



**HEAD OFFICE:**  
 P.O. Box 2329, Saint John, NB E2L 3V6  
 Tel. 506-658-0506 Fax. 506-658-0509  
 E-mail: info@globalconvention.ca

**ADVANCE DEADLINE:** June 13, 2024  
**ORDERING DEADLINE:** June 19, 2024

**EVENT NAME** CCUFSA **DATES** June 26-27, 2024

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

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

\* **Ordered Electrical outlets will be 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>		\$110.00	\$143.00	
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.		\$90.00	\$117.00	
5m, 3 prong, extension cord (*5)		\$30.00	\$39.00	
5m, flat extension cord (*5)		\$39.00	\$51.00	
Power Bar (*5)		\$28.00	\$36.00	

- \*1 Power is placed at the back of the booth space unless power placement is requested.
- \*2 Submit your requirements, along with picture or sketch of plug configuration to Global for quote.
- \*3 Power Placement Service (Under Carpet or 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 OF ELECTRICAL**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

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

#REF!

**ELECTRICAL**



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**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       Material Handling In & Out       Booth Cleaning  
 Equipment & Furniture       I&D Labor/Supervision       In-Booth Forklift       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**

**BANK TRANSFER & e-TRANSFERS**  
 \* Send e-transfers to: [accounting@globalconvention.ca](mailto: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 may include labor & material handling.

Electrical                      \$ \_\_\_\_\_  
 Material Handling              \$ \_\_\_\_\_

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

Visa       MasterCard       Amex      2.75% Convenience Fee to be applied  
 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 \_\_\_\_\_

Total of Items	\$	_____
15% HST	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____
2.75% Convenience Fee	\$	_____
<b>TOTAL ORDER (CDN)</b>	<b>\$</b>	_____

HST # 12259 9822 RT0001

**Payment must be submitted with order forms. Send completed forms to [info@globalconvention.ca](mailto:info@globalconvention.ca)**

#REF!

METHOD OF PAYMENT