Head Office:
P.O. Box 2329
Saint John, NB, E2L 3V6

CSGNA 40th National Conference - Charting New Depths
November 5-6, 2026
Delta Beausejour
Moncton, NB

Global Convention Services is pleased to be appointed as the official Service Contractor for CSGNA 40th National Conference - Charting New Depths
In the following pages, please find the necessary order forms for infrastruture, signage, and material handling to assist you in having a successful exhibition experience.

Please send completed order forms along with the Method of Payment (last page) to info@globalconvention.ca.

Be sure to take advantage of the discounted rates on various items, by ordering no later than October 28, 2026 Note, discount dates may vary based on product.

Should you have any questions, please feel free to contact our Exhibitor Services team by email at info@globalconvention.ca or by phone at (506) 658-0506.

We look forward to working with you on this event and wish you a successful show.

EVENT INFORMATION

CSGNA 40th National Conference - Charting New Depths
November 5-6, 2026
Delta Beausejour
Moncton, NB

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
P.O. Box 2329, Saint John, NB, E2L 3V6
Phone: (506) 658-0506
Email: info@globalconvention.ca

BOOTH EQUIPMENT

Each exhibitor space consists of the following:

* One (1) 6' show colour skirted table.
* Two (2) chairs.

* The Ballroom/Trade Show floor is carpeted.

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.

Note, discount dates may vary based on product. Refer to order forms.

ADVANCE PRICE DEADLINE
October 28, 2026

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

ORDERING DEADLINE
November 2, 2026

EXHIBITOR MOVE-IN

Thursday	**November 5, 2026**	**10AM**	**-**	**5:30PM**

EXHIBITOR MOVE-OUT

Friday	**November 6, 2026**	**4:20PM**	**-**	**8PM**

Notes: All freight must be pickup up bu end of exhibitor move out if post-show return to warehouse isn't ordered.

MATERIAL HANDLING

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

ADVANCE WAREHOUSE: 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	Thursday, October 22, 2026	END DATE	Monday, November 02, 2026

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 booth space due to venue restrictions or limitations.*

DIRECT TO SITE: Freight 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.*
** *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 areas within the facility.*

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.

POST-SHOW RETURN TO WAREHOUSE: Outbound freight shipped from Global Advance Warehouse between dates indicated below.

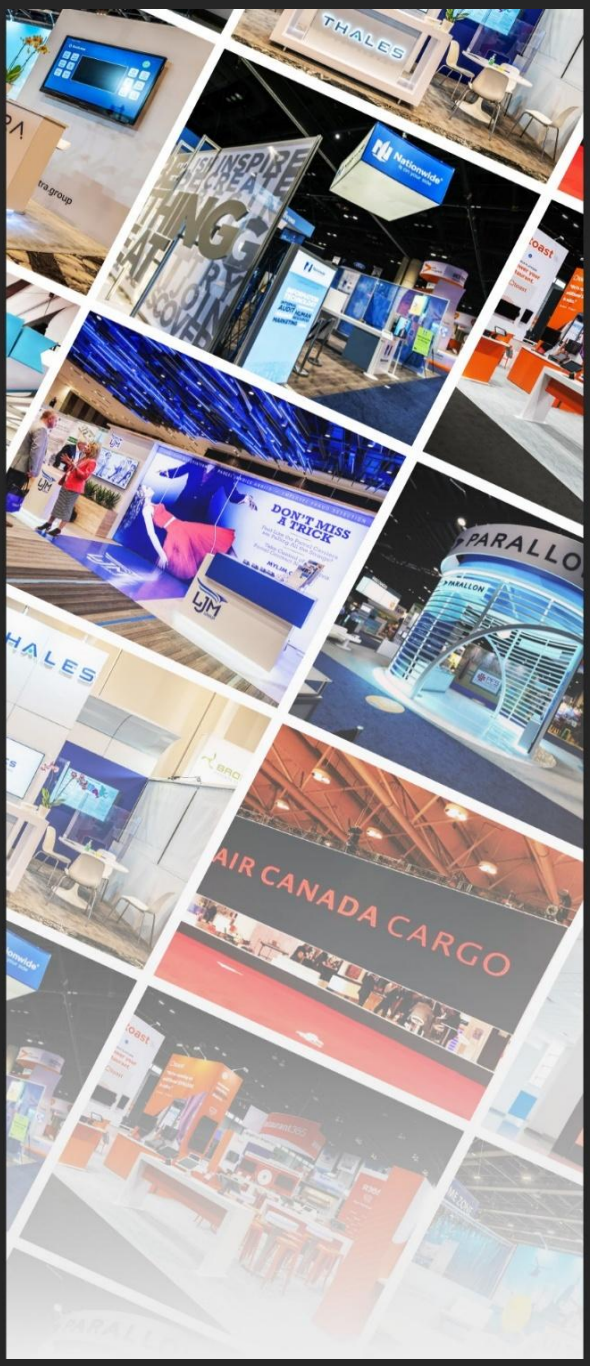
START DATE	Monday, November 09, 2026	END DATE	Friday, November 13, 2026

** **Additional storage fees will apply if freight is not picked up by End Date indicated above.**

GLOBAL
CONVENTION SERVICES

Want to really STAND OUT In the crowd?

Custom Built Exhibit Booths and Accessories



Please contact us at
info@globalconvention.ca

To Get A Quote

globalconvention.ca

GLOBAL CONVENTION SERVICES

HEAD OFFICE
P.O. Box 2329, Saint John, NB, E2L 3V6
(506) 658-0506
info@globalconvention.ca

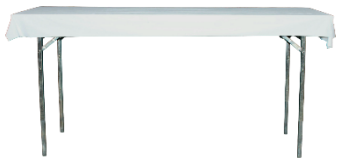
TABLES

ADVANCE DEADLINE: October 28, 2026
ORDERING DEADLINE November 2, 2026

Event Name CSGNA 40th National Conference - Charting New Depths **Dates** November 5-6, 2026
Exhibiting Company _____ **Booth #** _____
Contact Name _____ **Booth Size** _____
Phone # _____ **Email** _____

** Skirted tables are show color unless otherwise requested*

30" Height Tables	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
	2'x4' Vinyl Top Table - No Skirt		$81	$106	
	2'x6' Vinyl Top Table - No Skirt		$91	$119	
	2'x8' Vinyl Top Table - No Skirt		$109	$142	
 (black shown)	2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		$125	$163	
	2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		$133	$173	
	2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		$150	$195	
	30" High Extra Skirt (To Skirt 4th Side)		$70	$91	

40" Counter Height Tables	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
	2'x4' Raised Vinyl Top Table - No Skirt		$100	$130	
	2'x6' Raised Vinyl Top Table - No Skirt		$114	$149	
	2'x8' Raised Vinyl Top Table - No Skirt		$131	$171	
 (black shown)	2'x4' Raised Skirted Table (Vinyl Top, Skirted 3 Sides)		$149	$194	
	2'x6' Raised Skirted Table (Vinyl Top, Skirted 3 Sides)		$163	$212	
	2'x8' Raised Skirted Table (Vinyl Top, Skirted 3 Sides)		$186	$242	
	40" High Extra Skirt (To Skirt 4th Side)		$81	$106	

Round Pedestal Tables	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
	Meeting Table (30" Tall, 30" Dia)		$117	$153	
	Cruiser Table (40" Tall, 30" Dia)		$203	$264	
	Cruiser Table w/Black Spandex		$237	$309	

SUMMARY
Carry this total to Method of Payment form **$** _____

Send completed form along with Method of Payment to: info@globalconvention.ca

GLOBAL CONVENTION SERVICES

HEAD OFFICE
P.O. Box 2329, Saint John, NB, E2L 3V6
(506) 658-0506
info@globalconvention.ca

SEATING & LOUNGE FURNISHINGS

ADVANCE DEADLINE: October 28, 2026
ORDERING DEADLINE: November 2, 2026

Event Name CSGNA 40th National Conference - Charting New Depths **Dates** November 5-6, 2026
Exhibiting Company _____ **Booth #** _____
Contact Name _____ **Booth Size** _____
Phone # _____ **Email** _____

SEATING

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

CODE	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
S-1	Folding Chair (Black)		$29	$38	
S-2	Fabric Side Chair (Padded Seat & Back)		$85	$111	
S-3	Folding Bar Height Stool (Black)		$141	$184	
S-4	Z-Stool		$105	$137	
S-5	Leather Tufted Padded Stool **White ( ) Black ( )**		$197	$257	
				SUB-TOTAL SEATING	

S-1



S-2



S-3



S-4



S-5 (black)



S-5 (white)



S-5 (white) - shown with



LOUNGE FURNISHINGS

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

CODE	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
LF-1	Squared Back Leather Club Chair **White ( ) Black ( )**		$487	$634	
LF-2	Squared Back Leather Loveseat **White ( ) Black ( )**		$662	$861	
LF-3	Coffee Table **White ( ) Black ( )**		$209	$272	
LF-4	End/Side Table **White ( ) Black ( )**		$136	$177	
				SUB-TOTAL LOUNGE FURNISHINGS	

LF-1 LF-2 LF-3 LF-4





SUMMARY

Carry this total to Method of Payment form **$** _____

Send completed form along with Method of Payment to: info@globalconvention.ca

GLOBAL CONVENTION SERVICES

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(506) 658-0506
info@globalconvention.ca

ACCESSORIES & DRAPE

ADVANCE DEADLINE: October 28, 2026
ORDERING DEADLINE: November 2, 2026

Event Name CSGNA 40th National Conference - Charting New Depths **Dates** November 5-6, 2026
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.*

CODE	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
A-1a	Cardboard Ballot Box (10"x10"x10")		$24	$32	
A-1b	8" x 8" Vinyl Label for Cardboard Ballot Box ***Does not include ballot box*		$30	$39	
A-2	Wastebasket		$29	$38	
A-3	Literature Rack (Floor Model)		$212	$276	
A-4	Retractable Tape Stanchion (6' tape) - price per stanchion (minimum order of 2)		$42	$55	
A-5	Easel (aluminum, tri-pod, floor model)		$65	$85	
A-6	Bag Holder (1m tall, 2 arms)		$87	$114	
A-7	Sign Holder (22"x28"x5' tall) ** *Sign Available- See Signage Form*		$98	$128	
A-8	Rolling Coat Rack, Chrome		$119	$155	
A-9	Plant (2'-3' High)		Contact Global for quote		
				SUB-TOTAL ACCESSORIES	

A-1a A-1b A-2 A-3 A-4 A-5 A-6 A-7 A-8 A-9



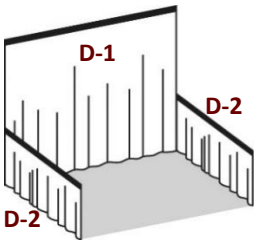
DRAPE & HARDWARE

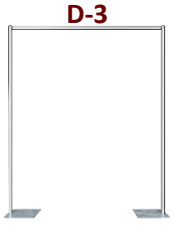
ⓘ *Rented in 10' Increments.*
ⓘ *Pricing per linear foot.*

CODE	DESCRIPTION	QTY	ADVANCE	RETAIL	TOTAL
D-1	3' High Pipe & Drape		$9.75	$12.68	
D-2	8' High Pipe & Drape		$12.55	$16.32	
D-3	Steel Only- No Drape (8' uprights, bases, crossbar)		$7.25	$9.43	
D-3	Steel Only- 8' Upright with Baseplate Only - per piece		$26	$34	
D-3	Steel Only- 10' Wide Crossbar Only - per piece		$26	$34	
				SUB-TOTAL DRAPE & HARDWARE	

Select Colour:

☐ Black ☐ Blue ☐ Silver ☐ Red
☐ Green ☐ White ☐ Burgundy





SUMMARY
Carry this total to Method of Payment form **$** _____

Send completed form along with Method of Payment to: info@globalconvention.ca

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(506) 658-0506
info@globalconvention.ca

SHOW SIGNAGE

SIGNAGE ORDERING DEADLINE: October 19, 2026

Orders received after this date will be subject to availability, RUSH pricing & possible delivery fees

Event Name CSGNA 40th National Conference - Charting New Depths **Dates** November 5-6, 2026

Exhibiting Company _____ **Booth #** _____

Contact Name _____ **Booth Size** _____

Phone # _____ **Email** _____

** All booth ID Signs and Show Signs are printed to Coroplast.
** Booth ID Signs (with expection of 9"x11" easel back sign) will have holes drilled for hanging. Grommets are available for Booth ID Signs and Show Signs.
** *Price includes either, option (1) In-house design of white or coloured background with black or white text only (no logos), or option (2) Printing of client-supplied, print-ready, full colour file.*
** We feature in-house graphic designers at a rate of $95 per hour (minimum 1 hour) to design your artwork per your specifications.
** All signage pricing is based on Global Convention Services in-house printing. *Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.*
** For print-ready files, file specifications, artwork deadline & instructions to our graphics portal will be supplied at time of order.
^^ *Payment must be received with order. Orders will not be processed without payment.*

BOOTH ID SIGNS

CODE	DESCRIPTION	QTY	UNIT PRICE	RUSH	TOTAL
BID-1	9" x 11" with easel back (sits on table)		$51.25	$66.63	
BID-2	44" x 7" (with holes drilled for hanging)		$65.40	$85.02	
				SUB-TOTAL BOOTH ID SIGNS	

^^ Please feel free to attach additional signage information on separate page. ^^

Enter Booth ID Sign Details
Please print or type wording required:
Background Colour: _____
Lettering Colour: _____

Enter Easel Back Sign Details
Please print or type wording required
Background Colour: _____
Lettering Colour: _____

9" × 11"

BID-1 examples of standard & custom booth ID signs



BID-2 example of custom easel back sign



SHOW SIGNAGE

CODE	DESCRIPTION	QTY	UNIT PRICE	RUSH	TOTAL
SS-1	22" x 28"		$102.40	$133.12	
SS-2	44" X 28"		$144.75	$188.18	
SS-3	40" X 30"		$144.75	$188.18	
SS-4	Brass Grommets (Rings) for hanging- **Per Sign**		$5.00	$6.50	
				SUB-TOTAL SHOW SIGNS	

^^ Please feel free to attach additional signage information on separate page. ^^

Enter Show Sign Details
Please print or type wording required:
Background Colour: _____
Lettering Colour: _____

Width _____ x Height _____

Width × Height

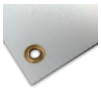
SS-1



SS-1, SS-2, SS-3



SS-4



SUMMARY
Carry this total to Method of Payment form

$

Send completed form along with Method of Payment to: info@globalconvention.ca

HEAD OFFICE
P.O. Box 2329, Saint John, NB, E2L 3V6
(506) 658-0506
info@globalconvention.ca

MATERIAL HANDLING

ADVANCE DEADLINE: November 2, 2026

Event Name	CSGNA 40th National Conference - Charting New Depths	**Dates**	November 5-6, 2026
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	

ADDITIONAL DETAILS/NOTES:

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 to nearest whole #	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
Shipments LESS than 200 lbs. -- Example # 1	*95*	*/ 100*	*0.95*	*2*	*X*	*$134.00*	*$268.00*
Shipments LESS than 200 lbs. -- Example # 2	*180*	*/ 100*	*1.8*	*2*	*X*	*$134.00*	*$268.00*
Shipments OVER 200 lbs.	***859***	***/ 100***	***8.59***	***9***	***X***	***$134.00***	***$1,206.00***

Service Type	Total Weight		CWT (100 lbs.)	Round up to nearest whole #	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
Advance Warehouse		/ 100			X	$134.00	
Direct to Show Site		/ 100			X	$150.00	
Post-Show Return to Warehouse		/ 100			X	$134.00	

See examples above on how to calculate weights less than 200 lbs.
REMINDER: SHIPMENTS 200 LBS OR LESS ARE SUBJECT TO A MINIMUM 200 LB CHARGE, PER SHIPMENT RECEIVED.

*** ***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.***

	Start Date		End Date
Freight Accepted at Global Advance Warehouse:	October 22, 2026	to	November 2, 2026
Freight Accepted at Show Site:	November 5, 2026		
Outbound freight shipped from Advance Warehouse:	November 9, 2026	to	November 13, 2026

Additional storage fees will be applied if freight is not picked up by the Outbound freight end date indicated above.

SUMMARY
Carry this total to Method of Payment form

$

Send completed form along with Method of Payment to: info@globalconvention.ca

HEAD OFFICE
P.O. Box 2329, Saint John, NB, E2L 3V6
(506) 658-0506
info@globalconvention.ca

MATERIAL HANDLING - Conditions

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 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 9:00 am - 4:00 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 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 during allotted dates.
* **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 must be in good standing prior to the release of freight to ground transport or courier.***

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

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	**October 22, 2026**	**TO**	**November 2, 2026**

To: GLOBAL CONVENTION SERVICES
106 Beaverbrook Street
Moncton, NB, E1C 9S7

Show: **CSGNA 40th National Conference - Charting New Depths**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

.....

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

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)	**October 22, 2026**	**TO**	**November 2, 2026**

To: GLOBAL CONVENTION SERVICES
106 Beaverbrook Street
Moncton, NB, E1C 9S7

Show: **CSGNA 40th National Conference - Charting New Depths**

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 !!!
November 5, 2026

To: GLOBAL CONVENTION SERVICES
C/O Delta Beausejour
750 Main Street
Moncton, NB E1C 1E7

Show: **CSGNA 40th National Conference - Charting New Depths**

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 !!!
November 5, 2026

To: GLOBAL CONVENTION SERVICES
C/O Delta Beausejour
750 Main Street
Moncton, NB E1C 1E7

Show: **CSGNA 40th National Conference - Charting New Depths**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

1 Arrangements for Post-Show Return to Warehouse service must be made prior to show closing.
2 Freight is to be picked up at the address below between the dates indicated below.
3 It is the responsibility of the exhibitor to arrange pick up with your transport or courier.
Exhibitor is to make payment arrangements with ground transport or courier prior to pick up.
4 ADDITIONAL STORAGE FEES WILL BE APPLIED IF FREIGHT IS NOT PICKED UP BY END DATE BELOW.
5 Return shipping labels must be affixed to ALL pieces of freight.
6 Return Bill of Lading is to be included with freight or forwarded to Global's Exhibitor Services Department.
7 International Shipping: Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
8 Account must be in good standing prior to the release of freight to transport or courier.

(tear here for shipping label)

USE THIS LABEL FOR SHIPPING FROM POST-SHOW RETURN WAREHOUSE Complete & submit Material Handling form to order post-show material handling service.	
Outbound freight shipped from advance warehouse (Mon-Fri, 9am-4pm)	**November 9, 2026 TO November 13, 2026**

Pick Up Location: GLOBAL CONVENTION SERVICES
106 Beaverbrook Street
Moncton, NB, E1C 9S7

Reference Show: **CSGNA 40th National Conference - Charting New Depths**

Picking up for... Exhibitor: _____

Booth #: _____

IMPORTANT: **AVOID DELAYS WITH PICK UP BY ENSURING YOUR TRANSPORT OR COURIER IS AWARE WHO THEY ARE PICKING UP FOR. TRANSPORT OR COURIER WILL BE TURNED AWAY WITHOUT THIS INFORMATION.**

DESTINATION: _____

_____

_____

_____

Attention: _____

Telephone: _____

Additional Information: _____

_____

Piece #: _____ of _____

GLOBAL CONVENTION SERVICES
HEAD OFFICE
P.O. Box 2329, Saint John, NB, E2L 3V6
(506) 658-0506
info@globalconvention.ca

METHOD OF PAYMENT

ORDERING DEADLINE: November 2, 2026

EVENT NAME CSGNA 40th National Conference - Charting New Depths **DATES** November 5-6, 2026

Exhibiting Company Billing Information

Exhibiting Company

Exhibiting Company Billing Address

City / Province / Postal Code:

Contact Name

Telephone: 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, Accessories & Counters
- ☐ Carpet, Plastic, Padding
- ☐ Booth Cleaning
- ☐ Electrical
- ☐ Hardwall Displays
- ☐ Signage/Graphics
- ☐ Material Handling
- ☐ Display I & D Labour
- ☐ Sign Hanging
- ☐ In-Booth Forklift
- ☐ Other

INFORMATION

* Advance pricing available until the date specified on order forms.
* 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 POLICY

* 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** Credit card transactions will be subject to a 3% credit card processing fee, per transaction

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.

CALCULATION OF ORDER

Purchase Order # (if applicable)

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

1 ***A quote for your order will be submitted via email which will contain a secure pay link to make payment by credit card.***

2 ***All orders must be paid in full at time order is placed to secure your order.***

3 ***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.***

4 ***All other required fields on this payment form must be completed in full for processing.***

	$
Tables	$
Seating & Lounge	$
Accessories & Drape	$
Show Signage	$
Material Handling	$
Sub-Total of Items	$
15% HST	$
TOTAL	$
3% credit card processing fee	$
TOTAL ORDER (CDN)	$

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

Signature:

HST # 12259 9822 RT0001

Send completed forms to: info@globalconvention.ca