



Global Convention Services  
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

## METHOD OF PAYMENT

<b>Event Name</b>	<b>APNA Truck Show</b>	<b>Date(s)</b>	<b>June 18-19, 2022</b>
<b>Exhibiting Company Information</b>			
Exhibiting Company: _____		<b>Booth #</b>	
Exhibiting Company Mailing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email: _____	

<b>Third Party Company Information *** If Applicable ***</b>			
Third Party Company Name: _____			
Third Party Billing Address: _____			
City / Province / Postal Code: _____			
Contact Name: _____			
Telephone: _____		Email: _____	
<b>Services to be invoiced to Third Party Company</b>			
<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	CALCULATION OF ORDER												
<input type="checkbox"/> <b>BANK TRANSFER &amp; e-TRANSFERS</b> * Contact office for details * Customers are responsible for any bank processing fees  <input type="checkbox"/> <b>CREDIT CARD</b> 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"/> <b>Visa</b> <input type="checkbox"/> <b>Mastercard</b> <input type="checkbox"/> <b>Amex</b> 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 _____	Electrical, Lighting & Plumbi \$ _____ Sign & Banner Hanging \$ _____  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;"><b>Sub-Total</b></td><td style="text-align: left;"><b>\$</b></td><td>_____</td></tr> <tr><td style="text-align: right;"><b>5% GST (on sub-total)</b></td><td style="text-align: left;"><b>\$</b></td><td>_____</td></tr> <tr><td style="text-align: right;"><b>7% PST (on sub-total)</b></td><td style="text-align: left;"><b>\$</b></td><td>_____</td></tr> <tr><td style="text-align: right;"><b>TOTAL ORDER</b></td><td style="text-align: left;"><b>\$</b></td><td>_____</td></tr> </table> GST# 12259 9822 RT0001      Canadian Funds	<b>Sub-Total</b>	<b>\$</b>	_____	<b>5% GST (on sub-total)</b>	<b>\$</b>	_____	<b>7% PST (on sub-total)</b>	<b>\$</b>	_____	<b>TOTAL ORDER</b>	<b>\$</b>	_____
<b>Sub-Total</b>	<b>\$</b>	_____											
<b>5% GST (on sub-total)</b>	<b>\$</b>	_____											
<b>7% PST (on sub-total)</b>	<b>\$</b>	_____											
<b>TOTAL ORDER</b>	<b>\$</b>	_____											

Payment must be submitted with order forms. Email completed forms to: [abbotsford@globalconvention.ca](mailto:abbotsford@globalconvention.ca)

BC-Revised Nov/2016



Global Convention Services  
 Street: #4 - 2080 Carpenter St, Abbotsford BC, V2T 6B3  
 Tel/Fax: (604) 851-0224  
 Email: abbotsford@globalconvention.ca

**SIGN & BANNER HANGING**

<b>Event Name</b>	<b>APNA Truck Show</b>	<b>Date(s)</b>	<b>June 18-19, 2022</b>
<b>Pre-Show Price Deadline:</b>	<b>June 1, 2022</b>		
<b>Ordering Deadline:</b>	<b>June 15, 2022</b>	<b>Orders after this date must be placed on-site</b>	

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



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

**SIGN & BANNER HANGING**

<b>Event Name</b>	<b>APNA Truck Show</b>	<b>Date(s)</b>	<b>June 18-19, 2022</b>
<b>Pre-Show Price Deadline:</b>	<b>June 1, 2022</b>		
<b>Ordering Deadline:</b>	<b>June 15, 2022</b>	<b>Orders after this date must be placed on-site</b>	

Exhibiting Company: \_\_\_\_\_ Booth #

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Booth Size

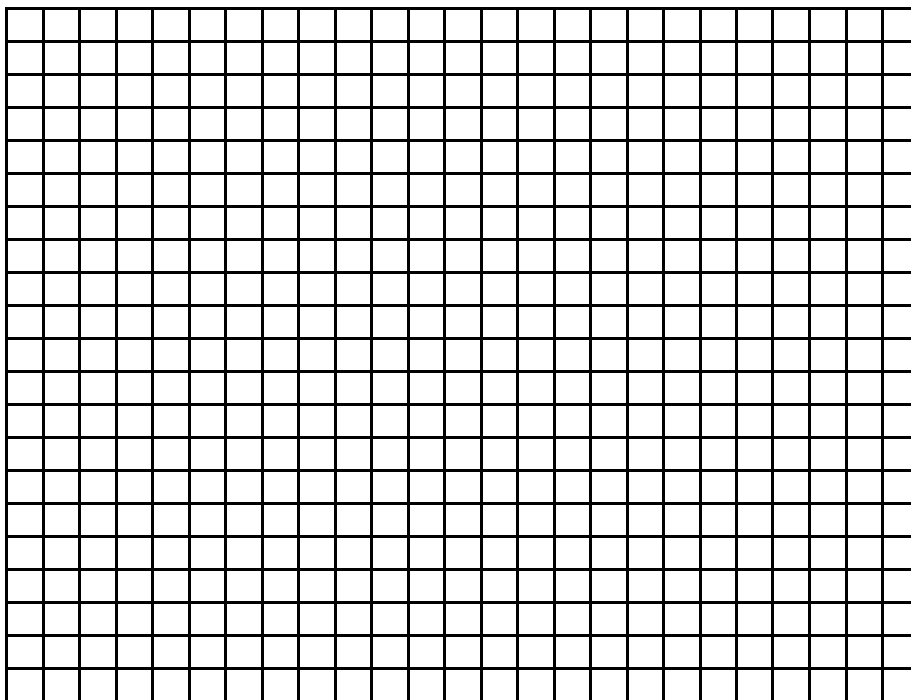
**DIAGRAM SPECIFICATIONS**

- \* **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](mailto:abbotsford@globalconvention.ca)**