

## Sport Card Expo

June 6-8, 2025

Millennium Place, Sherwood Park, AB

Dear Exhibitor,

Global Convention Services is pleased to be appointed by Show Management as the official Service Contractor for this event. In the following pages, please find the necessary forms and information that will assist you with a successful exhibition experience.

Be sure to take advantage of discounted rates on various items. To receive the discounted rate, submit your completed forms along with Payment Form by Friday, May 16, 2025.

Should you have any questions, please feel free to contact our Exhibitor Services team who will be happy to assist you with your needs.

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

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**SERVICE CONTRACTOR CONTACT****GLOBAL CONVENTION SERVICES**  
6030 - 83 Street NW, Edmonton, AB, T6E 5B9Phone: (587) 324-4821  
Email: [Edmonton@globalconvention.ca](mailto:Edmonton@globalconvention.ca)**BOOTH EQUIPMENT***Each 10' wide x 10' deep Table Top Booth consists of the following:*

- \* Floor Marking
- \* One (1) 6' Undressed Table
- \* One (1) 8' Undressed Table

**\*\*** The Trade Show floor is NOT carpeted. Refer to the Carpet Order Form to rent carpet for your booth space.**^^** Electrical is NOT included as part of your booth package and can be ordered by completing the attached Electrical form.**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.

**ADVANCE PRICE DEADLINE****May 16, 2025**

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

**ORDERING DEADLINE****June 2, 2025****EXHIBITOR MOVE-IN**

Thursday	June 5, 2025	8:00 AM	-	6:00 PM
Friday	June 6, 2025	8:00 AM	-	2:00 PM

**EXHIBITION DATES**

Friday	June 6, 2025	3:00 PM	-	8:00 PM
Saturday	June 7, 2025	10:00 AM	-	6:00 PM
Sunday	June 8, 2025	10:00 AM	-	4:00 PM

**EXHIBITOR MOVE-OUT**

Sunday	June 8, 2025	4:00 PM	-	9:00 PM
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**ADVANCE DEADLINE:** May 16, 2025  
**ORDERING DEADLINE:** June 2, 2025

**EVENT NAME** Sport Card Expo **DATES** June 6-8, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

TABLES				
<i>*Dressed tables are show color unless otherwise requested</i>				
Description	Qty	Advance	Retail	Total
<b>30" Height Tables</b>				
2'x4' Vinyl Top Table - No Skirt		\$57	\$74	
2'x6' Vinyl Top Table - No Skirt		\$63	\$82	
2'x8' Vinyl Top Table - No Skirt		\$72	\$94	
2'x4' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$77	\$100	
2'x6' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$84	\$109	
2'x8' Skirted Table (Vinyl Top, Skirted 3 Sides)		\$93	\$121	
30" High Extra Skirt (To Skirt 4th Side)		\$43	\$56	
<b>40" Counter Height Tables</b>				
2'x4' Raised Vinyl Top Table - No Skirt		\$68	\$88	
2'x6' Raised Vinyl Top Table - No Skirt		\$75	\$98	
2'x8' Raised Vinyl Top Table - No Skirt		\$86	\$112	
2'x4' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$97	\$126	
2'x6' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$101	\$131	
2'x8' Raised Skirted Table (Vinyl top, Skirted 3 Sides)		\$114	\$148	
40" High Extra Skirt (To Skirt 4th Side)		\$51	\$66	
<b>Round Pedestal Tables</b>				
Meeting Table (30" Tall, 30" Dia)		\$83	\$108	
Cruiser Table (40" Tall, 30" Dia)		\$94	\$122	
Cruiser Table w/Black Spandex		\$124	\$161	
<b>SUB-TOTAL TABLES</b>				

SEATING				
<i>*** All items subject to availability ***</i>				
Description	Qty	Advance	Retail	Total
Folding Chair (Black)		\$21	\$27	
Fabric Side Chair (Padded Seat & Back)		\$47	\$61	
Bar Height Stool (Grey Fabric, Padded Seat)		\$98	\$127	
<b>SUB-TOTAL SEATING</b>				
PREMIUM SEATING				
<i>*** All items subject to availability ***</i>				
Leather Tufted Padded Stool White ( ) Black ( )		\$109	\$142	
Squared Back Leather Club Chair White ( ) Black ( )		\$277	\$360	
Squared Back Leather Loveseat White ( ) Black ( )		\$439	\$571	
Squared Back Leather Sofa White ( ) Black ( )		\$503	\$654	
<b>SUB-TOTAL PREMIUM SEATING</b>				
DRAPE & HARDWARE <i>*** Rented in 10' Increments ***</i>				
<input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Show				
4' High Pipe & Drape - per lin.ft.		\$6.00	\$7.80	
8' High Pipe & Drape - per lin.ft.		\$7.00	\$9.10	
Steel Only, No Drape (Bases, 8' Uprights, Crossbar) - per lin.ft.		\$4.00	\$5.20	
8' High Upright with Baseplate Only - per piece		\$20.00	\$26.00	
10' Wide Crossbar Only - per piece		\$20.00	\$26.00	
<b>SUB-TOTAL DRAPE &amp; HARDWARE</b>				

SUMMARY	
Tables	\$ _____
Seating	\$ _____
Premium Seating	\$ _____
Drape & Hardware	\$ _____
<b>SUB-TOTAL</b>	<b>\$ _____</b>
<i>Carry this total to Method of Payment form</i>	

Tables, Seating, Drape & Hardware

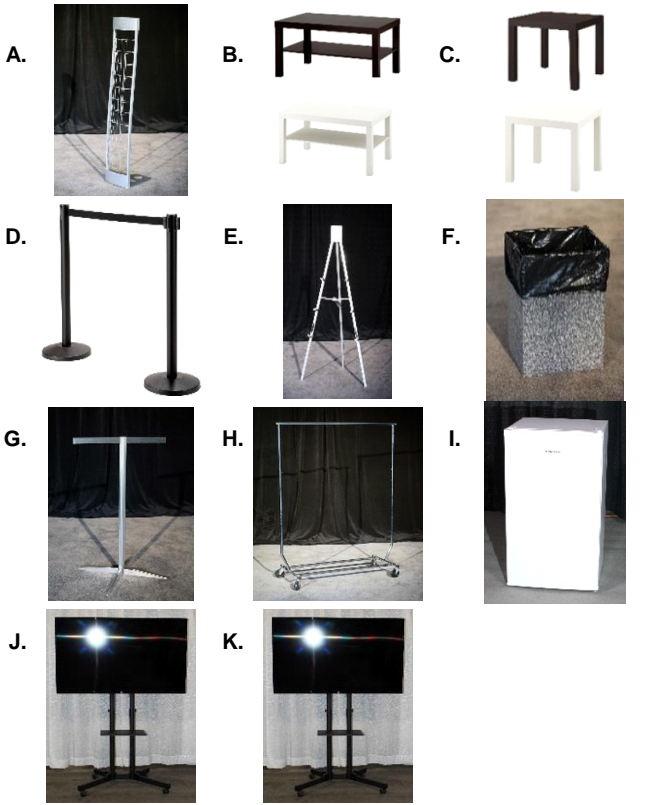
**EVENT NAME** Sport Card Expo **DATES** June 6-8, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

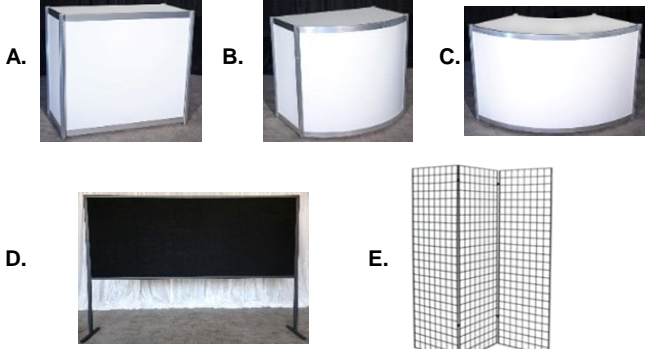
ACCESSORIES				
* All items subject to availability. *** Items may not be exactly as shown and may be substituted for similar item. ***				
Description	Qty	Advance	Retail	Total
A. Literature Rack (Floor Model)		\$133	\$173	
B. Coffee Table White ( ) Black ( )		\$99	\$129	
C. End Table White ( ) Black ( )		\$65	\$85	
D. Retractable Tape Stanchion - price per stanchion (minimum order of 2)		\$31	\$40	
E. Easel (Aluminum, Tri-Pod, Floor Model)		\$42	\$55	
F. Wastebasket		\$22	\$29	
G. Bag Holder (1m tall, 2 arms)		\$56	\$73	
H. Rolling Coat Rack, Chrome		\$70	\$91	
I. Bar Fridge		\$167	\$217	
J. 43" TV with Stand		\$559	\$727	
K. 55" TV with Stand		\$672	\$874	



**SUB-TOTAL ACCESSORIES**

**PORTABLE DISPLAYS & COUNTERS**  
\* All items subject to availability.  
\*\*\* Items may not be exactly as shown and may be substituted for similar item. \*\*\*

Description	Qty	Advance	Retail	Total
A. 1m Standard Counter w/Locking Doors at Back (White, 1m x 0.5m deep x 1m tall)		\$226	\$294	
B. 1m Curved Front Counter w/Locking Doors at Back (White, 1m x 0.5m x 1m tall)		\$253	\$329	
C. 1/4 Round Counter, White - Open in Back		\$286	\$372	
D. Posterboard (8'x4', Velcro Adaptable)		\$165	\$215	
E. Gridwall, 2'x8', Black (min. order of 2, customer to supply accessories)		\$28	\$36	



**SUB-TOTAL PORTABLE DISPLAYS & COUNTERS**

\*\* Graphic panels available for counters. See Signage Form for pricing.

SUMMARY	
Accessories	\$ _____
Portable Displays & Counters	\$ _____
<b>SUB-TOTAL</b>	<b>\$ _____</b>
<b>Carry this total to Method of Payment form</b>	

Accessories, Portable Displays & Counters



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 5B9  
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**ADVANCE DEADLINE:**

**May 16, 2025**

**ORDERING DEADLINE:**

**June 2, 2025**

**EVENT NAME** Sport Card Expo **DATES** June 6-8, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

**CARPET, PROTECTIVE PLASTIC and CARPET PADDING**

- \*\* Colours subject to availability. Select first and second desired colour.
- \*\* Exhibitors will be responsible for any damage to installed carpet (cuts or tears, wheel cleaner, etc) and shall be billed to the exhibitor at the full replacement cost.
- 1 Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- 2 Booth and bulk carpet supplied in 10' x 10' increments.
- 3 Custom sized bulk carpet refers to sizes that do not fall under the 10'x10' increments (example 25' x 35').
- 4 It is the responsibility of the exhibitor to remove plastic prior to show opening.

**1st Colour Choice:**     Grey     Black     Blue     Red

**2nd Colour Choice:**     Grey     Black     Blue     Red

Description		Quantity	Advance	Retail	Total
Broadloom - 10' x 10'			\$168	\$218	
Broadloom - 20' x 10'			\$337	\$438	
Broadloom - 30' x 10'			\$505	\$657	
1	Broadloom - 20' x 20'		\$612	\$796	
1,2	Bulk Carpet, 10'x10' Increments    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$1.73	\$2.25	
3	Custom Sized Bulk Carpet    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$2.37	\$3.08	
4	Protective Plastic    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$0.73	\$0.95	
	Carpet Padding    Size <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> =		\$1.23	\$1.60	
<b>SUB-TOTAL CARPET, PROTECTIVE PLASTIC &amp; PADDING</b>					

\*\*\* Payment must be received with order. Orders will not be processed without payment. \*\*\*

\*\*\* No credits will be granted for carpet, padding or protective plastic if order is cancelled at anytime. \*\*\*

**BOOTH CLEANING**

Service Option		Booth Size		Total Sq. Ft.	X	Advance	Retail	Total
<b>A</b>	Initial vacuum before first day only		x		x	\$0.50	\$0.65	
<b>B</b>	2 Day Service: Daily vacuum & empty waste basket		x		x	\$1.00	\$1.30	
<b>C</b>	3 Day Service: Daily vacuum & empty waste basket		x		x	\$1.50	\$1.95	
<b>SUB-TOTAL BOOTH CLEANING</b>								

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_

**SUMMARY**

\$ \_\_\_\_\_

*Carry this total to Method of Payment Form*



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**ORDERING DEADLINE: May 8, 2025**  
 Orders received after this date will be subject to RUSH pricing

**EVENT NAME** Sport Card Expo **DATES** June 6-8, 2025

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

**Contact Name** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

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

**BOOTH ID and SHOW SIGNAGE**

- \*\* All signage pricing is based on print ready artwork. If artwork is not supplied print ready (1), a custom design charge will apply.
- \*\* Expect additional charges for RUSH printing and last minute shipping/delivery.
- \*\* Date for artwork deadline will be supplied at time of order.
- \*\* Proofs provided upon request, at an additional charge.

Description (Width x Height)	Qty.	Unit Price	RUSH	Total
<b>BOOTH ID SIGNS</b> ^^^ Printed to Coroplast, Non-Laminated, Holes Drilled for Hanging (with exception of 11"x9" sign)				
11" x 9" Booth ID Sign with Easel Back (for table)		\$39.90	\$51.90	
36" x 8" Booth ID Sign		\$44.00	\$57.20	
44" x 7" Booth ID Sign		\$50.90	\$66.20	
22" x 17" Booth ID Sign		\$52.50	\$68.25	
28" x 14" Booth ID Sign		\$55.25	\$71.85	
<b>FLOOR GRAPHICS</b> ^^^ Based on 1 sq.ft., \$500 minimum order				
Arrows, Stop Signs, complete with logo (per sq.ft.)		\$21.25	\$27.65	
<b>SHOW SIGNAGE</b> ^^^ Printed to Coroplast, Non-Laminated				
22" x 28" Sign		\$79.75	\$103.70	
44" X 28" Sign		\$112.75	\$146.60	
40" X 30" Sign		\$112.75	\$146.60	
Brass Grommets (Rings) for Hanging - Per Sign		no charge	no charge	
Holes Drilled for Hanging - Per Sign		no charge	no charge	
<b>SUB-TOTAL SIGNAGE</b>				

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

Width \_\_\_\_\_ x Height \_\_\_\_\_  
W

H

H

I would like my sign(s) to read / logo:

**CUSTOM BOOTH SIGNAGE**

- \* We feature in-house graphic designers at a rate of \$95 per hour (minimum 1 hour) to design your artwork per your specifications.
- \* Preferred artwork file formats: Vector EPS, high resolution TIF or PDF with all fonts converted to curves, no bleeds, a resolution of 150 dpi at the actual printed size is best but for large TIF or EPS files, you may submit your files at 50% of file size, minimum 100 dpi resolution. Low resolution PDF's should accompany files.
- \* Panel size(s) and deadline date for artwork will be supplied at time of order.

(1) Print-ready artwork must be supplied as a PDF that meets the following specifications: full-size artwork, 6.35mm bleeds included, fonts embedded, CMYK color mode, and minimum 300 dpi resolution.

**SUMMARY**

\$ \_\_\_\_\_

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

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

Signage (Show Signs & Custom Booth Graphics)



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**ADVANCE DEADLINE:** May 16, 2025  
**ORDERING DEADLINE:** June 2, 2025

**EVENT NAME** Sport Card Expo **DATES** June 6-8, 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
- Furnishings
- Signage
- Carpet, Plastic, Padding
- Other \_\_\_\_\_

**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](mailto: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.

**\* A VALID CREDIT CARD TO BE KEPT ON FILE MUST BE PROVIDED FOR ALL MATERIAL HANDLING, LABOUR, AND FORKLIFT ORDERS.**

**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 & Booth Cleaning	\$	_____
Signage & Graphics	\$	_____

**Secure link for credit card available upon request. All other information on this form must be completed.**

Copy of invoice sent on request.

- Email \_\_\_\_\_

<b>Sub-Total of Items</b>	\$	_____
<b>5% GST</b>	\$	_____
<b>TOTAL ORDER (CDN)</b>	\$	_____

GST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to [Edmonton@globalconvention.ca](mailto:Edmonton@globalconvention.ca)

Edmnt-CS 2025 (Nov/2024) V01

**Method of Payment**