

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

Each EQUIPLEX exhibitor booth space consists of the following:

- ** 8' high draped backwall and 4' high draped sidewalls.
- ** One (1) 8' skirted table with white vinyl top and skirted on all 3 sides.
- ** Two (2) folding chairs.
- ** One (1) Lightstand with 2 bulbs.
- ** One (1) 800 Watt electrical outlet.

Each HORIZONS GRIDWALL exhibitor booth space consists of the following:

- ** One (1) 8' skirted table with white vinyl top and skirted on all 3 sides.
- ** Two (2) folding chairs.
- ** One (1) 800 Watt electrical outlet - BY REQUEST ONLY

Each HORIZONS GRIDWALL exhibitor booth space consists of the following:

- ** Two (2) 8' skirted table with white vinyl top and skirted on all 3 sides.
- ** Four (4) folding chairs.
- ** Four (4) 800 Watt electrical outlet.

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:
August 23, 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: **SMMASTERS23** Password: **2023**

On-line ordering available until: August 30, 2023

EXHIBITOR MOVE-IN

| | | | | | |
|---------|-------------------|---------|---|---------|----------------------|
| Friday | September 1, 2023 | 8:00 AM | - | 5:00 PM | Large Exhibitor Only |
| Monday | September 4, 2023 | 8:00 AM | - | 5:00 PM | |
| Tuesday | September 5, 2023 | 8:00 AM | - | 5:00 PM | |

Notes:

SHOW HOURS

| | | | | |
|-----------|--------------------|----------|---|---------|
| Wednesday | September 6, 2023 | 2:00 PM | - | 6:00 PM |
| Thursday | September 7, 2023 | 2:00 PM | - | 6:00 PM |
| Friday | September 8, 2023 | 12:00 PM | - | 8:00 PM |
| Saturday | September 9, 2023 | 11:00 AM | - | 7:00 PM |
| Sunday | September 10, 2023 | 11:00 AM | - | 5:00 PM |

EXHIBITOR MOVE-OUT

| | | | | |
|--------|--------------------|---------|---|----------|
| Sunday | September 10, 2023 | 5:00 PM | - | 10:00 PM |
|--------|--------------------|---------|---|----------|

Notes:

EVENT NAME Spruce Meadows Masters

DATES September 6-10, 2023

Exhibiting Company: _____

Booth # _____

Contact Name: _____

Booth Size _____

Phone #: _____

Email: _____

TABLES

Dressed tables are show color unless otherwise requested

| Description | Qty | Preshow | Retail | Amount |
|--|-----|---------|--------|--------|
| Vinyl Top Table 30" - No Skirt 2'x4' () 2'x6' () 2'x8' () | | \$59 | \$77 | |
| 2'x4' Dressed Table-30" High (Vinyl Top, Skirted 3 Sides) | | \$89 | \$116 | |
| 2'x6' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides) | | \$95 | \$124 | |
| 2'x8' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides) | | \$106 | \$138 | |
| 30" High Extra Skirt (To Skirt 4th Side) | | \$50 | \$65 | |
| Vinyl Top Table 30" - No Skirt 2'x4' () 2'x6' () 2'x8' () | | \$53 | \$69 | |
| 2'x4' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides) | | \$107 | \$139 | |
| 2'x6' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides) | | \$111 | \$144 | |
| 2'x8' Raised Dressed Table-40" High (Vinyl top, Skirted 3 Sides) | | \$125 | \$163 | |
| 40" High Extra Skirt (To Skirt 4th Side) | | \$58 | \$75 | |
| Low Pedestal Table (30" Round, 30" High) | | \$95 | \$124 | |
| Tall Pedestal Table (30" Round, 40" High) | | \$115 | \$150 | |
| Spandex Cover for Tall Pedestal Table (Black) | | \$40 | \$52 | |

SUB-TOTAL TABLES

SEATING

**** Subject to availability**

| | | | | |
|---|--|-------|-------|--|
| Folding Chair (Black) | | \$25 | \$33 | |
| Fabric Side Chair (Grey, Padded Seat & Back) | | \$60 | \$78 | |
| Bar Height Stool (Padded Seat with Wire Back) | | \$101 | \$131 | |

SUB-TOTAL SEATING

PREMIUM SEATING

**** Subject to availability**

| | | | | |
|---|--|-------|-------|--|
| **Square Back Leather Club Chair** WHITE () BLACK () | | \$350 | \$455 | |
| **Squared Back Leather Loveseat** WHITE () BLACK () | | \$475 | \$618 | |
| **Padded, Tufted, Gas Lift Stool** WHITE () BLACK () | | \$123 | \$160 | |

SUB-TOTAL PREMIUM SEATING

ACCESSORIES

*** All items subject to availability**

| Description | Qty | Preshow | Retail | Amount |
|---|-----|--------------------------------------|--------|--------|
| Literature Rack (Floor Model) | | \$163 | \$212 | |
| Coffee Table | | \$150 | \$195 | |
| Retractable Tape Stanchions- Price per Section (2 Stanchions) | | \$60 | \$78 | |
| Easel (Aluminum, Tri-Pod, Floor Model) | | \$46 | \$60 | |
| Wastebasket | | \$21 | \$27 | |
| Bag Holder (1m tall, adjustable arms) | | \$62 | \$81 | |
| Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request. | | Contact our office for a price quote | | |
| 2' x 8' Black Gridwall (customer to supply accessories) | | \$33 | \$43 | |
| **Posterboard (8' x 4', Velcro Adaptable)** | | \$145 | \$189 | |
| Self Standing Hand Sanitizer Dispenser | | \$109 | \$142 | |
| Lightstand with 2-Floodlight Blubs - Does Not Included Power | | \$57 | \$74 | |

SUB-TOTAL ACCESSORIES

DRAPE & HARDWARE ** Rented per Lineal Foot

| Blue () Green () Grey () Black () Show () | | | | |
|--|--|---------|----------|--|
| 4' High Pipe & Drape, Per Linear Foot | | 6.00/ft | 7.80/ft | |
| 8' High Pipe & Drape, Per Linear Foot | | 9.00/ft | 11.70/ft | |
| Steel Only-No Drape (Bases, 8' Uprights, Crossbar) - Per Linear Foot | | 5.20/ft | 6.76/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 Masters **DATES** September 6-10, 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) | | \$205 | \$267 | |
| b. | 1m Curved Front c/w Locking Doors at Back (White, 1m long x 1/2m deep x 1m tall) | | \$310 | \$403 | |
| c. | 1/4 Round, White - Open in Back | | \$390 | \$507 | |
| SUB-TOTAL COUNTER DISPLAYS | | | | | |

HARDWALL BOOTH PACKAGES



Included in 10' x 10' Hard wall Package:

- * White PVC Panels
- * One Black Lettered Company Header
- * Two Arm Lights (does not include power)
- * Carpet (Choice of Colour)
- * Includes Set Up & Dismantle

Included in 10' x 20' Hard wall Package:

- * White PVC Panels
- * Two Black Lettered Company Headers
- * Four Arm Lights (does not include power)
- * Carpet (Choice of Colour)
- * Includes Set Up & Dismantle



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

| Description | Quantity | Preshow | Retail | Amount |
|--|----------|---------|---------|--------|
| 10' x 10' Hardwall Booth Package, White PVC Panels | | \$1,665 | \$2,165 | |
| 10' x 20' Hardwall Booth Package, White PVC Panels | | \$2,075 | \$2,698 | |
| Shelving (White Melamine, 1m long x 12" deep) | | \$66 | \$86 | |
| 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

Headers: Black 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 COUNTERS & HARDWALL DISPLAYS

\$ _____
Carry this total to Method of Payment form

EVENT NAME Spruce Meadows Masters **DATES** September 6-10, 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' | | \$175 | \$228 | |
| Broadloom - 10' x 20' | | \$350 | \$455 | |
| Broadloom - 10' x 30' | | \$525 | \$683 | |
| Broadloom - 20' x 20' | | \$700 | \$910 | |
| Bulk Carpet, *: Size x = | | \$1.75 | \$2.28 | |
| Custom Sized Bulk Carpet **: Size x = | | \$2.50 | \$3.25 | |
| Protective Plastic*** : Size x = | | \$0.75 | \$0.98 | |
| Carpet Padding - Size x = | | \$1.20 | \$1.56 | |
| 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 | \$0.50 | x | 1 | |
| 2 Daily vacuum & empty waste baskets | x | | x | \$0.50 | x | | |
| 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 calgary@globalconvention.ca

CLGY (TS) MAY/2023

EVENT NAME Spruce Meadows Masters **DATES** September 6-10, 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 | RUSH | 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) | | \$36.25 | \$47.13 | |
| 36" x 8" | | \$40.00 | \$52.00 | |
| 44" x 7" | | \$46.25 | \$60.13 | |
| 22" x 17" | | \$46.25 | \$60.13 | |
| 28" x 14" | | \$46.25 | \$60.13 | |
| SHOW SIGNAGE ^^^ Custom Floor Graphics (based on 1 sq. ft. each) | | | | |
| Arrows, Stop Signs, complete with logo | | \$12.50 | Pre-order Only | |
| SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label) | | | | |
| 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

EVENT NAME Spruce Meadows Masters **DATES** September 6-10, 2023

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 | \$90.00 | |
| | | | | x | | | x | \$90.00 | |

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 | Hourly Rate | Estimated Cost |
|------------------|------------|-----------------|----------|---|--------------------|-------------|---|-------------|----------------|
| | | | | x | | | x | \$90.00 | |
| | | | | x | | | x | \$90.00 | |

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

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

CLGY (TS) MAY/2023

DISPLAY INSTALLATION & DISMANTLE

EVENT NAME Spruce Meadows Masters **DATES** September 6-10, 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

☐ All Global Services ☐ Electrical ☐ Equipment & Furniture ☐ Booth Cleaning
☐ I&D Labor/Supervision ☐ 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 labor & material handling.

☐ 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 _____

CALCULATION OF ORDER

| | | |
|--------------------------------|----|-------|
| Furnishings & Accessories | \$ | _____ |
| Counters & Hardwall | \$ | _____ |
| Carpet & Booth Cleaning | \$ | _____ |
| 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