

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](mailto: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](http://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
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Notes:



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**PRE-SHOW DEADLINE:** August 23, 2023  
**ORDERING DEADLINE:** August 30, 2023

**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	
<b>SUB-TOTAL TABLES</b>				

**SEATING**

**\*\* Subject to availability**

Description	Qty	Preshow	Retail	Amount
Folding Chair (Black)		\$25	\$33	
Fabric Side Chair (Grey, Padded Seat & Back)		\$60	\$78	
Bar Height Stool (Padded Seat with Wire Back)		\$101	\$131	
<b>SUB-TOTAL SEATING</b>				

**PREMIUM SEATING**

**\*\* Subject to availability**

Description	Qty	Preshow	Retail	Amount
**Square Back Leather Club Chair** WHITE ( ) BLACK ( )		\$350	\$455	
**Squared Back Leather Loveseat** WHITE ( ) BLACK ( )		\$475	\$618	
**Padded, Tuffed, Gas Lift Stool** WHITE ( ) BLACK ( )		\$123	\$160	
<b>SUB-TOTAL PREMIUM SEATING</b>				

**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 ( )

Description	Qty	Preshow	Retail	Amount
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	\$	
<b>TOTAL</b>	<b>\$</b>	

*Carry this total to Method of Payment form*

**FURNISHINGS & ACCESSORIES**

**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	
<b>SUB-TOTAL COUNTER DISPLAYS</b>					

**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	
<b>SUB-TOTAL HARDWALL BOOTH PACKAGES</b>				

**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*



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**PRE-SHOW DEADLINE:**  
**ORDERING DEADLINE:**

**August 23, 2023**  
**August 30, 2023**

**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	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

- \* \*\* 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		\$0.50	1	
2 Daily vacuum & empty waste baskets	x		\$0.50		
<b>SUB-TOTAL BOOTH CLEANING</b>					

**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

**CARPET, PADDING & BOOTH CLEANING**



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**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
<b>BOOTH ID SIGNS</b> ^^^ 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	
<b>SHOW SIGNAGE</b> ^^^ Custom Floor Graphics (based on 1 sq. ft. each)				
Arrows, Stop Signs, complete with logo		\$12.50	Pre-order Only	
<b>SHOW SIGNAGE</b> ^^^ 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	
<b>TOTAL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

H

H

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

**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
<b>HARDWALL BOOTH GRAPHICS</b> *** 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	
<b>COUNTER GRAPHICS</b> *** 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	
<b>TOTAL CUSTOM SIGNAGE</b>				

**SUMMARY OF SIGNAGE**

\$ \_\_\_\_\_

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SIGNAGE (Show Signs & Custom Booth Graphics)



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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	\$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**

\$ \_\_\_\_\_  
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CLGY (TS) MAY/2023

**DISPLAY INSTALLATION & DISMANTLE**



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

**METHOD OF PAYMENT**

**Exhibiting Company Information**

Exhibiting Company: _____	<b>Booth #</b>
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	\$	_____
<b>Total of Items</b>	<b>\$</b>	_____
<b>5% GST</b>	<b>\$</b>	_____
<b>TOTAL ORDER</b>	<b>\$</b>	_____

Canadian Funds  
 HST # 12259 9822 RT0001

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