

**SHOW INFORMATION**

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**EVENT INFORMATION**

*Spruce Meadows International Christmas Market 2021*  
*Spruce Meadows*  
*Calgary, Alberta*

**EXHIBITOR SERVICES DEPARTMENT**

**GLOBAL CONVENTION SERVICES**  
9168 52nd Street SE  
Calgary, AB T2C 5A9  
Telephone 403.273.8064  
E-mail: calgary@globalconvention.ca

**BOOTH EQUIPMENT**

Items included in your booth space vary by area. Please contact Show Management to verify included items.

Your exhibit space includes a decorated table.

**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 **November 5, 2021**  
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 <https://www.globalconvention.ca/2018-online-ordering.asp> and enter the login and password supplied below.

Username: **SMICM21** Password: **2021**

**On-line ordering available until:** **November 10, 2021**

**SHOW DATES**

<b>Friday</b>	<b>November 26, 2021</b>	<b>9:00AM</b>	-	<b>8:30PM</b>
<b>Saturday</b>	<b>November 27, 2021</b>	<b>9:00AM</b>	-	<b>8:30PM</b>
<b>Sunday</b>	<b>November 28, 2021</b>	<b>9:00AM</b>	-	<b>5:30PM</b>
<b>Friday</b>	<b>December 3, 2021</b>	<b>9:00AM</b>	-	<b>8:30PM</b>
<b>Saturday</b>	<b>December 4, 2021</b>	<b>9:00AM</b>	-	<b>8:30PM</b>
<b>Sunday</b>	<b>December 5, 2021</b>	<b>9:00AM</b>	-	<b>5:30PM</b>

**EXHIBITOR MOVE-IN (depending on building)**

<b>Monday</b>	<b>November 22, 2021</b>	<b>10:00AM</b>	-	<b>5:00PM</b>
<b>Tuesday</b>	<b>November 23, 2021</b>	<b>10:00AM</b>	-	<b>5:00PM</b>
<b>Wednesday</b>	<b>November 24, 2021</b>	<b>10:00AM</b>	-	<b>5:00PM</b>
<b>Thursday</b>	<b>November 25, 2021</b>	<b>10:00AM</b>	-	<b>8:00PM</b>

**SERVICES AVAILABLE**

**GLOBAL CONVENTION SERVICES** provides the following services (*where applicable*):

On-Line Ordering, Equipment and Furnishings rentals, Electrical, Specialty Items, Vinyl and Custom Signage, Hardwall Display rentals, Booth Cleaning, Banner and Sign Hanging, Installation and Dismantle Labour, In-Booth Forklift Service, Bulk Carpet rentals, as well as Material Handling.

**EQUIPMENT & FURNISHINGS RENTAL**

Event Name **Spruce Meadows Int. Christmas Market** Date(s) **November 26-28 & December 3-5**

Pre-Show Price Deadline: **November 5, 2021**

Ordering Deadline: **November 10, 2021** Contact office for availability after this date

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Booth Size \_\_\_\_\_

TABLES				
<i>Dressed tables are show colour unless otherwise</i>				
Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$72	\$147	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$128	\$246	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$128	\$246	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$128	\$246	
29" High Extra Skirt (To Skirt 4th Side)		\$45	\$85	
Vinyl Top Table 41" - No Skirt 2'x4' ( ) 2'x6' ( ) 2'x8' ( )		\$72	\$147	
2'x4' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$164	\$296	
2'x6' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$164	\$296	
2'x8' Raised Dressed Table- 41" High (Vinyl Top, Skirted 3 Sides)		\$164	\$296	
39" High Extra Skirt (To Skirt 4th Side)		\$45	\$85	
Show Table (30" Round, 29" High)		\$81	\$159	
Bistro Table (30" Round, 41" High)		\$146	\$270	
<b>SUB-TOTAL TABLES</b>				

SEATING				
<i>** Subject to availability</i>				
Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$25	\$55	
Fabric Side Chair (Grey, Padded)		\$45	\$85	
Bistro Stool (Padded Seat with Back)		\$110	\$180	
<b>SUB-TOTAL SEATING</b>				

GROUPINGS <i>** Subject to availability</i>				
Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Folding Chairs)		\$115	\$235	
Bistro Grouping (1 Bistro Table/2 Bistro Stools)		\$296	\$395	
<b>SUB-TOTAL GROUPINGS</b>				

SPECIALTY ITEMS & ACCESSORIES				
<i>All items subject to availability</i>				
Description	Qty.	Pre-Show	Retail	Amount
1.7 cu.ft. Bar Fridge		\$240	\$294	
Literature Rack (Floor Model, 10 pkts)		\$111	\$183	
Coffee Table		\$232	\$372	
Rope & Stanchions- Price per Section (1 velour Rope & 2 Chrome Stanchions)		\$80	\$131	
Easel (Aluminum, Tri-Pod, Floor Model)		\$37	\$62	
Wastebasket		\$23	\$38	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request		\$82	\$159	
Draw Drum (Table Top Style)		\$82	\$136	
42" Flatscreen TV		\$926	\$1,300	
TV Floor Stand for 42" Flatscreen		\$464	\$557	
2' x 8' Black Gridwall (Customer to supply all accessories)		\$37	\$75	
<b>SUB-TOTAL PIPE &amp; DRAPE</b>				

SUMMARY OF EQUIPMENT & FURNISHINGS	
Tables	\$ _____
Seating	\$ _____
Groupings	\$ _____
Specialty Items & Accessories	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

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



Mailing: 9168 52nd Street SE, Calgary,  
 AB T2C 5A9  
 Email:calgary@globalconvention.ca

**INDOOR ELECTRICAL**

<b>Event Name</b>	<b>Spruce Meadows Int. Christmas Market</b>	<b>Date(s)</b>	November 26-28 & December 3-5
<b>Pre-Show Price Deadline:</b>	<b>November 5, 2021</b>		
<b>Ordering Deadline:</b>	<b>November 10, 2021</b>	<b>Contact office for availability after this date</b>	
<b>EXHIBITING COMPANY:</b>			<b>BOOTH #:</b>

<b>INDOOR OUTLETS</b>				
		<b>PRE-SHOW</b>	<b>RETAIL</b>	<b>TOTAL</b>
800 WATT DUPLEX INDOOR OUTLET		\$245.00	\$333.00	
1500 WATT DUPLEX INDOOR OUTLET		\$271.00	\$356.00	
1500 WATT DUPLEX INDOOR OUTLET (24 HOUR POWER)		\$285.00	\$370.00	
2000 WATT DUPLEX INDOOR OUTLET		\$300.00	\$395.00	
3000 WATT DUPLEX INDOOR OUTLET-RV PLUG		\$396.00	\$470.00	
IF OUTLET PLACEMENT NOT ORDERED, OUTLET WILL BE PLACED IN BACK MIDDLE OF BOOTH				
OUTLET PLACEMENT(LAYOUT MUST BE PROVIDED 2 WEEKS IN ADVANCE)		\$65.00	\$111.00	
1500 WATT DUPLEX INDOOR OUTLET (GFI)		\$320.00	\$420.00	
<b>INDOOR SINGLE PHASE AND THREE PHASE POWER</b>				
		<b>PRE-SHOW</b>	<b>RETAIL</b>	<b>TOTAL</b>
<b>SINGLE PHASE HOOK-UPS C/W 100' OF CABLE (ONSITE CHARGES MAY APPLY IF ADDITIONAL CABLE IS REQUIRED)</b>				
20 AMPS INDOOR (125/250V TWIST LOCK)		\$619.00	\$740.00	
30 AMPS INDOOR (125/250V TWIST LOCK)		\$740.00	\$866.00	
50 AMPS INDOOR (GFI) (125/250V STRAIGHT BLADE RANGE PLUG)		\$864.00	\$900.00	
60 AMPS INDOOR (125/250V STRAIGHT BLADE RANGE 60AMP PLUG)		\$890.00	\$980.00	
60 AMPS INDOOR (GFI) (125/250V STRAIGHT BLADE RANGE 60AMP PLUG)		\$980.00	\$1,113.00	
100 AMPS INDOOR (125/250V DIRECT TIE-IN)		\$1,236.00	\$1,420.00	
<b>THREE PHASE HOOK-UPS C/W 100' OF CABLE (ONSITE CHARGES MAY APPLY IF ADDITIONAL CABLE IS REQUIRED)</b>				
20 AMPS INDOOR(250V TWIST LOCK)		\$925.00	\$1,075.00	
30 AMPS INDOOR (250V TWIST LOCK)		\$1,111.00	\$1,298.00	
60 AMPS INDOOR (250V STRAIGHT BLADE 60AMP PLUG)		\$1,360.00	\$1,608.00	
<b>EXTENSION CORDS</b>				
		<b>PRE-SHOW</b>	<b>RETAIL</b>	<b>TOTAL</b>
25 FT LONG TRIPLEX EXTENSION CORD		\$50.00	\$74.00	
50 FT LONG TRIPLEX EXTENSION CORD		\$50.00	\$74.00	
POWER BAR		\$50.00	\$74.00	
*POWER IS NOT INCLUDED IN RENTAL OF EXTENSION CORD OR POWER BAR				
<b>LIGHTING</b>				
		<b>PRE-SHOW</b>	<b>RETAIL</b>	<b>TOTAL</b>
LIGHTSTAND WITH 2-FLOODLIGHT BULBS		\$147.00	\$195.00	
*POWER IS NOT INCLUDED IN RENTAL OF LIGHTING				
<b>ONSITE SERVICE CALL</b>				
FOR GFI POWER, EXHIBITOR MUST SUPPLY TAIL WITH CORRECT PLUG TO REACH BACK OF BOOTH. IF SUFFICIENT POWER IS NOT ORDERED FOR YOUR REQUIREMENTS OR WRONG PLUGS ARE SUPPLIED, AN ONSITE CHARGE WILL APPLY.				
ONSITE SERVICE CALL (MIN.\$104.50)			\$77.00	

Email completed form to calgary@globalconvention.ca

**CARPET & BOOTH  
CLEANING**

Event Name **Spruce Meadows Int. Christmas Market** Date(s) **November 26-28 & December 3-5**

Pre-Show Price Deadline: **November 5, 2021**

Ordering Deadline: **November 10, 2021** Contact office for availability after this date

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Booth Size \_\_\_\_\_  
Phone #: \_\_\_\_\_

**CARPET / CARPET PADDING**

*Subject to availability*

1st Colour Choice: **Blue Red Green Grey Black**  
2nd Colour Choice: **Blue Red Green Grey Black**

Description	Quantity	Pre-Show Price	Retail Price	Amount
Broadloom - 10' x 10'		\$268	\$432	
Broadloom - 10' x 20'		\$537	\$864	
Protective Plastic - Size <sup>1</sup> x      =		\$0.37	\$0.62	
Carpet Padding - Size      x      =		\$1.76	\$3.10	
1 lin. Ft. of 4' high drape		\$6	\$15	
1 lin. Ft. of 8' high drape		\$10	\$20	
Bulk Carpet      x      =		\$2.70	\$4.30	
<b>SUB-TOTAL CARPET &amp; PADDING</b>				

Booth spaces larger than 10' x 30' must use bulk carpet pricing.

Booth carpet & bulk carpet supplied in 10' x 10' increments.

<sup>1</sup> It is the responsibility of the exhibitor to remove plastic prior to show opening.

<sup>2</sup> Applied to cut carpets only.

<sup>2</sup> Special cutting charge is in addition to bulk carpet pricing.

<sup>2</sup> Special cutting charge is applied to run of carpet that is cut.

**BOOTH CLEANING**

Service Option (CHOOSE 1 OR 2)	Booth Size	Total Sq.Ft. (min 100)	Rate	# of days	Total
1 Initial vacuum before first day only	x		x \$0.47	x 1	
2 Daily vacuum & empty waste baskets	x		x \$0.47	x	

SPECIAL INSTRUCTIONS: \_\_\_\_\_ SUB-TOTAL BOOTH CLEANING \_\_\_\_\_

**SUMMARY OF CARPET & BOOTH CLEANING**  
\$ \_\_\_\_\_  
Carry this total to Method of Payment Form

Email completed form along with Method of Payment to [calgary@globalconvention.ca](mailto:calgary@globalconvention.ca)

<b>Event Name</b>	Spruce Meadows Int. Christmas Market	<b>Date(s)</b>	November 26-28 & December 3-5
<b>Ordering Deadline:</b>	October 30, 2021	<b>Contact office for availability after this date</b>	

**Exhibiting Company:** \_\_\_\_\_ **Booth #**

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**VINYL LETTERED SIGNS**

- \* Signage prices listed are for 10 words or less - ONE colour cut vinyl only (no logos).
- \* Quote will be issued for text over 10 words.
- \* Standard font is "Arial Black", all CAPS, unless otherwise specified by exhibitor.
- \* One colour vinyl lettering on white Corex (corrugated plastic).
- \* Vinyl colours available - black, blue, green, red.
- \* Sizes listed are standard sizes. Contact office for quote on specialty sizes.

BOOTH ID SIGNS (PRICE INCLUDES HOLES DRILLED FOR HANGING)				
Description (Width x Height)	Qty.	Pre-Show	Amount	
11" x 9" with easel back (for table)		\$44.00		
36" x 8"		\$52.00		
44" x 7"		\$65.00		
22" x 17"		\$93.00		
28" x 14"		\$93.00		
VINYL LETTERED SHOW SIGNAGE (ONE COLOUR)				
Description (Width x Height)	Quantity	Pre-Show	Amount	
28" X 22"		\$100.00		
44" X 28"		\$213.00		
40" X 30"		\$185.00		
Brass Grommets (Rings) for hanging- Per Sign		included		
Holes Drilled for hanging- Per Sign		included		
<b>TOTAL VINYL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
Vinyl Colour (1 colour) \_\_\_\_\_  
W

H

I would like my  
sign(s) to  
read:

H

**CUSTOM SIGNAGE**

- \* Increase the visual impact of your hardwall booth rental with custom artwork.
- \* Contact our office for other display options such as vinyl banners and show signage.
- \* We feature in-house graphic designers at a rate of \$75 per hour to design your artwork per your specifications.
- \* A signage specification sheet will be supplied at time of order which details our preferred file formats.
- \* Panel sizes and date for artwork deadline will be supplied at time of order.

Description	Quantity	X	Unit Price	Amount	
10' Custom Header (For hardwall booths)		x	\$333.00		
<b>TOTAL CUSTOM SIGNAGE</b>					

**SUMMARY OF SIGNAGE**

\$

Carry this total to Method of Payment form



Mailing:  
9168 52nd Street SE, Calgary, AB, T2C 5A9  
Telephone: (403) 273-8064  
Email: calgary@globalconvention.ca

**DISPLAY INSTALLATION  
& DISMANTLE**

**Event Name** Spruce Meadows Int. Christmas Market **Date(s)** November 26-28 & December 3-5  
**Ordering Deadline:** **November 10, 2021** Orders after this date must be placed on-site

**Exhibiting Company:** \_\_\_\_\_ **Booth #**   
**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Booth Size**

**EMERGENCY CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**IMPORTANT INFORMATION**

- \* **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- \* **Minimum 4 hour call out, per man, on labour and stand-by.**
- \* **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.**
- \* **Supervised labour must check in at service desk.**
- \* **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** \_\_\_\_\_ **System Size** \_\_\_\_\_  
**Special tools required for installation?** \_\_\_\_\_ **Please specify in detail:** \_\_\_\_\_

**POWER:**  Included in Booth Pkg  Ordered by Exhibitor  Ordered by Display House  Not Applicable  
**CARPET:**  Hall Carpeted  Included in Booth Pkg  Ordered by \_\_\_\_\_  With Display  
**FREIGHT- Installation:**  From advance warehouse  **\*\*\*Direct to Show Site\*** Carrier: \_\_\_\_\_  
 Expected number of pieces & weight: \_\_\_\_\_

**\*\*\*INBOUND DIRECT SHIPMENTS MUST BE PRE-ARRANGED WITH GLOBAL CONVENTION SERVICES\*\*\***

**FREIGHT- Dismantle**  Return to advance warehouse  Direct From Show Site Carrier: \_\_\_\_\_

**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	\$76.00	
				x			x	\$76.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								<b>ESTIMATED INSTALLATION</b>	

**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	\$76.00	
				x			x	\$76.00	
Global Supervised <input type="checkbox"/>								SUB-TOTAL	
Exhibitor/Display House Supervised <input type="checkbox"/>								Add 25% Global Site Supervisor	
Supervisor Name & Cell # _____								<b>ESTIMATED DISMANTLE</b>	

**SUMMARY OF DISPLAY INSTALLATION & DISMANTLE**  
 \$ \_\_\_\_\_  
 Carry this total to Method of Payment form

