

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

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

Phone: (403) 273-8064
Email: calgary@globalconvention.ca

BOOTH EQUIPMENT

Items included in your booth space vary by area. Please contact Show Management to verify included items.

Your exhibit space includes a decorated table.

*Order all services prior to the deadlines. Keep in mind, anything ordered onsite will cost more. Order everything you need in the correct size, colour, and quantities.

*Have as much work as possible done to your exhibit before it is packed or shipped.

*Number and label your crates and boxes according to contents for easy move-in and set-up and ready to open.

*Provide special instructions for your electrical requirements.

*Arrive at the venue at least 30 minutes before opening to ensure your booth is set-up and ready to open.

*Confirm, revise, or initiate orders for rentals and services you will require.

*Obtain vendor information for yourself and your personnel and provide it to the Exhibits Office located in the EquiPLEX building.

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:

November 3, 2023

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, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: SMICM23 Password: 2023

On-line ordering available until: November 10, 2023

EXHIBITOR MOVE-IN

Monday	November 13, 2023	8:00 AM	-	5:00 PM
Tuesday	November 14, 2023	8:00 AM	-	5:00 PM
Wednesday	November 15, 2023	8:00 AM	-	7:00 PM
Thursday	November 16, 2023	8:00 AM	-	7:00 PM

Notes:

SHOW HOURS

Friday	November 17, 2023	12:00 PM	-	8:00 PM
Saturday	November 18, 2023	10:00 AM	-	8:00 PM
Sunday	November 19, 2023	10:00 AM	-	5:00 PM
Friday	November 24, 2023	12:00 PM	-	8:00 PM
Saturday	November 25, 2023	10:00 AM	-	8:00 PM
Sunday	November 26, 2023	10:00 AM	-	5:00 PM
Friday	December 1, 2023	12:00 PM	-	8:00 PM
Saturday	December 2, 2023	10:00 AM	-	8:00 PM
Sunday	December 3, 2023	10:00 AM	-	5:00 PM

EXHIBITOR MOVE-OUT

Tuesday	December 5, 2023	8:00 AM	-	5:00 PM
Wednesday	December 6, 2023	8:00 AM	-	5:00 PM
Thursday	December 7, 2023	8:00 AM	-	5:00 PM
Friday	December 8, 2023	8:00 AM	-	5:00 PM

Notes:



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Tel/Fax: (403) 273-8064
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PRE-SHOW DEADLINE:

November 3, 2023

ORDERING DEADLINE:

November 10, 2023

EVENT NAME Spruce Meadows International Christmas Market

DATES

November 17-19, November 24-26, December 3-5, 2023

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Booth Size _____

Phone #: _____

Email: _____

TABLES

Dressed tables are show color unless otherwise requested

Description	Qty	Preshov	Retail	Amount
Vinyl Top Table 30" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$72	\$147	
2'x4' Dressed Table-30" High (Vinyl Top, Skirted 3 Sides)		\$128	\$246	
2'x6' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$128	\$246	
2'x8' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$128	\$246	
30" High Extra Skirt (To Skirt 4th Side)		\$45	\$85	
Vinyl Top Table 30" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$72	\$147	
2'x4' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides)		\$164	\$296	
2'x6' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides)		\$164	\$296	
2'x8' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides)		\$164	\$296	
40" High Extra Skirt (To Skirt 4th Side)		\$45	\$85	
Low Pedestal Table (30" Round, 30" High)		\$81	\$159	
Tall Pedestal Table (30" Round, 40" High)		\$146	\$270	
Spandex Cover for Tall Pedestal Table (Black)		\$27	\$36	

SUB-TOTAL TABLES

SEATING

**** Subject to availability**

Folding Chair (Black)		\$25	\$55	
Fabric Side Chair (Grey, Padded Seat & Back)		\$45	\$85	
Bar Height Stool (Padded Seat with Wire Back)		\$110	\$180	

SUB-TOTAL SEATING

PREMIUM SEATING

**** Subject to availability**

Square Back Leather Club Chair WHITE () BLACK ()		\$195	\$254	
Squared Back Leather Loveseat WHITE () BLACK ()		\$255	\$332	
Squared Back Sofa WHITE () BLACK ()		\$457	\$594	
Padded, Tufted, Gas Lift Stool WHITE () BLACK ()		\$86	\$112	

SUB-TOTAL PREMIUM SEATING

ACCESSORIES

*** All items subject to availability**

Description	Qty	Preshov	Retail	Amount
Literature Rack (Floor Model)		\$111	\$183	
Coffee Table		\$232	\$372	
Retractable Tape Stanchions- Price per Section (2 Stanchions)		\$80	\$131	
Easel (Aluminum, Tri-Pod, Floor Model)		\$37	\$62	
Wastebasket		\$23	\$38	
Bag Holder (1m tall, adjustable arms)		\$70	\$90	
1.7 cu.ft. Bar Fridge		\$240	\$294	
2' x 8' Black Gridwall (customer to supply accessories)		\$37	\$75	
Posterboard (8' x 4', Velcro Adaptable)		\$152	\$160	
Draw Drum (Table Top Style)		\$82	\$136	
42" TV (No stand)		\$383	\$394	

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Lineal Foot

Blue () Green () Grey () Black () Show ()

4' High Pipe & Drape, Per Linear Foot		6.00/ft	15.00/ft	
8' High Pipe & Drape, Per Linear Foot		10.00/ft	20.00/ft	
Steel Only-No Drape (Bases, 8' Uprights, Crossbar) - Per Linear Foot		5.00/ft	10.00/ft	

SUB-TOTAL DRAPE & HARDWARE

SUMMARY OF FURNISHINGS

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

Carry this total to Method of Payment form

EVENT NAME Spruce Meadows International Christmas Market

DATES November 17-19, November 24-26, December 3-5, 2023

Exhibiting Company: _____

Booth # _____

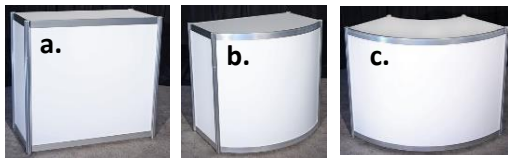
Contact Name: _____

Booth Size _____

Phone #: _____

Email: _____

COUNTER DISPLAYS



Item	Description	Qty	Preshow	Retail	Amount
a.	1m Standard c/w Locking Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$180	\$234	
b.	1m Curved Front c/w Locking Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$205	\$267	
c.	1/4 Round, White - Open in Back		\$260	\$338	

SUB-TOTAL COUNTER DISPLAYS

SUMMARY OF COUNTERS

\$

Carry this total to Method of Payment form

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

CLGY (CS) - 01 SEPT/2023

EVENT NAME Spruce Meadows International Christmas Market **DATES** November 17-19, November 24-26, December 3-5, 2023

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	Preshow	Retail	Amount
Broadloom - 10' x 10'		\$268	\$432	
Broadloom - 10' x 20'		\$537	\$864	
Bulk Carpet,* : Size x =		\$2.70	\$4.30	
Protective Plastic*** : Size x =		\$0.37	\$0.62	
Carpet Padding - Size x =		\$1.76	\$3.10	
SUB-TOTAL CARPET & PADDING				

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
* Booth carpet & bulk carpet supplied in per square foot.
** 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 (CHOOSE 1 OR 2)	Booth Size	Total Sq.. (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		
SUB-TOTAL BOOTH CLEANING							

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$

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CLGY (CS) - 01 SEPT/2023

CARPET, PADDING & BOOTH CLEANING



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PRE-SHOW DEADLINE:

November 3, 2023

ORDERING DEADLINE:

November 10, 2023

EVENT NAME Spruce Meadows International Christmas Market

DATES

November 17-19, November 24-26, December 3-5, 2023

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Booth Size _____

Phone #: _____

Email: _____

ELECTRICAL (BASIC POWER CONNECTIONS)

Description	Quantity	Pre-Show	Retail	TOTAL
** Power supplied to back wall of booth				
800 watts - 7 amps, Single Receptacle		\$245.00	\$333.00	
1500 watts - 15 amps, Duplex Receptacle		\$271.00	\$356.00	
2000 watts - 20 amps, Duplex Receptacle		\$300.00	\$395.00	
3000 watts Duplex Receptacle- RV Plug		\$396.00	\$470.00	
IF OUTLET PLACEMENT IS NOT ORDERED, OUTLET WILL BE PLACED IN BACK MIDDLE OF BOOTH				
Outlet Placement (Layout must be provided 2 weeks in advance)		\$65.00	\$111.00	

ELECTRICAL (SINGLE-PHASE POWER CONNECTIONS)

**** C/W 100' of cable (onsite charges may apply if additional cable is required)**

20 amps - 125/250V Twist Lock		\$619.00	\$740.00	
30 amps - 125/250V Twist Lock		\$740.00	\$866.00	
50 amps (GFI) - 125/250V Straight Blade Range Plug		\$864.00	\$900.00	
60 amps - 125/250V Straight Blade Range 60 amp Plug		\$890.00	\$980.00	
60 amps (GFI) - 125/250V Straight Blade Range 60 amp Plug		\$980.00	\$1,113.00	
100 amps - 125/250V Direct Tie-In		\$1,236.00	\$1,420.00	

ELECTRICAL (THREE-PHASE POWER CONNECTIONS)

**** C/W 100' of cable (onsite charges may apply if additional cable is required)**

20 amps - 250V Twist Lock		\$925.00	\$1,075.00	
30 amps - 250V Twist Lock		\$1,111.00	\$1,298.00	
60 amps - 250V Straight Blade 60 amp Plug)		\$1,360.00	\$1,608.00	

POWER ACCESSORIES * Does Not Include Power *****

25 Ft Long Tri-plex Extension Cord		\$50.00	\$74.00	
50 Ft Long Tri-plex Extension Cord		\$50.00	\$74.00	
Power Bar		\$50.00	\$74.00	

LIGHTING * Does Not Include Power *****

Lightstand with 2-Floodlight Bulbs		\$147.00	\$195.00	
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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		-	\$104.50	
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SPECIAL REQUIREMENTS

SUMMARY OF ELECTRICAL & LIGHTING

\$

Carry this total to Method of Payment form

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

CLGY (CS) - 01 SEPT/2023

ELECTRICAL & LIGHTING (INDOOR)

EVENT NAME Spruce Meadows International Christmas Market

DATES

November 17-19, November 24-26, December 3-5, 2023

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	Amount
BOOTH ID SIGNS ^^^ Printed to Coroplast, Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)			
11" x 9" with easel back (for table)		\$44.00	
36" x 8"		\$52.00	
44" x 7"		\$65.00	
22" x 17"		\$93.00	
28" x 14"		\$93.00	
SHOW SIGNAGE ^^^ Custom Floor Graphics (based on 1 sq. ft. each)			
Arrows, Stop Signs, complete with logo		\$26.27	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)			
22" x 28"		\$100.00	
44" X 28"		\$213.00	
40" X 30"		\$185.00	
Brass Grommets (Rings) for hanging- Per Sign		included	
Holes Drilled for hanging- Per Sign		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	Amount
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated			
Graphic front panel for 1m standard counter		\$150.00	
Graphic front panel for 1m curved front counter		\$165.00	
Graphic front panel for 1/4 round counter		\$225.00	
Graphic side panel for counters (price per panel)		\$75.00	
TOTAL CUSTOM SIGNAGE			

SUMMARY OF SIGNAGE

\$

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DATES

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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 4 hour call out, per man, on labor and stand-by.
- * 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 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: _____

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	\$76.00	
				x			x	\$76.00	

Global Supervised ☐

Exhibitor/Display House Supervised ☐

Supervisor Name & Cell # _____

SUB-TOTAL

Add 25% Global Site Supervisor

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	\$76.00	
				x			x	\$76.00	

Global Supervised ☐

Exhibitor/Display House Supervised ☐

Supervisor Name & Cell # _____

SUB-TOTAL

Add 25% Global Site Supervisor

ESTIMATED DISMANTLE

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

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CLGY (CS) - 01 SEPT/2023

DISPLAY INSTALLATION & DISMANTLE

EVENT NAME Spruce Meadows International Christmas Market

DATES

November 17-19, November 24-26, December 3-5, 2023

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"/> I&D Labor/Supervision	<input type="checkbox"/> Booth Cleaning
<input type="checkbox"/> Equipment & Furniture	<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

CALCULATION OF ORDER

<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 labor & material handling.
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> 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

Furnishings & Accessories	\$	
Counters	\$	
Carpet & Booth Cleaning	\$	
Electrical (Indoor)	\$	
Signage	\$	
Installation & Dismantle	\$	

Total of Items	\$	
5% GST	\$	
TOTAL ORDER	\$	

Canadian Funds
HST # 12259 9822 RT0001

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