Franchise Expo 2020
February 8-9, 2020
Halifax Convention Centre
Halifax, NS

SHOW INFORMATION

Visit our website to view our on-line catalogue

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
1658 Market Street
Halifax, NS B3J OB7

Phone: 1-902-425-1400
Fax: 1-902-423-4129
Email: info@globalconvention.ca

BOOTH EQUIPMENT

Each 10' x 10' booth space consists of the following:

- ** 8' high draped back wall and 3' high draped sidewalls.
- ** Electrical is not included as part of your booth package but can be ordered by completing the attached Electrical Form.
- ** NOTE: The Trade Show floor is carpeted.

Rolls of shrink-wrap will be available for purchase, along with skid/pallet wrapping services, during show dismantle. See onsite Global service desk to place your order.

PRE-SHOW PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order, and payment, by ***January 24, 2020***

Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

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 "Order Exhibit Items", and enter the username and password supplied below.

Username: ***FRANCHISE*** Password: ***2020***

On-line ordering available until: ***Janaury 31, 2020***

EXHIBITOR MOVE-IN

Friday February 7, 2020 NOON - 6:00PM

EXHIBITOR MOVE-OUT

Sunday February 9, 2020 4:00PM - 8:00PM

Please note that local carriers, FedEx, Purolator & UPS do not pick up after 4:00PM and MUST be called before 2:00PM for a same day pick up. Please ensure you have made appropriate arrangements.

MATERIAL HANDLING

ADVANCE SHIPMENTS ACCEPTED

(see enclosed Material Handling Form)

FROM **Thursday January 2, 2020** TO **Friday Janaury 31, 2020**

Freight received at ADVANCED WAREHOUSE prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS ACCEPTED

(see enclosed Material Handling Form)

Friday February 7, 2020 NOON - 6:00PM

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

** *Note** Global Convention Services does not offer shipping services*

HALIFAX OFFICE:
1658 Market Street Halifax, NS, B3J 1K9
Tel. 902-425-1400 Fax. 902-423-4129
E-mail: info@globalconvention.ca
HST # 12259 9822 RT0001

HALIFAX CONVENTION CENTRE

WIRED INTERNET

ORDERING DEADLINE: Janaury 31, 2020

EVENT NAME Franchise Expo 2020 **DATES** February 8-9, 2020

Exhibitor: _____ **Booth #** _____

PREPAYMENT REQUIRED

Credit Card Type: ☐ VISA ☐ MASTERCARD ☐ AMEX
Card #: _____ Expiry Date: _____
Card Holder Name: _____
Billing Address of Card Holder: _____
City: _____ Province: _____ Postal Code: _____
Company Contact: _____
Email: _____ Telephone: _____
Card Holder Signature: _____

I HEREBY AUTHORIZE GLOBAL CONVENTION SERVICES AND/OR ITS AGENTS TO PROVIDE SERVICES AS OUTLINED IN THIS ORDER AND AGREE TO

INTERNET SERVICES

Item	Quantity	Unit Price	Total
Wired Internet Access - 10 Mbps		$225.00	
Wired Internet Access - 20 Mbps		$450.00	
Custom Internet Requirements - Greater Than 20 Mbps		to be quoted	
Rush charge on orders received after ordering deadline		$50.00	
		Sub-Total	
		15% HST	
		TOTAL	

PLEASE RETURN THIS FORM TO GLOBAL CONVENTION SERVICES BY ORDERING DEADLINE DATE ABOVE.
Questions? Contact Global Convention Services at info@globalconvention.ca

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EVENT NAME Franchise Expo 2020 **DATES** February 8-9, 2020

Exhibiting Company Information

Exhibiting Company:

Exhibiting Company Mailing 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 ☐ 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

☐ **BANK TRANSFER & e-TRANSFERS**
* Contact office for 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.

☐ **Visa** ☐ **MasterCard** ☐ **Amex**

Purchase Order # (if applicable)

(P.O. is for vendor's reference only. Payment must accompany order.)

Card #

Expiry Date

Cardholder Name

Cardholder Signature

Cardholder Telephone

CALCULATION OF ORDER

Furnishings	$
Portable & Hard wall Displays	$
Carpet & Booth Cleaning	$
Electrical	$
Signage	$
Material Handling	$
Installation & Dismantle	$
Sign & Banner Hanging	$
Hardwired internet	$
Total of Items	$
15% HST	$
TOTAL ORDER	$

Canadian Funds

HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to info@globalconvention.ca or fax (902) 423-4129

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METHOD OF PAYMENT