



HALIFAX OFFICE:
 1800 Argyle St., Suite 445, Halifax, NS B3J 3N8
 Tel. 902-425-1400 Fax. 902-423-4129
 E-mail: info@globalconvention.ca

INFORMATION SHEET

EVENT INFORMATION

28th Annual Health and Safety Conference
March 24-25, 2010
Westin Nova Scotian Hotel
1181 Hollis Street
Halifax, NS, B3H 2P6

GLOBAL CONTACT

Exhibitor Services Department
Halifax Office
902-425-1400
info@globalconvention.ca



BOOTH EQUIPMENT

Each 10' x 8' or 10' x 6' booth space consists of an 8' high black draped backwall and 3' high black draped sidewalls, one (1) 6' black skirted table, two (2) chairs and one electrical outlet. Exhibitors requiring additional power should contact Show Management in advance of the conference. Please note that the trade show floor is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on the price sheets, we must receive your order, and payment, by **March 10, 2010.**

EXHIBITOR MOVE-IN

Wednesday March 24, 2010 12:00pm - 4:00pm

EXHIBITOR MOVE-OUT

Thursday March 25, 2010 2:00pm - 4:00pm

MATERIAL HANDLING

Refer to the Material Handling Form for shipping instructions and addresses. A material handling charge based on CWT (per 100 lbs with a minimum of 200 lbs charge) will be applicable if exhibitor freight is handled by Global Convention Services Ltd. **Please refer to the rate sheet contained in this service manual for charges.** To reserve our services, complete the Material Handling Form, payment information, and fax to 902-423-4129.

Advance Shipping: Global Convention Services will accept crated, boxed, or skidded material beginning **Monday, February 22, 2010** at the advance shipping address indicated on the Material Handling Form. Materials should arrive at our warehouse by **Monday, March 22, 2010.**

Direct Shipping: Freight to arrive on site during scheduled move in time only and is to be picked up only on scheduled move out time.



HALIFAX OFFICE:
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ON-LINE ORDERING INSTRUCTIONS

Global Convention Services Ltd. is pleased to provide on-line ordering for the upcoming:

28th Annual Health and Safety Conference
March 24-25, 2010
Westin Nova Scotian Hotel
Halifax, Nova Scotia

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, go to www.globalconvention.ca, select "Online Catalogue", then "Place an Order", and then enter the login and password supplied below.

Here is your security login and password:

Login: Safety 2010
Password: 2010

**EQUIPMENT &
FURNISHINGS RENTAL**

Event Name 28th Annual Health and Safety Conference Date(s) March 24-25, 2010

Pre-Show Price Deadline: March 10, 2010

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____

Qty.	Description	Pre-Show	Retail	Amount
TABLES - Show colour unless otherwise specified				
	2'x4' Undressed Table (29" High)	\$24	\$29	
	2'x6' Undressed Table (29" High)	\$29	\$35	
	2'x8' Undressed Table (29" High)	\$36	\$44	
	2'x4' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$48	\$59	
	2'x6' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$53	\$65	
	2'x8' Dressed Table (Vinyl Top, Skirted 3 Sides)	\$61	\$75	
	2'x4' Raised Dressed Table (41" High)	\$66	\$81	
	2'x6' Raised Dressed Table (41" High)	\$71	\$87	
	2'x8' Raised Dressed Table (41" High)	\$80	\$99	
	Extra Skirt (To Skirt 4th Side of Dressed Table)	\$29	\$35	
	Table Dressing (Vinyl & Skirt Only)	\$32	\$39	

SUB-TOTAL TABLES

CARPET / CARPET PADDING

Specify Colour Choice: **Black** **Burgundy**

	Broadloom - 10' x 10'	\$91	\$112	
	Broadloom - 10' x 20'	\$162	\$201	
	Broadloom - 10' x 30'	\$219	\$270	
	Carpet Padding- Size _____ x _____	.79/sqft	pre-order	

SUB-TOTAL CARPET/PADDING

* Bulk carpet pricing applied to booth spaces larger than 10'x30'. Refer to Bulk Carpet Form .
* Booth Vacuuming (if applicable): Refer to Booth Cleaning Form.

Qty.	Description	Pre-Show	Retail	Amount
FURNISHINGS				
	Fabric Chair (Grey, Padded Seat & Back)	\$21	\$25	
	Bistro Stool (Padded Seat with Back)	\$48	\$59	
	Exhibit Stool (Padded Seat/Back, Gas Lift, Casters)	\$48	\$59	
	Show Table (30" Round Pedestal, 29" High)	\$48	\$59	
	Contemporary Grouping (Show Table/2 Chairs)	\$80	\$98	
	Bistro Table (30" Round, 39" High)	\$63	\$78	
	Bistro Grouping (Bistro Table/2 Bistro Stools)	\$142	\$176	
	Easel (Aluminum, Tri-Pod, Floor Model)	\$21	\$27	
	Wastebasket	\$9	\$12	
	Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.	\$45		

SUB-TOTAL FURNISHINGS

PIPE & DRAPE - Rented by Lineal Foot

Specify Colour Choice: **Show Colour** **Blue** **Green**
Red **Grey** **Burgundy** **White** **Black** **Teal**

	3' High Pipe & Drape	3.50/ft	4.35/ft	
	8' High Pipe & Drape	4.00/ft	5.00/ft	

SUB-TOTAL PIPE & DRAPE

LIGHTING * / ELECTRICAL *

	Clip on Spot Light (65 Watt) *	\$25	\$31	
	Quartz Flood Light (on 8' Upright, 150 Watt) *	\$39	\$49	
	Quartz Arm Light (150 Watt) *	\$39	\$49	
	5M Extension Cord (3 Prong) *	\$25	\$31	
	Power Bar *	\$20	\$25	
	* Does not include power.			

SUB-TOTAL LIGHTING/ELECTRICAL

SUMMARY OF EQUIPMENT & FURNISHINGS
\$

Carry this total to Method of Payment form

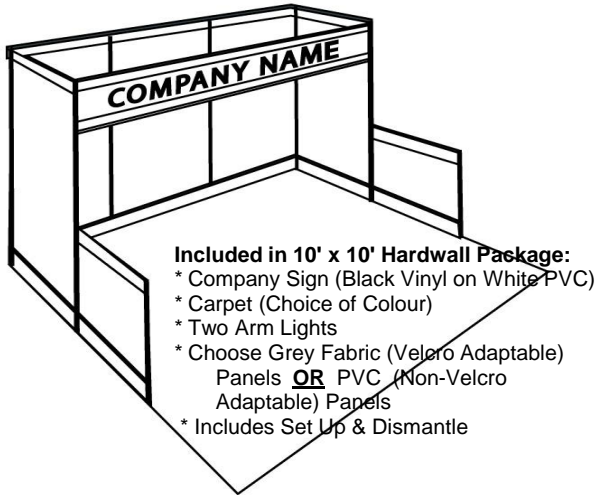
Fax completed form along with Method of Payment to 902-423-4129

HARDWALL DISPLAYS

Event Name 28th Annual Health and Safety Conference Date(s) March 24-25, 2010

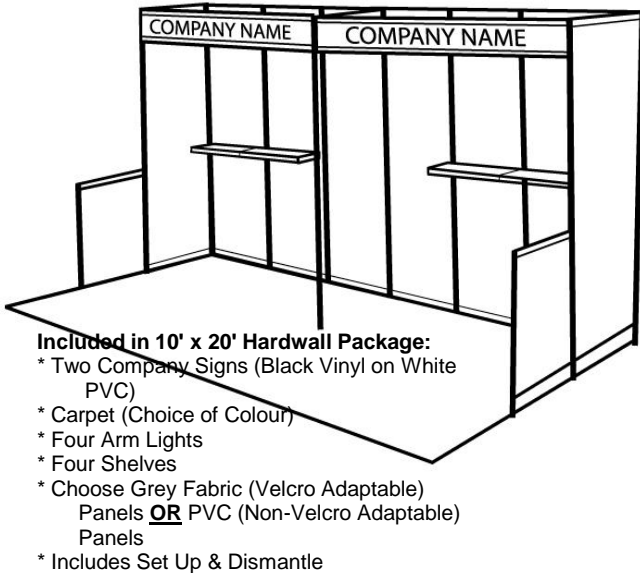
Pre-Show Price Deadline: March 10, 2010

Exhibiting Company: _____ Booth #
Contact Name: _____
Phone #: _____



10' X 10' Hardwall Booth Packages				
Qty	Description	Pre-Show	Retail	Total
	Grey Fabric Panels	\$839	\$1,007	
	PVC Panels	\$739	\$887	
PVC Panel Colour (Specify) - Note: if colour is not indicated, white will be provided. <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Black				
SUB-TOTAL DISPLAY				

10' x 20' Hardwall Booth Packages				
Qty	Description	Price	Retail	Total
	Grey Fabric Panels	\$1,249	\$1,499	
	PVC Panels	\$1,049	\$1,259	
PVC Panel Colour (Specify) - Note: if colour is not indicated, white will be provided. <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Black				
SUB-TOTAL DISPLAY				



REQUIRED INFORMATION

Carpet Colour (Specify)
 Note: if colour is not indicated, charcoal will be provided
 Charcoal Burgundy Green
 Blue Black

Headers: Black vinyl on white PVC (Text in all caps)
 Header # 1 (10' x 10' & 10' x 20' systems): _____
 Header # 2 (10' x 20' system): _____

ACCESSORY OPTIONS				
Qty	Description	Pre-Show	Retail	Total
	Shelf	\$24	\$29	
	Custom Header *	\$140	\$182	
	1 Metre Counter	\$93	\$112	
SUB-TOTAL ACCESSORIES				

* Header size 116-1/2" x 12", mounted to PVC with lustre laminate. See Custom Signage Form for file information.

SUMMARY OF HARDWALL DISPLAYS
 \$
 Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

SPECIALTY ITEMS

Event Name 28th Annual Health and Safety Conference **Date(s)** March 24-25, 2010

Pre-Show Price Deadline: March 10, 2010

Exhibiting Company: _____ **Booth #**
Contact Name: _____
Phone #: _____

Qty	Description	Pre-Show	Retail	Amount
	Economy System (3 Panel, Grey Fabric, Velcro Adaptable) - Each Panel: 1m wide x 2.5m tall	\$269	\$323	
	8' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$399	\$479	
	10' Pop Up with 2 Lights (Grey Fabric, Velcro Adaptable)	\$499	\$599	
	Table Top System (Velcro Adaptable, Table Not Included) - Selection may vary	\$169	\$203	
	Posterboard (4' x 8', Velcro Adaptable)	\$99	\$119	
	1 Metre Counter (Sliding Doors at Back, White Melamine)	\$93	\$112	
	19" Flat Screen Computer Monitor	\$315	\$378	
	26" TV/DVD Combo (Flat Screen)	\$368	\$442	
	Executive Chair (Grey, Padded Seat/Back, Arms)	\$55	\$66	
	Leather Loveseat (Black)	\$275	\$330	
	Leather Tub Chair (Black)	\$115	\$138	
	Tub Chair Grouping (Show Table/2 Tub Chairs)	\$245	\$294	
	1.7 cu.ft. Bar Fridge	\$158	\$190	
	Coffee Table (Wooden, Espresso)	\$74	\$89	
	Literature Rack (Floor Model)	\$90	\$108	
	Rope & Stanchions (Section = 1 Velour Rope & 2 Chrome Stanchions) - Price Per Section	\$30	\$40	

* Visit our website to view rental equipment (items may not be exactly as shown)

SUMMARY OF SPECIALTY ITEMS
 \$
 Carry this total to Method of Payment form

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VINYL SIGNAGE

Event Name 28th Annual Health and Safety Conference Date(s) March 24-25, 2010

Order Deadline: March 3, 2010 **Contact office for availability after this date**

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____ Email: _____

- * Prices listed reflect 10 words or less - ONE colour only (no logos).
- * Quote will be issued for text over 10 words.
- * Standard font is Arial Black, all caps, unless otherwise specified by exhibitor.
- * Vinyl lettering on white corex (corrugated plastic).
- * Vinyl colours available - black, blue, green, red.
- * Sizes listed are standard sizes. Quote can be issued for size(s) not shown.

Booth Identification Signs

Quantity	Size (width x height)	Unit Price	Rush (after deadline)	Total
	11" x 9" with easel back	\$25.00	\$32.50	
	** 36" x 8"	\$21.00	\$27.30	
	** 40" x 6"	\$23.00	\$29.90	
	** 44" x 7"	\$26.00	\$33.80	
	** 22" x 17"	\$30.00	\$39.00	
	** 28" x 14"	\$35.00	\$45.50	

** Includes holes drilled for hanging

Show Signage

Quantity	Size (width x height)	Unit Price	Rush (after deadline)	Total
	28" x 22"	\$48.00	\$62.40	
	44" x 28"	\$93.00	\$120.90	
	40" x 30"	\$93.00	\$120.90	
	60" x 40"	\$180.00	\$234.00	
	Brass Grommets (Rings)- per sign	\$25.00	\$32.50	
	Holes Drilled- per sign	\$3.00	\$4.00	

Width _____ x Height _____
Vinyl colour (1 colour) _____
W

Width _____ x Height _____
Vinyl colour (1 colour) _____
W

H

H

Insert
Text
In
Box(es)

<p>SUMMARY OF VINYL SIGNAGE</p> <p>\$ </p> <p>Carry this total to Method of Payment form</p>

Fax completed form along with Method of Payment to 902-423-4129

Event Name 28th Annual Health and Safety Conference Date(s) March 24-25, 2010

Order Deadline: March 3, 2010 **Contact office for availability after this date**

Exhibiting Company: _____ Booth #

Contact Name: _____

Phone #: _____ Email: _____

FILE SPECIFICATIONS

PRINT READY FILES

- * **File Formats:** Flatten .EPS (preferred) or .TIF files. All fonts must be converted to paths/curves/outlines.
- * Files should be CMYK.
- * Must be 150 dpi at actual output size.
- * Crop marks are required **at the print size.** Bleeds are not needed.
- * Editing & Design time, if required, is charged at a rate of \$75.00 per hour (minimum 1 hour).
- * A low resolution .PDF, or coloured hardcopy proof, required for each layout.
- * Files can be sent to us on CD, DVD, or uploaded to our FTP site. **Contact our office for details.**
- * Files must arrive at least three (3) weeks prior to show set up.

GLOBAL DESIGNED ARTWORK

- * We would be pleased to design your artwork for you. Simply email us your logos, files, and concept.
- * Accepted **logo** file formats: .AI, .EPS, high resolution .PDF (at least 100 dpi), high resolution .JPG (at least 100 dpi)
- * Graphic **images** to be provided at the highest resolution .JPG possible.
- * Graphic design time \$75.00 per hour (minimum 1 hour).

We would be pleased to provide a quote for any printing not indicated below.

Custom Headers & Panels (For Hardwall Display Systems)

Description	Print Size (Width x Height)	Qty	X	Unit Price	Rush (after deadline)	Total
Full Colour 10' Header	116-1/2" x 12"		X	\$140.00	\$182.00	
Full Colour Panels	38-1/2" x 87"		X	\$335.00	\$435.50	

Custom Show Signage & Banners

Description	Size (in Inches) Width x Height	Total Sq.Ft. (WxH/144) (Round Up)	X	Rate per Sq.Ft.	Rush (after deadline)	X	Qty	Total
Full Colour Show Signage: Mounted to Corex w/Laminate	X		X	\$12.40	\$16.15	X		
Full Colour Show Signage: Mounted to Corex w/Laminate	X		X	\$12.40	\$16.15	X		
Full Colour Banner: 14 oz. Block Out Banner Vinyl (does not include grommets for hanging)	X		X	\$10.00	\$13.00	X		
Additional Charges				Unit Price	Rush (after deadline)	X	Qty	Total
Brass Grommets (Rings) For Hanging - Per Sign				\$25.00	\$32.50	X		

SUMMARY OF CUSTOM SIGNAGE

\$

Carry this total to Method of Payment form

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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 labour 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, labour 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 basis. To save money, ship all freight together.
- * International Shipping: Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

PRE-SHOW SHIPPING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:30 pm, Monday - Friday. Additional charges may apply for shipments received before or after these 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 SHIPMENTS

- * 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 Advance Warehouse with fee charge to Exhibitor.
- * 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.

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.
- * 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 be forwarded to the permanent address of the exhibitor or his agent, freight collect. No liability of any nature shall attach to Show Management or Global Convention Services
- * Global Convention Services will not be liable 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 must be made in advance or prior to show closing
- * Outbound freight must contain return shipping labels (on all pieces) and return Bill of Ladings.



HALIFAX OFFICE:
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 E-mail: info@globalconvention.ca

MATERIAL HANDLING

Event Name 28th Annual Health and Safety Conference Date(s) March 24-25, 2010
 Freight accepted at advance warehouse: February 24 - March 22, 2010

Exhibiting Company: _____
 Contact Name: _____
 Phone #: _____
 Email: _____

Booth #

See next pages for shipping labels.

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

	<u>Description</u>	<u>(L x W x H)</u>	<u>Weight</u>
Carrier Name	<u>Example: Crate</u>	<u>6' x 3' x 4'</u>	<u>859</u>
_____	_____	_____	_____
Expected Delivery Date	_____	_____	_____
_____	_____	_____	_____
Estimated Total Weight	_____	_____	_____
_____	_____	_____	_____
		Total Weight	

RETURN TO WAREHOUSE SERVICE

Will you require return to warehouse material handling service? Yes No
 If yes, please include in calculation of order

CALCULATION OF ORDER

Service	Total Weight	CWT	Round up CWT	X	Price per CWT	Estimated Total Cost (200 lb. Min.)
Example of shipments less than 200 lbs.	90	0.9	2	X	\$35.00	\$70.00
Example	859	8.59	9	X	\$35.00	\$315.00
Advanced Shipment	/ 100			X	\$35.00	
Direct Shipment	/ 100			X	\$38.00	
Return to Warehouse	/ 100			X	\$35.00	

SUMMARY OF MATERIAL HANDLING

\$

Carry this total to Method of Payment form

Fax completed form along with Method of Payment to 902-423-4129

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WAREHOUSE

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Bayers Lake Business Park
Halifax, NS B3S 1B4

Show: 28th Annual Health and Safety Conference

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING TO ADVANCE WARHEOUSE

To: GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Bayers Lake Business Park
Halifax, NS B3S 1B4

Show: 28th Annual Health and Safety Conference

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING DIRECT TO SHOW SITE

To: GLOBAL CONVENTION SERVICES

Westin Nova Scotian Hotel
1181 Hollis Street
Halifax, Nova Scotia, B3H 2P6

Show: 28th Annual Health and Safety Conference

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS ONLY IF SHIPPING DIRECT TO SHOW SITE

To: GLOBAL CONVENTION SERVICES

Westin Nova Scotian Hotel
1181 Hollis Street
Halifax, Nova Scotia, B3H 2P6

Show: 28th Annual Health and Safety Conference

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____



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**DISPLAY INSTALLATION
& DISMANTLE**

Event Name 28th Annual Health and Safety Conference Date(s) March 24-25, 2010

Exhibiting Company: _____ Booth #
 Contact Name: _____
 Phone #: _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * Labour and stand-by rate is \$50.00 per hour with a 2 hour minimum call out per man.
- * Global supervised rate is 25% of total labour. *Please note that Display Company/Exhibitor supervisor must be a **qualified** supervisor with general knowledge of display and all its components.*
- * Supervisor **must check in** at service desk to pick up labour.
- * 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 _____ Booth Size _____
 Special tools required for installation? _____ Please specify in detail: _____

POWER: Provided by Show Management Ordered by Exhibitor/Display House Not Applicable
 CARPET: Hall Carpeted Provided by Show Management Provided/Ordered by Exhibitor/Display House
 FREIGHT- Installation: From advance warehouse Direct Show Site Carrier: _____
 Expected number of pieces & weight: _____
 FREIGHT- Dismantle Return to advance warehouse From Direct Show Site

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	\$50.00	
				x			x	\$50.00	
				x			x	\$50.00	
Global Supervised				<input type="checkbox"/>	SUB-TOTAL				
Exhibitor/Display House Supervised				<input type="checkbox"/>	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	\$50.00	
				x			x	\$50.00	
				x			x	\$50.00	
Global Supervised				<input type="checkbox"/>	SUB-TOTAL				
Exhibitor/Display House Supervised				<input type="checkbox"/>	Add 25% Global Site Supervisor				
Supervisor Name & Cell # _____					ESTIMATED DISMANTLE				

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE
 \$
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 HST # 12259 9822 RT0001

METHOD OF PAYMENT

Third Party Orders must complete the
 Third Party Authorization / Payment Form

Event Name 28th Annual Health and Safety Conference **Date(s)** March 24-25, 2010

Exhibiting Company: _____
 Contact: _____
 Mailing Address: _____

Booth #

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

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
 * Contact our office for banking information
 * 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 labour and material handling.

Please complete the information requested below.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Equipment & Furnishings	\$	_____
Hardwall Displays	\$	_____
Specialty Items	\$	_____
Bulk Carpet	\$	_____
Booth Cleaning	\$	_____
Signage	\$	_____
Electrical	\$	_____
Material Handling	\$	_____
Labour	\$	_____
Sign Hanging	\$	_____
Forklift	\$	_____

Total of Items	\$	_____
13% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds

Fax completed forms to 902-423-4129



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**METHOD OF PAYMENT
 THIRD PARTY
 AUTHORIZATION**

Event Name 28th Annual Health and Safety Conference **Date(s)** March 24-25, 2010

Exhibiting Company Information

Exhibiting Company: _____
 Exhibiting Company Address: _____
 City/Province/Postal Code: _____
 Contact Name & Telephone: _____
 Fax: _____ Email: _____

Booth #

Third Party Company Information

Third Party Company Name: _____
 Third Party Billing Address: _____
 City/Province/Postal Code: _____
 Contact Name & Telephone: _____
 Fax: _____ Email: _____

SERVICES TO BE INVOICED TO THE THIRD PARTY

- | | | | |
|------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|-----------------------------------------|
| <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
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BANK TRANSFER
 * Contact our office for banking information
 * 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 labour and material handling.
 Please complete the information requested below.

Visa Mastercard Amex
 Purchase Order # (if applicable) _____
 Card # _____
 Expiry Date _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

Equipment & Furnishings	\$	_____
Hardwall Displays	\$	_____
Specialty Items	\$	_____
Bulk Carpet	\$	_____
Booth Cleaning	\$	_____
Signage	\$	_____
Electrical	\$	_____
Material Handling	\$	_____
Labour	\$	_____
Sign Hanging	\$	_____
Forklift	\$	_____

Total of Items	\$	_____
13% HST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds

Fax completed forms to 902-423-4129