



HALIFAX OFFICE:
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ORDERING DEADLINE: **February 15, 2027**

EVENT NAME Canadian Golf Course Management Conference 2027 **DATES** February 24, 2027

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 Include Exhibiting Company name, quote # and/or event name in memo.
 - * 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)

- A quote for your order will be submitted via email which will contain a secure pay link to make payment by credit card.**
- All orders must be paid in full at time order is placed to secure your order.**
- All requests for material handling, forklift services, or labour must be paid in advance. In addition, the client must provide a valid credit card to be kept on file prior to the provision of such services. By providing a credit card the client authorizes charges for any applicable overages, additional services, time extensions, equipment usage, labour, or other adjustments incurred in connection with the services provided.**
- All other required fields on this payment form must be completed in full for processing.**

By signing below, you acknowledge and agree to the above terms and conditions, as well as all terms contained within this exhibitor kit.

Signature: _____

Copy of invoice sent on request.

☐ Email _____

Tables, Seating & Drape	\$	_____
Accessories & Counters	\$	_____
Carpet, Plastic & Cleaning	\$	_____
Electrical	\$	_____
Internet	\$	_____
Hardwall Displays	\$	_____
Signage	\$	_____
Material Handling	\$	_____
Display Labour	\$	_____
	\$	_____
Sub-Total of Items		\$ _____
14% HST		\$ _____
TOTAL ORDER (CDN)		\$ _____

HST # 12259 9822 RT0001

Send completed forms to info@globalconvention.ca

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Method of Payment