

5675 McLAUGHLIN RD, MISSISSAUGA, ON L5R 3K5 P:905-283-0550 F:905-283-0551 TOLL FREE: 1-855-746-9832 ON SITE: 905-677-9546

SHOW:		DISCOUNT PRICE VALID UNTIL:	
JOB:	DATES:	REGULAR PRICE VALID	

ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE

EXHIBITOR INFORMATION

PAYMENT DETAILS

BOOTH #: _____
 COMPANY: _____
 ADDRESS: _____
 CITY: _____ PROV/STATE: _____ CODE: _____
 E-MAIL: _____
 PHONE: _____ FAX: _____
 CONTACT NAME: _____

VISA MasterCard American Express
 Cheque (payable to SHOWTECH)

CREDIT CARD #::

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EXPIRY DATE: _____ / _____ CODE: _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

PAYMENT INFORMATION

This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Discount Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

STANDARD/HOUSEHOLD OUTLETS

(POWER SUPPLIED AT BACK OF BOOTH - NO LAYOUT REQUIRED)

SPECIAL REQUIREMENTS

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT	AMPS/WATTS/HP/KW	VOLTAGE	PHASE	QTY	QUOTE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500)	\$242.00	\$339.00							
	15 AMP, 120 VOLT DUPLEX OUTLET (E15A)	\$289.00	\$405.00							
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024)	\$369.00	\$517.00							
	20 AMP, 120 VOLT OUTLET (E20A)	\$391.00	\$547.00							
	24 HOUR, 15 AMP, 120 VOLT DUPLEX OULET (ELECTMISC)	\$375.00	\$525.00							
	24 HOUR, 20 AMP, 120 VOLT OUTLET (ELECTMISC)	\$476.00	\$666.00							

SPECIAL REQUIREMENTS/CONNECTIONS: 120-208-600 volts (other voltages available upon request).

Ratings placed on the equipment will indicate voltage, amps/watts/hp/kw and phasing. SHOWTECH can provide the correct connector for your equipment. It may be necessary for SHOWTECH to place a transformer within your booth space depending on the service required.

CONTACT SHOWTECH 3 WEEKS PRIOR TO MOVE-IN FOR QUOTATIONS!

SHOWTECH office use only	SUB-TOTAL:	\$
	+13% HST APPLICABLE ON ALL ITEMS:	\$
	TOTAL AMOUNT PAYABLE - CANADIAN FUNDS:	\$
		HST #: R104060264

ONLINE ORDERS: PLEASE VISIT WWW.SHOWTECH.CA, CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

SEE LAST PAGE FOR TERMS & CONDITIONS

ECRA/ESA LIC 7000267, REV 2013

DO NOT USE THIS FORM IF YOU HAVE ORDERED POWER TO BE PLACED AT THE 'BACK OF BOOTH'

Booth #/s

Show Name: _____

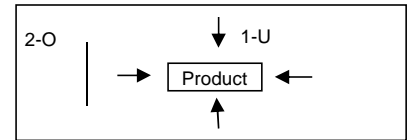
Show Dates: _____ Facility: _____

COMPANY _____ E-MAIL ADDRESS _____ PHONE NUMBER _____

X
AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT NAME (PLEASE PRINT) _____ DATE _____

SHOWTECH must receive this Booth Layout Form along with your completed Electrical Order Form to ensure proper placement of services in your booth. Use this grid to indicate placement of SHOWTECH services and your product.

- Use bold lines to indicate the outline of your booth.
- Circle the correct booth type and fill in the proper orientation around your booth. **INLINE BOOTH PENINSULA BOOTH ISLAND BOOTH**
- Indicate the dimensions of your booth _____ 10 x 10-1 square = 1 foot, 20 x 20-1 square = 2 feet, 40 x 40-1 square = 4 feet etc.
- Overhead or Undercarpet outlets - Draw an "O" for overhead or "U" for undercarpet placement.
- 1000 watt quartz floodlight - Draw arrow/s to indicate light direction.
- Sign/Banner hanging - Draw a line to indicate location.



Example

BACK OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

SHOWTECH POWER & LIGHTING

TERMS & CONDITIONS

GENERAL:

1. The Centre and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Centre's power sources and/or may wish to use while in the building.
2. Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.
3. No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.
5. Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

6. Order forms must be received with full payment by the Discount Price deadline date to qualify for the Discount Price.
7. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay On Site Pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$40.00 will be required.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, money order or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.
12. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
13. REFUNDS/CANCELLATIONS:
 - a. If services have already been provided at the time of cancellation, original charges will apply.
 - b. No refunds on unused outlets or lights installed as ordered.
 - c. Refunds will not be considered unless the Exhibitor has notified a SHOWTECH representative of any problem with our service or product on site prior to show close.
 - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
 - e. Full refund will be issued on items listed from our order forms if we receive a cancellation notice in writing **on or before** the Discount Price deadline date.
 - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Discount Price deadline date.
14. Third Party Order (Exhibitor Appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event that the named third party E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical Order Form).
16. Island booth outlets will be placed in one main location per exhibitor's floor plan. If a plan is not provided, the outlets will be installed at our discretion.
17. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords are prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wire.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or Electrical Safety Authority approval sticker.
22. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
23. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED by ESA. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the Electrical Safety Authority – www.esa-safe.com click on "Electrical Product Safety", then "Product Approval Requirements or call 877.372.7233.

MECHANICAL:

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Centre's sources of natural gas, compressed air, water and all connections to drains, must be made by an authorized SHOWTECH tradesperson.
26. Mechanical services are only turned on during Show Hours.
27. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.