Method of Payment form

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

AB-Nov/2019

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.**

MATERIAL HANDLING

Event Name	AgSmart	Date(s)	August 10-11, 2021
Material Handling Form to be submitted by:		July 28, 2021	
Freight accepted at advance warehouse:		July 26, 2021	TO August 6, 2021

Exhibiting Company: _____
 Contact Name: _____
 Phone #: _____
 Email: _____

Booth #
Booth Size

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			
		Total Weight	

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.

EXAMPLES	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	\$77.25	\$154.50
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$77.25	\$695.25

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	\$77.25	
RETURN TO WAREHOUSE		/ 100			X	\$77.25	

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 - 3:00 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

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

AB-Nov/2019

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

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

July 26, 2021

TO

August 6, 2021

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

Show: **AgSmart**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

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

July 26, 2021

TO

August 6, 2021

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

Show: **AgSmart**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

**DIRECT SHIPMENT
MATERIAL HANDLING**

Event Name	AgSmart	Date(s)	August 10-11, 2021
Material Handling Form to be submitted by:		July 28, 2021	
Freight accepted at Show Site:		Only during Exhibitor move-in	

Exhibiting Company: _____
 Contact Name: _____
 Phone #: _____
 Email: _____

Booth #

Booth Size

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			
		Total Weight	

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.

EXAMPLES	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	\$77.25	\$154.50
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$77.25	\$695.25

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.)
DIRECT-TO-SITE SHIPMENT		/ 100			X	\$77.25	
RETURN TO WAREHOUSE		/ 100			X	\$77.25	

DIRECT-TO-SITE SHIPMENT

Description: Freight shipped directly to event site during **scheduled Exhibitor move-in dates & times only**; delivered to your booth; collection, storage & return of empty containers, crates & etc; and event site reloading of shipment from booth onto designated outbound carrier.

- * Global Convention Services must be notified in advance of exhibitor move in on any direct-to-site shipments.
- * Freight received prior to move in risk having their freight refused by the facility, or redirected to Advance Warehouse with fees charged to exhibitor.
- * 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.**
- * 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 IF SHIPPING DIRECT TO SHOW SITE

Freight to arrive on site during scheduled move in time only!

To: GLOBAL CONVENTION SERVICES
C/O Olds College
4500-50th Street
Old, AB T4H 1R6

Show: **AgSmart**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS IF SHIPPING DIRECT TO SHOW SITE

Freight to arrive on site during scheduled move in time only!

To: GLOBAL CONVENTION SERVICES
C/O Olds College
4500-50th Street
Old, AB T4H 1R6

Show: **AgSmart**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

DISPLAY INSTALLATION & DISMANTLE

Event Name	AgSmart	Date(s)	August 10-11, 2021
Ordering Deadline:	August 6, 2021	Orders after this date must be placed on-site	

Exhibiting Company: _____	Booth #	<div style="border:1px solid black; height:30px;"></div>
Contact Name: _____		
Phone #: _____	Booth Size	<div style="border:1px solid black; height:30px;"></div>

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	\$95.00	
				x			x	\$95.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								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	Hourly Rate	Estimated Cost
				x			x	\$95.00	
				x			x	\$95.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								ESTIMATED DISMANTLE	

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$

Carry this total to Method of Payment form

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

AB-Nov/2019

METHOD OF PAYMENT

Event Name AgSmart **Date(s)** August 10-11, 2021

Exhibiting Company Information

Exhibiting Company: _____	Booth #
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

☐ **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 _____

CALCULATION OF ORDER

Safe Exhibiting	\$	_____
Equipment & Furnishings	\$	_____
Outdoor Electrical	\$	_____
Indoor Electrical	\$	_____
Displays	\$	_____
Carpet & Booth Cleaning	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Direct to Site Mat. Handling	\$	_____
Installation & Dismantle	\$	_____
Sub-Total	\$	_____
5% GST	\$	_____
TOTAL ORDER	\$	_____

GST# 12259 9822 RT0001

Canadian Funds