

Saltscapes 2025 Spring Expo

May 9-11, 2025

Halifax Exhibition Centre

Halifax, NS

Dear Exhibitor,

Global Convention Services is pleased to be appointed by Show Management as the official Service Contractor for this Event. In the following pages, please find the necessary forms and information that will assist you with a successful exhibition experience.

Be sure to take advantage of discounted rates on various items. To receive the discounted rate, submit your completed forms along with Payment Form by the discounted date specified on the forms.

Should you have any questions, please feel free to contact our Exhibitor Services team who will be happy to assist you with your needs.

We look forward to working with you on this event and wish you a successful show.

Global Convention Services Ltd.

SERVICE CONTRACTOR CONTACT: Global Convention Services
1658 Market Street
Halifax, NS B3J 1K9
Tel. 902-425-1400 Fax: 902-423-4129
Email: info@globalconvention.ca

BOOTH EQUIPMENT: *Each 5' x 10' or 10' x 10' exhibitor booth space consists of the following:*

- * 8' high draped backwall and 3' high draped sidewalls.
- * One (1) 6' skirted table.
- * Two (2) chairs.
- * Booth Carpet
- ** Additional electrical can be ordered by completing the enclosed Electrical form
- ** Forklift service (500 lb) from facility loading dock to booth and return.
- ** Empty container storage.
- ^^ One (1) 110v, 7.5 amp, (½ standard 15 amp duplex) is supplied as part of your booth package. Additional electrical requirements MUST be submitted at least one week prior to show set up (Friday, May 2) or a 25% surcharge will apply. See Electrical Form- Page 6

EXHIBITOR MOVE-IN:	Wednesday	May 7, 2025	10:00 AM	-	9:00 PM
	Thursday	May 8, 2025	10:00 AM	-	9:00 PM
EXHIBITION DATES:	Friday	May 9, 2025	10:00 AM	-	7:00 PM
	Saturday	May 10, 2025	10:00 AM	-	7:00 PM
	Sunday	May 11, 2025	10:00 AM	-	4:00 PM
EXHIBITOR MOVE-OUT:	Sunday	May 11, 2025	4:00 PM	-	11:00 PM

Notes:

ADVANCE PRICE DEADLINE: In order to receive discounted rates on selected items, per dates listed on the enclosed forms, we must receive your order and payment by date below. Orders received after this date will be subject to Retail prices. April 25, 2025

ORDERING DEADLINE: Ordering for this event will be available until: May 2, 2025
Please contact our Exhibitor Services Department for availability after this date.



HALIFAX OFFICE:
 1658 Market Street, Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
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ADVANCE DEADLINE: April 25, 2025
ORDERING DEADLINE: May 2, 2025

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025
Exhibiting Company _____ **Booth #** _____
Contact Name _____ **Booth Size** _____

TABLES				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
30" Height Tables				
2'x4' Vinyl Top Table - No Skirt		\$57	\$74	
2'x6' Vinyl Top Table - No Skirt		\$63	\$82	
2'x8' Vinyl Top Table - No Skirt		\$72	\$94	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$77	\$100	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$84	\$109	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$93	\$121	
30" High Extra Skirt (To Skirt 4th Side)		\$43	\$56	
40" Counter Height Tables				
2'x4' Vinyl Top Table - No Skirt		\$68	\$88	
2'x6' Vinyl Top Table - No Skirt		\$75	\$98	
2'x8' Vinyl Top Table - No Skirt		\$86	\$112	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$97	\$126	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$101	\$131	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$114	\$148	
40" High Extra Skirt (To Skirt 4th Side)		\$51	\$66	
Round Pedestal Tables				
Meeting Table (30" Tall, 30" Dia)		\$83	\$108	
Cruiser Table (40" Tall, 30" Dia)		\$94	\$122	
Cruiser Table w/Black Spandex		\$124	\$161	
SUB-TOTAL TABLES				

SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$21	\$27	
Fabric Side Chair		\$47	\$61	
Bar Height Stool w/Wire Back (Padded Seat)		\$98	\$127	
"Z" Stool		\$54	\$70	
SUB-TOTAL SEATING				

PREMIUM SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Leather Tufted Padded Stool		\$109	\$142	
White () Black ()				
Squared Back Leather Club Chair		\$277	\$360	
White () Black ()				
Squared Back Leather Loveseat		\$439	\$571	
White () Black ()				
SUB-TOTAL PREMIUM SEATING				

DRAPE & HARDWARE ** Rented per Linear Foot				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Show				
Description	Qty	Advance	Retail	Total
3' High Pipe & Drape		\$6.00	\$7.80	
8' High Pipe & Drape		\$7.00	\$9.10	
Steel Only- No Drape (Bases, 8' Uprights, Crossbar)		\$4.00	\$5.20	
SUB-TOTAL DRAPE & HARDWARE				

SUMMARY	
Tables	\$ _____
Seating	\$ _____
Premium Seating	\$ _____
Drape & Hardware	\$ _____
SUB-TOTAL	\$ _____
<i>Carry this total to Method of Payment form</i>	

Tables, Seating, Drape & Hardware

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

ACCESSORIES				
<i>* All items subject to availability.</i>				
<i>*** Items may not be exactly as shown and may be substituted for similar item. ***</i>				
Description	Qty	Advance	Retail	Total
A. Cardboard Ballot Box (10"x10"x10") <i>* Label Available- See Signage Form</i>		\$20	\$26	
B. Literature Rack (Floor Model)		\$133	\$173	
C. Coffee Table White () Black ()		\$99	\$129	
D. End/Side Table White () Black ()		\$65	\$85	
E. Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$52	\$68	
F. Easel (Aluminum, Tri-Pod, Floor Model)		\$42	\$55	
G. Wastebasket		\$22	\$29	
H. Bag Holder (1m tall, 2 arms)		\$56	\$73	
I. Sign Holder (22"x28"x5' tall) <i>* Sign Available- See Signage Form</i>		\$58	\$75	
J. Rolling Coat Rack, Chrome		\$70	\$91	
K. Plant (Tropical, 2'-3' High) <i>* Specialty Plants Available Upon Request</i>		Contact Global office for quote		
SUB-TOTAL ACCESSORIES				



PORTABLE DISPLAYS & COUNTERS				
<i>* All items subject to availability.</i>				
<i>*** Items may not be exactly as shown and may be substituted for similar item. ***</i>				
Description	Qty	Advance	Retail	Total
A. 1m Standard Counter w/Sliding Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$198	\$257	
B. 1m Curved Front Counter w/Sliding Doors at Back (White, 1m x 0.5m x 1m tall)		\$226	\$294	
C. 1/4 Round Counter, White - Open in Back		\$286	\$372	
D. 1m Display Showcase, Double Shelf, White/Acrylic		\$358	\$465	
E. 1m Jewellery Display, Single Shelf, White/Acrylic		\$314	\$408	
F. Ballot Box Display (1/2m x 1/2m x 1m tall)- White or Black PVC Panels and Acrylic White () Black ()		\$204	\$265	
G. Ballot Box Display (1/2m x 1/2m x 1m tall)- White PVC Panels		\$204	\$265	
H. Bannerstand Frame Rental (Includes graphic panel)		\$498	\$647	
I. Posterboard (8'x4', Velcro Adaptable)		\$165	\$215	
SUB-TOTAL PORTABLE DISPLAYS & COUNTERS				



*** Graphic panels available for counters. See Signage Form for pricing.*

SUMMARY	
Accessories	\$ _____
Portable Displays & Counters	\$ _____
SUB-TOTAL	\$ _____
Carry this total to Method of Payment form	

Accessories, Portable Displays & Counters



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ADVANCE DEADLINE: April 25, 2025
ORDERING DEADLINE: May 2, 2025

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

CARPET, PROTECTIVE PLASTIC and CARPET PADDING

- ** Colours subject to availability. Select first and second desired colour.
- ** Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.
- 1 Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- 2 Booth and bulk carpet supplied in 10' x 10' increments.
- 3 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
- 4 It is the responsibility of the exhibitor to remove plastic prior to show opening.

1st Colour Choice: Grey Black Blue Red Green

2nd Colour Choice: Grey Black Blue Red Green

Description	Quantity	Advance	Retail	Total
Broadloom - 10' x 10'		\$168	\$218	
Broadloom - 20' x 10'		\$337	\$438	
Broadloom - 30' x 10'		\$505	\$657	
Broadloom - 20' x 20' (1)		\$612	\$796	
Bulk Carpet, 10'x10' Increments (1,2) Size x =		\$1.73	\$2.25	
Custom Sized Bulk Carpet (3) Size x =		\$2.37	\$3.08	
Protective Plastic (4) Size x =		\$0.73	\$0.95	
Carpet Padding Size x =		\$1.23	\$1.60	
SUB-TOTAL CARPET, PROTECTIVE PLASTIC & PADDING				

*** Payment must be received with order. Orders will not be processed without payment. ***
 *** No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime. ***

BOOTH CLEANING

Service Option	Booth Size	Total Sq. Ft.	X	Advance	Retail	Total
A Initial vacuum before first day only	x		x	\$0.50	\$0.65	
B 2 Day Service: Daily vacuum & empty waste basket	x		x	\$1.00	\$1.30	
C 3 Day Service: Daily vacuum & empty waste basket	x		x	\$1.50	\$1.95	
SUB-TOTAL BOOTH CLEANING						

SPECIAL INSTRUCTIONS:

SUMMARY

\$ _____

Carry this total to Method of Payment Form

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

Carpet, Plastic, Padding & Booth Cleaning



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ADVANCE DEADLINE:
ORDERING DEADLINE:

April 25, 2025
May 2, 2025

Electrical

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Single 110 volt, 15 amp, duplex outlet --- OPTION A

* **Electrical outlets are supplied to the back of the booth.**

- * Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
- * Borrowing power from an adjoining booth is not permitted.
- * We recommend the use of power bars with surge protectors.
- * Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: _____

Special Electrical Power --- OPTION B

Equipment Operating: ***** Complete and fax or email to office for quote *****

of Volts? _____ Single Phase or 3 Phase? _____ # of Amps? _____

Do you require your equipment hardwired? _____

If no, please specify type of receptacle required or receptacle number:

Draw plug configuration
(as shown on your equipment):



COMPLETE YOUR ELECTRICAL ORDER HERE

Description	Quantity	Advance	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet (*1) --- <u>Option A</u>		\$105.00	\$137.00	
Special electrical power (*2) --- <u>Option B</u> -- To be quoted. Contact office.				
Power Placement In Booth (Labour Only) - PER PLACEMENT (*3) (*4) Does not include flat extension cord rental or electrical outlet.		\$77.00	\$100.00	
5m, 3 prong, extension cord (*5)		\$32.00	\$42.00	
5m, flat extension cord (*5)		\$42.00	\$55.00	
Power Bar (*5)		\$26.00	\$34.00	

- *1 Power is placed at the back of the booth space unless power placement is requested and ordered.
- *2 Submit your requirements, along with picture or sketch of plug configuration to Global for quote.
- *3 Power Placement Service (Under Carpet or Over Flooring): Power will be placed prior to any carpet/flooring being installed. Any installed flooring will need to be removed at the cost to the Exhibitor before electrical cords can be installed. Layout must be provided. The Exhibitor or Exhibitor-Appointed-Contractor (EAC) will be responsible to cut the flooring to allow access to the outlet. The Exhibitor or EAC will be responsible to install the power in built structures.
- *4 Power Placement Service (Non-Carpeted or Non-Flooring Booth): Layout must be provided. The Exhibitor or EAC will be responsible to install the power in built structures.
- *5 Rental does not include power or power placement.

SUMMARY	
	\$ _____
Carry this total to Method of Payment form	

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

EAST-CS 2025 (Nov/2024)

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

HARDWALL BOOTH PACKAGES



- 10' x 10' Hardwall Package:**
- * White PVC Panels
 - * One Black Lettered Company Header
 - * Two Arm Lights **(does not include power)**
 - * Set Up & Dismantle



- 20' x 10' Hardwall Package:**
- * White PVC Panels
 - * Two Black Lettered Company Headers
 - * Four Arm Lights **(does not include power)**
 - * Set Up & Dismantle

Custom header(s) & graphic panels available. See Signage Form for pricing.

Description	Quantity	Advance	Retail	Total
10' x 10' Hardwall Booth Package		\$1,265	\$1,645	
20' x 10' Hardwall Booth Package		\$1,649	\$2,144	
Upgrade PVC panel to Pegboard Panel * (per 1m x 2.5m panel)		\$131	\$170	
Upgrade PVC panel to Slatwall Panel * (per 1m x 2.5m panel)		\$193	\$251	
LED Arm Light for Hardwall Displays		\$53	\$69	
Shelving (White Melamine, 1m long x 12" deep)		\$39	\$51	
		SUB-TOTAL HARDWALL BOOTH PACKAGES		

* Global does not carry accessories & hardware.

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black lettering on white PVC. All CAPS lettering.

Header # 1 to read (10' x 10' and 20' x 10' systems)

Header # 2 to read (20' x 10' systems only)

SUMMARY

\$ _____

Carry this total to Method of Payment form



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 1658 Market Street, Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
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ORDERING DEADLINE: April 17, 2025
 Orders received after this date will be subject to RUSH pricing

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

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	Total
BOOTH ID SIGNS ^^^ Non-Laminated & Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" with easel back (for table)		\$39.90	\$51.90	
36" x 8"		\$44.00	\$57.20	
44" x 7"		\$50.90	\$66.20	
44" x 7" Blackhawk booth ID Sign (heavy cardstock)		\$21.00	\$27.30	
22" x 17"		\$52.50	\$68.25	
28" x 14"		\$55.25	\$71.85	
SHOW SIGNAGE ^^^ Printed to Coroplast, Non-Laminated (with exception of ballot box label)				
8" x 8" Vinyl Label for Cardboard Ballot Box		\$28.00	\$36.40	
22" x 28"		\$79.75	\$103.70	
44" X 28"		\$112.75	\$146.60	
40" X 30"		\$112.75	\$146.60	
Brass Grommets (Rings) for hanging- Per Sign		no charge	no charge	
Holes Drilled for hanging- Per Sign		no charge	no charge	
		SUB-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	Total
HARDWALL BOOTH GRAPHICS *** Printed to PVC Panel, Non-Laminated				
10' Custom header (price per header)		\$275.00	\$357.50	
Graphic panel for backwall and/or sidewalls (price per panel)		\$429.00	\$557.70	
Graphic panel for lower rail sidewalls (price per panel)		\$176.00	\$228.80	
COUNTER GRAPHICS *** Printed to PVC Panel, Non-Laminated				
Graphic front panel for 1m standard counter		\$176.00	\$228.80	
Graphic front panel for 1m curved front counter		\$193.00	\$250.90	
Graphic front panel for 1/4 round counter		\$275.00	\$357.50	
Graphic side panel for counters (price per panel)		\$88.00	\$114.40	
		SUB-TOTAL CUSTOM SIGNAGE		

SUMMARY

\$ _____

Carry this total to Method of Payment form

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

EAST-CS 2025 (Nov/2024)

Signage (Show Signs & Custom Booth Graphics)



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ADVANCE DEADLINE: April 25, 2025
ORDERING DEADLINE: May 2, 2025

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Minimum 2 hour call out, per man, on labour and stand-by, thereafter charged in half hour increments.
- * 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 _____ Ladder(s)? Yes No Size _____ Quantity _____
 Specify Details: _____

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: _____

RATES:	ST (Standard Time- 1) 8:00am - 4:30pm Monday to Friday	\$ 77.00 per hour
	OT (Overtime- 1.5) 4:30pm - 8:00am Monday to Friday, All Day Saturday	\$ 116.00 per hour
	DT (Double Time- 2) All day Sunday & Holidays	\$ 154.00 per hour

ESTIMATED INSTALLATION REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
 Date Required, Day 2 _____ Start Time _____ End Time _____

ST	_____ # Labourers	x	_____ # Hours	x	\$ 77.00	=	\$ _____
OT	_____ # Labourers	x	_____ # Hours	x	\$ 116.00	=	\$ _____
DT	_____ # Labourers	x	_____ # Hours	x	\$ 154.00	=	\$ _____

Global Supervised Add 25% for Global Supervision \$ _____
 Exhibitor/Display House Supervised **ESTIMATED INSTALLATION** \$ _____
 Supervisor Name & Cell # _____

ESTIMATED DISMANTLE REQUIREMENTS

Date Required, Day 1 _____ Start Time _____ End Time _____
 Date Required, Day 2 _____ Start Time _____ End Time _____

ST	_____ # Labourers	x	_____ # Hours	x	\$ 77.00	=	\$ _____
OT	_____ # Labourers	x	_____ # Hours	x	\$ 116.00	=	\$ _____
DT	_____ # Labourers	x	_____ # Hours	x	\$ 154.00	=	\$ _____

Global Supervised Add 25% for Global Supervision \$ _____
 Exhibitor/Display House Supervised **ESTIMATED DISMANTLE** \$ _____
 Supervisor Name & Cell # _____

SUMMARY

\$ _____
 Carry this total to Method of Payment form

Display Installation & Dismantle



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Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

INSTRUCTIONS

- * **Diagram required of exhibitor booth with banner placement and any special requirements.**
- * Complete sign/banner specifications.
- * Indicate the nature and number of hanging points for sign/banner.
- * Banners/signs can only be suspended from facility overhead girder spans.
- * 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 (i.e. centered 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 (i.e. centered with table): _____ Banner/Sign Height From Ground: _____

Description of Labor	# of Banners	x	Up to Advance	After Advance	Total
			Deadline	Deadline	
Sign/Banner (25 lbs. & under and 10' long or less)		x	\$556	\$723	
Sign/Banner (over 25 lbs. and/or longer than 10')		x	to be quoted	to be quoted	

- ** Includes scissor lift, installation, removal and 1 installer.
- ** Larger signs will require additional installer and may result in additional charges.
- ** Electrical form must be completed if banner/sign requires power.

Installation to be completed by: _____

ON-SITE CONTACT & CELL NUMBER: _____

SUMMARY
 \$ _____
 Carry this total to Method of Payment form

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca



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Contact Name _____ **Booth Size** _____

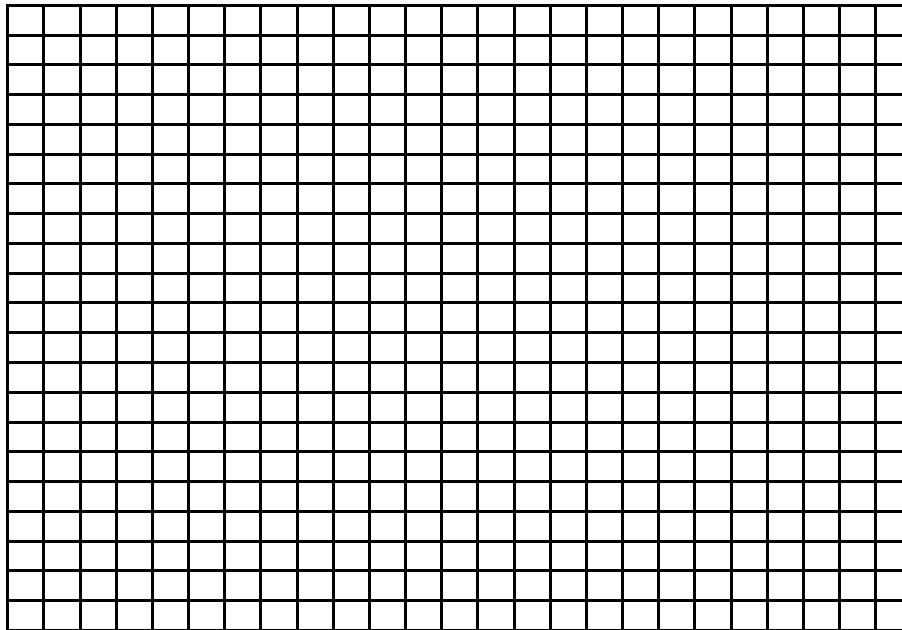
EMERGENCY CONTACT NAME & CELL NUMBER: _____

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:

Send both pages of Sign & Banner Hanging Form along with Method of Payment to info@globalconvention.ca



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Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

ON-SITE CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
- * Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
- * The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.
- * If you require a forklift, a driver will be assigned to operate the forklift.
- * 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
- * Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
- * **Exhibitor must check forklift/driver in and out at Global service desk.**
- * Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.
- * Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$149	
			X			\$149	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED INSTALLATION**

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$149	
			X			\$149	

Contact office for weekly forklift rental quote & scissor lift rental quote. **ESTIMATED DISMANTLE**

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

\$ _____
 Carry this total to Method of Payment form



HALIFAX OFFICE:
 1658 Market Street, Halifax, NS B3J 1K9
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

ADVANCE DEADLINE: April 25, 2025

ORDERING DEADLINE: May 2, 2025

EVENT NAME Saltscapes 2025 Spring Expo **DATES** May 9-11, 2025

Exhibiting Company Billing Information

Exhibiting Company: _____ Exhibiting Company Billing Address: _____ City / Province / Postal Code: _____ Contact Name: _____ Telephone: _____ Fax: _____ Email: _____	Booth #
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Third Party Company Information * If Applicable *****

Third Party Company Name: _____ Third Party Billing Address: _____ City / Province / Postal Code: _____ Contact Name: _____ Telephone: _____ Fax: _____ Email: _____	
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Services to be invoiced to Third Party Company

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> All Global Services | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Signage | <input type="checkbox"/> In-Booth Forklift |
| <input type="checkbox"/> Furnishings | <input type="checkbox"/> Electrical | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Carpet, Plastic, Padding | <input type="checkbox"/> Hardwall Displays | <input type="checkbox"/> Display I & D Labour | |

INFORMATION

- * **Payment must accompany order. Order will not be processed without payment.**
- * Advance 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 funds.*
- * Exhibitors are responsible for damage or loss of rental material.

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

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

- BANK TRANSFER & E-TRANSFERS**
- * Send e-transfers to: accounting@globalconvention.ca
 - * Contact office for Bank Transfer 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 include labour & material handling services.

PAYMENT INFORMATION

Purchase Order # (if applicable) _____
(P.O. is for vendor's reference only. Payment must accompany order.)

Visa **MasterCard** **Amex**

Card # _____
 Expiry Date (Month/Year) _____ - _____ CVV # _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Copy of invoice sent on request.

Email _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet, Plastic & Cleaning	\$	_____
Electrical	\$	_____
Hardwall Displays	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Display Labour	\$	_____
Sign Hanging	\$	_____
In-Booth Forklift	\$	_____
	\$	_____
	\$	_____
Sub-Total of Items	\$	_____
15% HST	\$	_____
TOTAL	\$	_____
TOTAL ORDER (CDN)	\$	_____

HST # 12259 9822 RT0001

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

EAST-CS 2025 (Nov/2024)

Method of Payment