



DISCOUNT PRICE DEADLINE DATE: NOV 9/09

**EXHIBITOR INFORMATION**

**COMPANY**

NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Postal Code/Zip: \_\_\_\_\_ Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PAYMENT INFORMATION**

This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders can not 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 deadline date. Bank transfers please add \$25.00 bank charge to your payment.

Payment: Visa  Master Card  American Express  Cheque  Payable to SHOWTECH

CREDIT CARD #																			
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CARDHOLDER NAME: \_\_\_\_\_ CARDHOLDER SIGNATURE: **X** \_\_\_\_\_ CREDIT CARD EXPIRY DATE: \_\_\_\_\_ / \_\_\_\_\_  
 GST: R104060264 I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD MONTH YEAR

**RENTAL POWER**

POWER INSTALLED AT THE DRAPED BACK WALL	CODE	QUANTITY	DISCOUNT PRICE	REGULAR PRICE	TOTAL AMOUNT
800 watt, 120 volt duplex outlet, approx 6 amps	E800	_____	\$ 85.00	\$ 115.00	_____
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500	_____	\$ 93.00	\$ 126.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024	_____	\$ 122.00	\$ 165.00	_____
<b>UNDERCARPET POWER – DRAWING REQUIRED FOR PLACEMENT</b>					
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500U	_____	\$ 122.00	\$ 165.00	_____
<b>SERVICE CONNECTIONS</b>					
15 amp, 120/208 volt, single phase	CS120115	_____	\$ 184.00	\$ 248.00	_____
20 amp, 120/208 volt, single phase	CS120120	_____	\$ 233.00	\$ 315.00	_____
30 amp, 120/208 volt, single phase	CS120130	_____	\$ 333.00	\$ 450.00	_____
15 amp, 120/208 volt, three phase	CS208315	_____	\$ 258.00	\$ 348.00	_____
20 amp, 120/208 volt, three phase	CS208320	_____	\$ 360.00	\$ 486.00	_____
30 amp, 120/208 volt, three phase	CS208330	_____	\$ 506.00	\$ 683.00	_____

**POWER CONNECTIONS OUTSIDE BUILDING – ADD 50%**

SPECIAL REQUIREMENTS – CONTACT SHOWTECH 3 WEEKS PRIOR TO MOVE-IN DATE FOR QUOTATIONS

BUILDING VOLTAGE: 120-208 VOLTS (OTHER VOLTAGES AVAILABLE UPON REQUEST)

AMPS/ WATTS/ HP/ KW	VOLTS	PHASE	QUOTED UNIT PRICE:
_____	_____	_____	_____

**RENTAL LIGHTING**

DESCRIPTION - CUSTOM BOOTH LIGHTING DESIGN AVAILABLE UPON REQUEST					
1 – 8ft stand c/w Two - 120 watt floodlights	L2150	_____	\$ 56.00	\$ 76.00	_____
1 – 8ft stand c/w Three - 120 watt floodlights	L3150	_____	\$ 72.00	\$ 97.00	_____
1 – 8 ft stand c/w 500 watt quartz floodlight	L500	_____	\$ 95.00	\$ 128.00	_____
Ceiling mounted 1000 watt quartz floodlight – HALLS A,B,C,E ONLY	L1000	_____	\$ 156.00	\$ 211.00	_____
<b>HARD WALL REQUIRED FOR SYSTEM &amp; BOOTH LIGHTING</b>					
120 watt chrome arm light fixture	L150A	_____	\$ 56.00	\$ 76.00	_____
200 watt quartz arm light fixture	L200A	_____	\$ 66.00	\$ 89.00	_____
<b>FASCIA REQUIRED FOR SYSTEM &amp; BOOTH LIGHTING</b>					
1 meter track c/w 2 – 120 watt floodlights	LT2150	_____	\$ 95.00	\$ 128.00	_____
1 meter track c/w 3 – 120 watt floodlights	LT3150	_____	\$ 124.00	\$ 167.00	_____

**SPECIAL SERVICES**

<b>MECHANICAL SERVICES (WATER, DRAIN, AIR &amp; NATURAL GAS)</b> Quotation required – Please contact our office 780.429.1162					
<b>TELEPHONE SERVICE</b> Credit Card # required for deposit and long distance charges	TLD	_____	\$ 201.00	\$ 271.00	_____
<b>MALIFT SERVICES – SIGN/BANNER HANGING / REMOVAL</b> Quotation required – Please contact our office 780.429.1162	ERLIFTOP	_____			_____

**SUB-TOTAL**  
**5% GST**

**TOTAL AMOUNT PAYABLE - CANADIAN FUNDS \$**

# SHOWTECH RULES & REGULATIONS

## **GENERAL:**

The Centre's and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building.

Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.

All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.

## **PAYMENT:**

Out of country payment may be made by money order, or credit card. Purchase orders are not considered payment. Orders that do not include payment will be regarded as incomplete and will not be processed. Due to the temporary nature of the installation all disputes / claims must be brought to the attention of SHOWTECH PRIOR to move-out.

## **DISCOUNTS:**

Advance price will apply to orders received with payment prior to the deadline date. Orders received after this date shall be priced as after Deadline Prices.

## **ON-SITE ORDERS:**

Orders placed during move-in of the show **MUST** be paid in full by valid credit card, or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.

## **RATES:**

Additional and/or special electrical/mechanical requirements 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 include installation, service while in use, and removal.

## **CANCELLATIONS:**

- a) If services have already been provided at the time of cancellation, original charges will apply;
- b) No refund on services that require special services or advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items;
- c) If we receive a cancellation notice in writing **on or before** the deadline date, a full refund will be issued on listed items from our order form;
- d) If we receive a cancellation notice in writing **after** the deadline date, a 50% refund will be issued on listed items from our order form.

## **THIRD PARTY ORDER (Exhibitor appointed Contractor):**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. In the event that the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

## **ELECTRICAL:**

1. ALL OUTLETS ARE SUPPLIED TO BACK AREA OF BOOTH. If required elsewhere, extension cords will be available at SHOWTECH's service area for a nominal charge.
2. All electrical power is turned off after show closes and turned on prior to show opening. IF YOU REQUIRE POWER ON A 24-HOUR BASIS, PLEASE INDICATE ON ORDER FORM IN CORRECT SPACE PROVIDED.
3. Wall, column and permanent building receptacles are not part of your exhibit and are not to be used, regardless of their location in relation to your booth. Exhibitors utilizing these receptacles will be charged for their use. Borrowing power from an adjoining booth is not permitted.
4. 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 is prohibited.
5. Lighting rentals INCLUDE electrical power. Outlets must be ordered to service all other electrical requirements.
6. All electrical equipment should be properly tagged and wired with full information as to ampere, wattage, kilowatts, horsepower, volts, phase, cycle, etc. ready for connection.
7. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power.

## **ELECTRICAL SAFETY REGULATIONS:**

It is a requirement of the Electrical Safety Code that any electrical equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition **MUST BE APPROVED**. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

## **MECHANICAL:**

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
2. 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.
3. Mechanical services are only turned on during Show Hours.
4. 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.



## ELECTRICAL INFORMATION

### SAVE TIME AND MONEY

### PLEASE READ BEFORE ORDERING

**SHOWTECH**, POWER & LIGHTING, has prepared the following information to assist you when ordering your electrical services. If you have any questions about your order, please call our Customer Service Representative at the telephone number on your Electrical Order Form. It would be our pleasure to answer your questions.



## ELECTRICAL ORDER CHECKLIST

1. Complete the SHOWTECH Electrical Order Form
  - Do you require lighting?
    - Lighting creates impact and makes your booth and products stand out.
  - Check the equipment rating plate on your equipment to determine wattage or amps, (horsepower for motors), voltage and phasing you will require.
  - Order 24-hour power for refrigeration equipment, aquariums, computers, fax machines.  
Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
  - Include a booth floor plan, where applicable.
  - Enclose payment and order prior to the deadline date. This will save you time and money.
2. Review the Electrical Code requirements on page 3 and take necessary action to ensure all show equipment meets the necessary specifications. This will help you avoid surprises by identifying equipment, which will not pass approval before you arrive at the show.
3. Contact our Customer Service Representative with any questions. It is our pleasure to help you.

## HELPFUL HINTS

### ***Help us help you! Read all information!***

Please be sure to read your Exhibitor's Manual. It provides you with a summary of show rules, display guidelines and order forms for all services. If you have any problems filling out your SHOWTECH Electrical, Mechanical or Sign/Banner order forms, contact us at the number on the order form.

### ***Save Money! Place your order before the deadline!***

You can save significant time and money by ordering and paying for your SHOWTECH Services prior to the deadline date.

### ***Sales Taxes!***

To avoid overpaying, follow the instructions on our order form. The prevailing Goods and Services Tax (GST) applies to all orders for Canadian based shows (no out of country exemptions). The prevailing Provincial Sales Tax (PST) will apply to the Province where you are exhibiting.

### ***Plan your exhibit! Avoid last minute changes!***

Design your booth with electrical efficiency in mind. Our staff will be happy to assist you. Settle on a design in advance and avoid making changes. Changes are expensive and can create delays when setting up your display.

### ***Send detailed and accurate plans!***

If you require outlets to be placed in locations other than at the backwall, you need to order under carpet outlets. Please send us a copy of your floor plan. These floor plans should include locations of all electrical, mechanical, lighting and sign/banner installations. Clearly mark the electrical/mechanical rating of each item. They should also indicate adjoining booth numbers or aisle numbers. Sending floor plans promptly will provide information necessary to place your services properly prior to carpet and booth installation.

### ***Avoid Code Violations!***

All wiring must have a 3-wire grounded cord, minimum #16 gauge. We use flat cords for under carpet installation. If you are not sure if your exhibit conforms to code, or if you have any questions about your exhibit's electrical wiring, please contact our staff.

### ***Communicate!***

We want your show experience to be pleasant. If you are unsure how to place your SHOWTECH order, please contact our staff. We can help you assess your need best if you contact us before you arrive at the show. Costly set up delays and on-site problems can be avoided with advance planning.



## **ELECTRICAL CODE**

### **Temporary electrical services for exhibits**

Electrical regulations for an exhibit at all convention facilities are necessary to ensure the safety of all exhibitors, visitors and staff, and is based on the Canadian Electrical Code and Local Hydro regulations.

Too frequently, fires have been traced to an exhibitor's "faulty booth wiring", sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits may be inspected "by the Local Hydro Inspector" to determine if any violations exist. If a violation is identified qualified SHOWTECH electricians are available to correct the problem. Required corrections will be performed on a time and material basis. If the exhibitor does not wish to have the problem corrected, electrical service cannot be supplied.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about the booth has the appropriate approval. Should any of this equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is being sought. We would be pleased to assist you or contact the following bureau's direct for further instructions.

Local CSA Office  
The Inspections Group

780-450-2111  
780-454-5222

Serious risks are involved which can be reduced with an accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

- Borrowing power from an adjoining booth is NOT permitted. Using your neighbour's outlet may cause an overload in the circuit.
- All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker.
- All display wiring must have a 3 wire grounded cord, minimum of #16 gauge.
- The use of open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- Zip cords or two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- Permanent building receptacles are NOT part of a booth space. Exhibitors will be charged for their use.



## SHOWTECH'S RESPONSIBILITIES

As the electrical contractor, we will be responsible for:

- All facility distribution of electrical wiring and power distribution
- All motor and equipment hook-ups requiring hard wire connections
- Installation of electrical fixtures
- Installation of electrical motors to be energized and electrical apparatus.

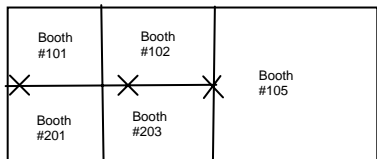


## ELECTRICAL OUTLET LOCATION

The following are standard methods of installation.

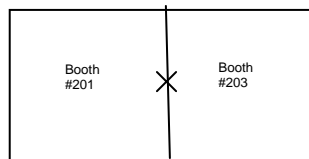
✕ Indicates location of outlets

Line Booths



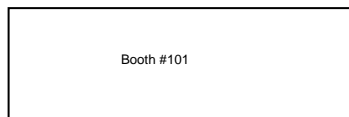
Peninsula Booth

Back to Back Peninsula Booth



- Your pre-ordered outlet will be installed at the rear of your booth, at the backwall or drape line. For other locations please order under carpet outlets on our electrical order form.

Island Booth



- Exhibitors should designate one (1) location for Island Booth outlets. For other locations and distribution of power please order under carpet outlets.
- For facilities with floor ports, your power will be placed in one (1) location at our discretion. Please refer to our electrical order form to view other options.
- When no floor plan is provided with an Island Booth, we will place power in one (1) location at our discretion.

A booth floor plan must be submitted with the electrical order form if you require your outlet/s at any location other than the backwall/drape line. Please show exact location of each outlet with correct electrical rating on floor plan. Also be sure to indicate adjacent booth numbers or aisles.

We would be pleased to answer your questions. Please contact us at the number on our electrical order form. For further information on our services and products please visit us at our website [www.showtech.ca](http://www.showtech.ca).