

2025 Calgary Tattoo & Arts Festival, Winter Edition

February 7-9, 2025
BMO Centre, Calgary, AB

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 Tuesday, January 21, 2025.

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.

CONTENTS

Show Information & Dates.....	2
Tables, Seating & Drape Order Form.....	3
Accessories & Counters Order Form.....	4
Carpet & Booth Cleaning Order Form.....	5
Material Handling Order Form.....	6
Terms & Conditions.....	7
Direct to Show Site Shipping Labels.....	8
Advance Warehouse Shipping Labels.....	9
Post-Show Warehouse Labels.....	10
I & D Labour Order Form.....	11
In-Booth Forklift Order Form.....	12
Method of Payment Form.....	13



SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
9168 52nd Street SE, Calgary, AB, T2C 5A9

Phone: (587) 324-4821
Email: ESS-BMO@globalconvention.ca

BOOTH EQUIPMENT

Each 10' wide x 10' deep draped booth package consists of the following:

- * 8' High Black Backwall Drape and 3' High Black Sidewall Drape
* One (1) 6' Black Skirted Table
* One (1) 8' Black Skirted Table
* Two (2) Folding Chairs

Each booth space consists of the following:

- * One (1) 8' Black Skirted Table
* Two (2) Folding Chairs

** The Trade Show floor is NOT carpeted. Refer to the Carpet Order Form to rent carpet for your booth space.

^ Power and sign/banner hanging is provided by Calgary Stampede, BMO Centre; link below:

Calgary Stampede Exhibitor Ordering Portal

PRICING DEADLINES

In order to receive discounted rates on selected items, we must receive your order and payment by the advance price deadline. Orders received after this date will be subject to Retail prices.

ADVANCE PRICE DEADLINE

January 21, 2025

Ordering for this event will be available until the ordering deadline. Please contact our Exhibitor Services Department for availability after this date.

ORDERING DEADLINE

February 4, 2025

EXHIBITOR MOVE-IN

Friday February 7, 2025 9:00 AM - 4:00 PM

EXHIBITION DATES

Friday February 7, 2025 4:00 PM - 11:45 PM
Saturday February 8, 2025 12:00 PM - 11:00 PM
Sunday February 9, 2025 12:00 PM - 6:00 PM

EXHIBITOR MOVE-OUT

Sunday February 9, 2025 6:00 PM - 11:00 PM

MATERIAL HANDLING

** Global Convention Services does not offer shipping, customs, or brokerage services. Please refer to the Material Handling pages for further information, costs and shipping labels.

ADVANCE SHIPMENTS: To arrive between the dates indicated below. Freight received at advance warehouse prior to or after these dates will be subject to additional handling fees.

START DATE Tuesday, January 14, 2025

END DATE Tuesday, February 4, 2025

To expedite the move-in process, we highly recommend sending all materials to the Global Advance Warehouse.

** In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.

** Additional fees may be incurred if freight requires special handling from/to receiving doors to

DIRECT TO SITE SHIPMENTS: To arrive during scheduled exhibitor move-in times only!!!

** Freight received at venue in advance of exhibitor move-in risk having freight either refused by the venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.

** Please note: All freight shipped to the BMO without a designated receiver onsite to deliver it to the booth will be subject to material handling fees. Refer to pages 6-10 for all Global material handling rates. ***

POST-SHOW STRANDED FREIGHT: Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ADVANCE DEADLINE: January 21, 2025
ORDERING DEADLINE: February 4, 2025

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition **DATES** February 7-9, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

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' Raised Vinyl Top Table - No Skirt		\$68	\$88	
2'x6' Raised Vinyl Top Table - No Skirt		\$75	\$98	
2'x8' Raised Vinyl Top Table - No Skirt		\$86	\$112	
2'x4' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$97	\$126	
2'x6' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$101	\$131	
2'x8' Raised 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 (Padded Seat & Back)		\$47	\$61	
Bar Height Stool w/Wire Back (Padded Seat)		\$98	\$127	
Bar Height Stool (Grey Fabric, Padded Seat)		\$98	\$127	
SUB-TOTAL SEATING				
PREMIUM SEATING				
<i>*** All items subject to availability ***</i>				
Leather Tufted Padded Stool White () Black ()		\$109	\$142	
Squared Back Leather Club Chair White () Black ()		\$277	\$360	
Squared Back Leather Loveseat White () Black ()		\$439	\$571	
Squared Back Leather Sofa White () Black ()		\$503	\$654	
SUB-TOTAL PREMIUM SEATING				
DRAPE & HARDWARE <i>*** Rented in 10' Increments ***</i>				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Show				
3' High Pipe & Drape - per lin.ft.		\$6.00	\$7.80	
8' High Pipe & Drape - per lin.ft.		\$7.00	\$9.10	
Steel Only, No Drape (Bases, 8' Uprights, Crossbar) - per lin.ft.		\$4.00	\$5.20	
8' High Upright with Baseplate Only - per piece		\$20.00	\$26.00	
10' Wide Crossbar Only - per piece		\$20.00	\$26.00	
SUB-TOTAL DRAPE & HARDWARE				

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

Tables, Seating, Drape & Hardware

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition **DATES** February 7-9, 2025

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

ACCESSORIES

** All items subject to availability.
*** Items may not be exactly as shown and may be substituted for similar item. ****

Description	Qty	Advance	Retail	Total
A. Literature Rack (Floor Model)		\$133	\$173	
B. Coffee Table White () Black ()		\$99	\$129	
C. End Table White () Black ()		\$65	\$85	
D. Retractable Tape Stanchion - price per stanchion (minimum order of 2)		\$31	\$40	
E. Easel (Aluminum, Tri-Pod, Floor Model)		\$42	\$55	
F. Wastebasket		\$22	\$29	
G. Bag Holder (1m tall, 2 arms)		\$56	\$73	
H. Sign Holder (22"x28"x5' tall) * Sign Available- See Signage Form		\$58	\$75	
I. Rolling Coat Rack, Chrome		\$70	\$91	
J. Hand Sanitizer Dispenser (Self-standing)		\$109	\$142	
K. 8' High Lightstand c/w 2-150 watt floodlights (does not include power)		\$63	\$82	

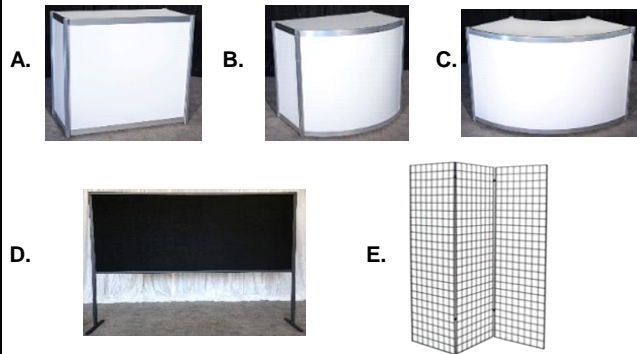
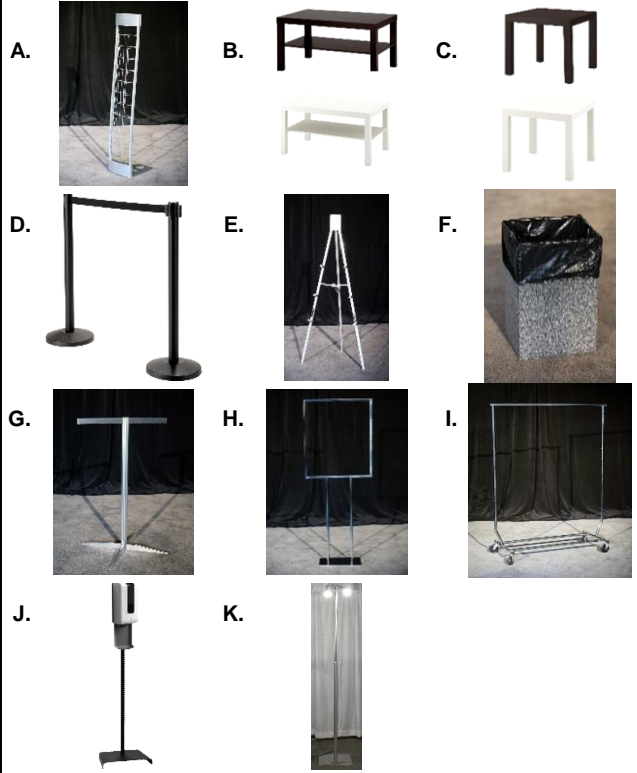
SUB-TOTAL ACCESSORIES

PORTABLE DISPLAYS & COUNTERS

** All items subject to availability.
*** Items may not be exactly as shown and may be substituted for similar item. ****

Description	Qty	Advance	Retail	Total
A. 1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$226	\$294	
B. 1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall)		\$253	\$329	
C. 1/4 Round Counter, White - Open in Back		\$286	\$372	
D. Posterboard (8'x4', Velcro Adaptable)		\$165	\$215	
E. Gridwall, 2'x8', Black (min. order of 2, customer to supply accessories)		\$28	\$36	

SUB-TOTAL PORTABLE DISPLAYS & COUNTERS



SUMMARY

Accessories	\$	
Portable Displays & Counters	\$	
SUB-TOTAL	\$	

Carry this total to Method of Payment form

Accessories, Portable Displays & Counters



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ADVANCE DEADLINE: January 21, 2025
ORDERING DEADLINE: February 4, 2025

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition **DATES** February 7-9, 2025

Exhibiting Company _____ **Booth #** _____
Contact Name _____ **Booth Size** _____
Phone # _____ **Email** _____

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
2nd Colour Choice: Grey Black Blue Red

Description	Quantity	Advance	Retail	Total
Broadloom - 10' x 10'		\$168	\$218	
Broadloom - 20' x 10'		\$337	\$438	
Broadloom - 30' x 10'		\$505	\$657	
1 Broadloom - 20' x 20'		\$612	\$796	
1,2 Bulk Carpet, 10'x10' Increments Size x =		\$1.73	\$2.25	
3 Custom Sized Bulk Carpet Size x =		\$2.37	\$3.08	
4 Protective Plastic 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 ESS-BMO@globalconvention.ca

Calgary_BMO-CS 2025 (Nov/2024) V01

Carpet, Plastic, Padding & Booth Cleaning



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ORDERING DEADLINE: **February 4, 2025**

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition DATES February 7-9, 2025

Exhibiting Company _____ Booth # _____

Contact Name _____ Booth Size _____

Phone # _____ Email _____

SPECIFICATIONS ON SHIPMENTS - IN-BOUND * Please provide copy of waybill *****

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
		Total Weight	<input type="text"/>

CALCULATION OF ORDER

** A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Global Convention Services Ltd.

** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$75.00	\$150.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$75.00	\$675.00

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/100			X	\$75.00	
DIRECT TO SHOW SITE		/100			X	\$85.00	
POST-SHOW RETURN TO WAREHOUSE		/100			X	\$75.00	

REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT. SEE EXAMPLE ABOVE.

*** **PLEASE READ CONDITIONS ON NEXT PAGE FOR DETAILED DESCRIPTION OF SERVICES.**

*** Global Convention Services does not offer shipping, customs or brokerage services.

*** Global Convention Services Post-Show Return to Warehouse: Additional storage fees will apply after 5 business days on close of event.

*** Global Convention Services is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.

Freight Accepted at Global Advanced Warehouse: January 14, 2025 - February 4, 2025

Freight Accepted at Show Site: February 7, 2025

SUMMARY

\$

Carry this total to Method of Payment form

*** Please note: a valid credit card to be kept on file must be provided for all material handling orders. ***

Send completed form along with Method of Payment to ESS-BMO@globalconvention.ca

Calgary_BMO-CS 2025 (Nov/2024) V01

Material Handling - Order Services

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * **All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.**
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 8:00 AM - 2:00 PM, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times only.**
Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.
- * *All material entering the facility will incur material handling fees. This includes but is not limited to the use of the loading dock facilities, elevator access to show floor and any equipment used to deliver materials to your booth or other designated area within the facility.*

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 8am-2pm)

January 14, 2025 TO **February 4, 2025**

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB, T2C 5A9

Show: **2025 Calgary Tattoo & Arts Festival, Winter Edition**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 8am-2pm)

January 14, 2025 TO **February 4, 2025**

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB, T2C 5A9

Show: **2025 Calgary Tattoo & Arts Festival, Winter Edition**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Advance Warehouse

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

FREIGHT TO ARRIVE ON SITE DURING SCHEDULED MOVE IN TIME ONLY!

February 7, 2025

To: GLOBAL CONVENTION SERVICES
C/O BMO Centre
20 Roundup Way SE
Calgary, AB, T2G 2W1

Show: **2025 Calgary Tattoo & Arts Festival, Winter Edition**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

FREIGHT TO ARRIVE ON SITE DURING SCHEDULED MOVE IN TIME ONLY!

February 7, 2025

To: GLOBAL CONVENTION SERVICES
C/O BMO Centre
20 Roundup Way SE
Calgary, AB, T2G 2W1

Show: **2025 Calgary Tattoo & Arts Festival, Winter Edition**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Direct to Show Site

USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.

Complete & submit Material Handling form to order show site material handling service.

ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT PICKED UP BY TUESDAY, FEBRUARY 18, 2025!

Outbound freight shipped from advanced warehouse (Mon-Fri, 8am-2pm)

February 10, 2025 TO **February 18, 2025**

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB, T2C 5A9

Show: **2025 Calgary Tattoo & Arts Festival, Winter Edition**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING POST-SHOW RETURN TO WAREHOUSE.

Complete & submit Material Handling form to order show site material handling service.

ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT PICKED UP BY TUESDAY, FEBRUARY 18, 2025!

Outbound Freight shipped from advance warehouse (Mon-Fri, 8am-3pm)

February 10, 2025 TO **February 18, 2025**

To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB, T2C 5A9

Show: **2025 Calgary Tattoo & Arts Festival, Winter Edition**

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

Material Handling - Shipping Labels --- Post-Show Return To Warehouse



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ADVANCE DEADLINE: January 21, 2025
ORDERING DEADLINE: February 4, 2025

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition **DATES** February 7-9, 2025

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 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 qualifie 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

***** Please note: a valid credit card to be kept on file must be provided for all labour orders. *****

Send completed form along with Method of Payment to ESS-BMO@globalconvention.ca

Calgary_BMO-CS 2025 (Nov/2024) V01

Display Installation & Dismantle



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ORDERING DEADLINE: February 4, 2025

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition **DATES** February 7-9, 2025

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

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

***** Please note: a valid credit card to be kept on file must be provided for all forklift orders. *****

Send completed form along with Method of Payment to ESS-BMO@globalconvention.ca

Calgary_BMO-CS 2025 (Nov/2024) V01

In-Booth Forklift & Driver



9168 52nd Street SE, Calgary, AB, T2C 5A9
 Tel: (587) 324-4821
 Email: ESS-BMO@globalconvention.ca

ADVANCE DEADLINE: January 21, 2025
ORDERING DEADLINE: February 4, 2025

EVENT NAME 2025 Calgary Tattoo & Arts Festival, Winter Edition **DATES** February 7-9, 2025

Exhibiting Company Billing Information

Exhibiting Company: _____
 Exhibiting Company Billing Address: _____

 City / Province / Postal Code: _____
 Contact Name: _____
 Telephone: _____ Fax: _____ Email: _____

Booth #

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
- Furnishings
- Carpet, Plastic, Padding
- Booth Cleaning
- Material Handling
- Display I & D Labour
- In-Booth Forklift
- Other _____

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.

*** A VALID CREDIT CARD TO BE KEPT ON FILE MUST BE PROVIDED FOR ALL MATERIAL HANDLING, LABOUR, AND FORKLIFT ORDERS.**

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 _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet & Booth Cleaning	\$	_____
Material Handling	\$	_____
I & D Labour	\$	_____
In-Booth Forklift	\$	_____

Secure link for credit card available upon request. All other information on this form must be completed.

Copy of invoice sent on request.

- Email _____

Sub-Total of Items	\$	_____
5% GST	\$	_____
TOTAL ORDER (CDN)	\$	_____

GST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to ESS-BMO@globalconvention.ca

Calgary_BMO-CS 2025 (Nov/2024) V01

Method of Payment