

EVENT NAME 2025 Halifax Franchise Show **DATES** November 1-2, 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 ☐ Booth Cleaning ☐ Signage ☐ In-Booth Forklift
☐ Furnishings ☐ Electrical ☐ Material Handling ☐ Other _____
☐ Carpet, Plastic, Padding ☐ Hardwall Displays ☐ 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 _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet, Plastic & Cleaning	\$	_____
Electrical	\$	_____
Internet	\$	_____
Hardwall Displays	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Display Labour	\$	_____
	\$	_____
	\$	_____

Copy of invoice sent on request.

☐ Email _____

Sub-Total of Items	\$	_____
14% HST	\$	_____
TOTAL	\$	_____
TOTAL ORDER (CDN)	\$	_____

HST # 12259 9822 RT0001

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

EAST-TS (HCC) 2025 (Nov/2024)

Method of Payment