



Sew Magic! Quilt Show
 October 12-14, 2023
 Eagle Ridge Arena
 Victoria, BC

Visit our website to view our on-line catalogue

EVENT INFORMATION

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
 671 Wilson Street
 Victoria, BC V9A 3H3

Phone/Fax: 1-250-385-3541
 Email: victoria@globalconvention.ca

BOOTH EQUIPMENT

Each 10' x 10' exhibitor booth space consists of the following:

** 8' high draped backwall and 3' high draped sidewalls.

** Note: The Trade Show floor is NOT carpeted.

ELECTRICAL:

** Electrical is NOT included as part of your booth package and can be ordered by completing enclosed forms.

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:

September 18, 2023

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, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: sewmagic Password: 2023

On-line ordering available until: October 2, 2023

EXHIBITOR MOVE-IN

Thursday	October 12, 2023	1:00 PM	-	6:00 PM
Friday	October 13, 2023	8:00 AM	-	10:00 AM

Notes:

SHOW HOURS

Thursday	October 12, 2023	7:00 PM	-	9:00 PM	Gala
Friday	October 13, 2023	10:00 AM	-	5:00 PM	
Saturday	October 14, 2023	10:00 AM	-	4:00 PM	

EXHIBITOR MOVE-OUT

Saturday	October 14, 2023	4:01PM	-	10:00 PM
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Notes:



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PRE-SHOW DEADLINE:

September 18, 2023

ORDERING DEADLINE:

October 2, 2023

EVENT NAME

Sew Magic! Quilt Show

DATES

October 12-14, 2023

Exhibiting Company:

Booth #

Contact Name:

Booth Size

Phone #:

Email:

TABLES

Dressed tables are show color unless otherwise requested

Description	Qty	Preshow	Retail	Amount
Undressed Table 30"H -No Skirt or Vinyl 2'x4' () 2'x6' () 2'x8' ()		\$35	\$45	
Vinyl Top Table 30"H - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$40	\$52	
2'x4' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$65	\$73	
2'x6' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$70	\$81	
2'x8' Dressed Table- 30" High (Vinyl Top, Skirted 3 Sides)		\$75	\$92	
29" High Extra Skirt (To Skirt 4th Side)		\$39	\$49	
Raised Undressed Table 40"H - No Skirt or Vinyl 2'x4' () 2'x6' () 2'x8' ()		\$45	\$59	
Raised Vinyl Top Table 40"H - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$50	\$65	
2'x4' Raised Dressed Table- 40" High (Vinyl top, Skirted 3 Sides)		\$56	\$73	
2'x6' Raised Dressed Table- 40" High (Vinyl top, Skirted 3 Sides)		\$61	\$79	
2'x8' Raised Dressed Table- 40" High (Vinyl top, Skirted 3 Sides)		\$67	\$87	
39" High Extra Skirt (To Skirt 4th Side)		\$25	\$29	
Low Pedestal Table (30" Round, 30" High)		\$40	\$51	
Tall Pedestal Table (30" Round, 40" High)		\$40	\$51	
Spandex Cover for Tall Pedestal Table (Black)		\$17	\$25	
SUB-TOTAL TABLES				

SEATING ** Subject to availability

Folding Chair Grey() Black() Blue() White()		\$7	\$10	
Fabric Side Chair (Burgundy, Padded Seat & Back)		\$28	\$26	
Bar Height Stool (Padded Seat with High Back)		\$40	\$51	
Executive Chair (Black, Padded Seat & Back, Arms) **		\$40	\$51	
SUB-TOTAL SEATING				

PREMIUM FURNITURE ** All items subject to availability

Squared Back Leather Club Chair White () Black ()		\$248	\$322	
Squared Back Leather Loveseat White () Black ()		\$343	\$446	
Coffee Table, 24" x 48" Rectangular Wood		\$150	\$195	
SUB-TOTAL PREMIUM SEATING				

ACCESSORIES

*** All items subject to availability*

Description	Qty	Preshow	Retail	Amount
Wastebasket With Liner		\$17	\$21	
Risers for Product Display		\$44	\$57	
Easel (Aluminum, Tri-Pod, Floor Model)		\$36	\$45	
Sign Holder (22" x 28" x 5'H)		\$28	\$36	
Coat Rack, Chrome on Wheels		\$33	\$43	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$43	\$51	
Bag Holder Stand (1m High)		\$49	\$59	
Tropical Plant 3'-4' High		\$79	\$109	
Potted Flowers		\$53	\$69	
SUB-TOTAL ACCESSORIES				

DRAPE & HARDWARE

White() Blue() Green() Red() Black() Show()

3' High Pipe & Drape, Per Linear Foot		4.40/ft	5.70/ft	
8' High Pipe & Drape, Per Linear Foot		5.50/ft	7.15/ft	
Steel Only-No Drape (Bases, 8' Uprights, Crossbar) - Per Linear Foot		3.30/ft	4.30/ft	
SUB-TOTAL DRAPE & HARDWARE				

MISCELLANEOUS

SUB-TOTAL MISCELLANEOUS				

SUMMARY OF FURNISHINGS

Tables	\$
Seating	\$
Premium Seating	\$
Accessories	\$
Plants & Flowers	\$
Drape & Hardware	\$
Miscellaneous	\$
TOTAL	\$

Carry this total to Method of Payment form

FURNISHINGS & ACCESSORIES

EVENT NAME Sew Magic! Quilt Show **DATES** October 12-14, 2023

Exhibiting Company: _____ **Booth #** _____

Contact Name: _____ **Booth Size** _____

Phone #: _____ **Email:** _____

COUNTER DISPLAYS



Item	Description	Qty	Preshow	Retail	Amount
a.	1m Standard c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$138	\$180	
b.	1m Curved Front c/w Sliding Doors at Back (White, 1m long x 1/2m deep x 1m tall)		\$193	\$251	
c.	1/4 Round, White - Open in Back		\$275	\$358	
d.	1m Display Showcase, Double Shelf, White/Acrylic		\$358	\$465	
e.	Ballot Box Display (1/2m x 1/2m x 4' tall)- White PVC Panels with Generic Header		\$215	\$280	

SUB-TOTAL COUNTER DISPLAYS

PORTABLE DISPLAYS



Item	Description	Qty	Preshow	Retail	Amount
f.	Posterboard (8'x4', Velcro Adaptable)		\$165	\$215	

SUB-TOTAL PORTABLE DISPLAYS

HARDWALL BOOTH PACKAGES



- Included in 10' x 10' Hard wall Package:**
- * White PVC Panels
 - * One Black Lettered Company Header
 - * Two Arm Lights **(does not include power)**
 - * Carpet (Choice of Colour)
 - * Includes Set Up & Dismantle

- Included in 20' x 10' Hard wall Package:**
- * White PVC Panels
 - * Two Black Lettered Company Headers
 - * Four Arm Lights **(does not include power)**
 - * Carpet (Choice of Colour)
 - * Includes Set Up & Dismantle



Custom headers & graphic panels available. See Signage Form for pricing and file information.

Description	Quantity	Preshow	Retail	Amount
10' x 10' Hardwall Booth Package, White PVC Panels		\$1,044	\$1,357	
20' x 10' Hardwall Booth Package, White PVC Panels		\$1,649	\$2,144	
Shelving (White Melamine, 1m long x 12" deep)		\$39	\$51	
SUB-TOTAL HARDWALL BOOTH PACKAGES				

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

<p>Select Carpet Colour</p> <p>Note: If colour is not indicated, grey will be provided</p> <p><input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Green</p> <p><input type="checkbox"/> Red <input type="checkbox"/> Blue</p>	<p>Headers: Black lettering on white PVC. All CAPS lettering.</p> <p>Header # 1 to read (10' x 10' and 10' x 20' systems)</p> <p>_____</p> <p>Header # 2 to read (20' x 10' systems only)</p> <p>_____</p>
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SUMMARY OF COUNTERS, PORTABLE & HARDWALL DISPLAYS

\$ _____

Carry this total to Method of Payment form

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



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Phone #: _____ **Email:** _____

BOOTH CARPET and CARPET PADDING

Subject to availability

1st Color Choice (circle): Blue Red Green Grey Black

2nd Color Choice (circle): Blue Red Green Grey Black

Description	Quantity	Preshow	Retail	Amount
Broadloom - 10' x 10'		\$153	\$199	
Broadloom - 20' x 10'		\$306	\$398	
Broadloom - 30' x 10'		\$459	\$597	
Broadloom - 20' x 20'		\$556	\$723	
Bulk Carpet, 10'x10' Increments *: Size x =		\$1.57	\$2.04	
Custom Sized Bulk Carpet **: Size x =		\$2.15	\$2.80	
Protective Plastic*** : Size x =		\$0.66	\$0.86	
Carpet Padding - Size x =		\$1.12	\$1.46	
SUB-TOTAL CARPET & PADDING				

- * ** Booth spaces larger than 20' x 20' must use bulk carpet pricing.
- * Booth carpet & bulk carpet supplied in 10' x 10' increments.
- ** Custom sized bulk booth carpet refers to sizes that do not fall under the 10'x10' increments (example 20' x 35').
- *** It is the responsibility of the exhibitor to remove plastic prior to show opening.

BOOTH CLEANING

Available upon request. Ask for quote.

SUB-TOTAL BOOTH CLEANING

SPECIAL INSTRUCTIONS:

SUMMARY OF CARPET & BOOTH CLEANING

\$

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CARPET, PADDING & BOOTH CLEANING



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Phone #: _____ **Email:** _____

ELECTRICAL

Description	Quantity	Pre-Show	Retail	TOTAL
BASIC POWER (INSIDE) -- Power supplied to back wall of booth				
750 watts - 7 amps, Single Receptacle		\$99.00	\$129.00	
1500 watts - 15 amps, Double Receptacle		\$110.00	\$143.00	
Outside power - Add 20% surcharge to outlet required		Add 20%	Add 20%	
Under carpet wiring - Add 20% surcharge (does not include flat cords)		Add 20%	Add 20%	
Regular extension cord		\$25.00	\$33.00	
Flat extension cord		\$39.00	\$51.00	

SINGLE-PHASE SPECIAL POWER CONNECTIONS (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - single phase		\$159.00	\$207.00	
20 amp - 120/208 volt connection - single phase		\$179.00	\$233.00	
30 amp - 120/208 volt connection - single phase		\$195.00	\$254.00	
50 amp - 120/208 volt connection - single phase		Quote upon request		
100 amp - 120/208 volt connection - single phase		Quote upon request		

THREE-PHASE SPECIAL POWER CONNECTIONS (INSIDE) -- Including labour for one (1) tie-in per order				
15 amp - 120/208 volt connection - three phase		\$215.00	\$280.00	
20 amp - 120/208 volt connection - three phase		\$282.00	\$367.00	
30 amp - 120/208 volt connection - three phase		\$346.00	\$450.00	
50 amp - 120/208 volt connection - three phase		Quote upon request		
100 amp - 120/208 volt connection - three phase		Quote upon request		
Outside power - Add 20% surcharge to service required		Add 20%	Add 20%	
Under carpet wiring - Quote upon request (does not include flat cords)		Quote upon request		
Flat extension cord		\$39.00	\$51.00	

LIGHTING RENTAL (INSIDE) -- Includes power supply to operate lights only				
Single Floodlight on 8' Stand		\$66.00	\$86.00	
Double Floodlight on 8' Stand		\$77.00	\$100.00	
LED Utility Single Light - 4' Long		\$55.00	\$72.00	
Outside service - Add 20% surcharge		Add 20%	Add 20%	

SPECIAL REQUIREMENTS

ELECTRICAL LABOUR

Description	Dates Required	# of Hours	Rate/Hour	TOTAL
Regular Time, Mon-Fri 8:00AM-6:00PM			\$95.00/hr	
Overtime, Mon-Fri 6:00PM-8:00AM and All of Sat/Sun/Holidays			\$145.00/hr	

ELECTRICAL LABOUR REQUIREMENTS

PLUMBING

Description	Quantity	Pre-show	Retail	TOTAL
Water Service to Booth		\$165.00	\$215.00	

SPECIAL REQUIREMENTS

SUMMARY OF ELECTRICAL, LIGHTING & PLUMBING
 \$ _____
 Carry this total to Method of Payment form

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ELECTRICAL & PLUMBING



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Exhibiting Company Information

Exhibiting Company: _____	Booth #
Exhibiting Company Mailing Address: _____	
City / Province / Postal Code: _____	
Contact Name: _____	
Telephone: _____ Fax: _____ Email: _____	

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 Electrical Material Handling In & Out Booth Cleaning
 Equipment & Furniture I&D Labor/Supervision In-Booth Forklift Other _____

INFORMATION

- * Payment must accompany order. Order will not be processed without payment.
- * Pre-Show 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 dollars.
- * Exhibitors are responsible for damage or loss of rental material.
- * Copy of invoice sent on request only. Mail Email _____

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

BANK TRANSFER & e-TRANSFERS
 * Send e-transfer to: accounting@globalconvention.ca
 * Contact office for 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 may include labor & material handling.

Visa MasterCard Amex
 Purchase Order # (if applicable) _____
 (P.O. is for vendor's reference only. Payment must accompany order.)
 Card # _____
 Expiry Date _____ CVV _____
 Cardholder Name _____
 Cardholder Signature _____
 Cardholder Telephone _____

CALCULATION OF ORDER

Furnishings & Accessories	\$ _____
Counters, Portable & Hardwall	\$ _____
Carpet & Padding	\$ _____
Electrical	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total of Items	\$ _____
5% GST (on sub-total)	\$ _____
7% PST (on sub-total)	\$ _____
TOTAL ORDER	\$ _____

Canadian Funds
 HST # 12259 9822 RT0001

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

METHOD OF PAYMENT