



DISCOUNT PRICE DEADLINE DATE: OCT. 7, 2011

**STEP 1 - 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

**STEP 2 - QUOTATION INFORMATION**

**TO RECEIVE QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO - 780.424.4715**  
**FOR ASSISTANCE CONTACT OUR SITE OFFICE – 780.429.1162**

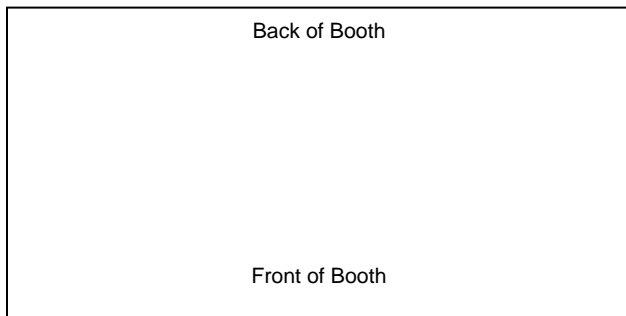
\*\*Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation\*\*.

**ALL SUSPENDED ITEMS MUST BE COMPLETED BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP.**

**NOTE:** Exhibitors are responsible for the collection of their signage after Show close. SHOWTECH is not responsible for loss or storage of signage at show completion. Special instructions should be sent under separate cover.

Quantity: \_\_\_\_\_ Vertical: \_\_\_\_\_ ↔ Horizontal: \_\_\_\_\_ ↔ Weight: \_\_\_\_\_ lbs.  
(please specify ft. or in.)

**OVERHEAD VIEW OF SIGN/BANNER LOCATION**



**PLEASE COMPLETE THE FOLLOWING SECTION**

1. Banner:  \_\_\_\_\_ Square sign:  \_\_\_\_\_  
 Triangle sign:  \_\_\_\_\_ Round sign:  \_\_\_\_\_ Other \_\_\_\_\_  
 2. Height from floor to bottom of sign \_\_\_\_\_ ↓  
 3. Material of sign/s \_\_\_\_\_  
 4. Power required \_\_\_\_\_ Amps/Volts \_\_\_\_\_  
 5. Has this sign be hung before at MTCC \_\_\_\_\_  
 6. If yes, which show \_\_\_\_\_

**STEP 3 - QUOTATION ESTIMATE**

Please complete STEPS 1,2 & 3, initial acceptance of quote in **\*Total Estimate** section below and return by fax to 780.424.4715. This quotation is based on the above information.

\$ \_\_\_\_\_  
 Sign Estimate + 5% tax

\$ \_\_\_\_\_  
**\*Total Estimate** based on information above.  
 (Subject to change on site) \_\_\_\_\_

# SHOWTECH

## TERMS & CONDITIONS

### 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 loss of such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.

Customer Account information will not be disclosed to third parties.

### SERVICE ORDER REQUEST AND PAYMENT:

1. This order form **MUST BE RECEIVED** with full payment by the discount price deadline date to qualify for the Discount Price. Orders received after this date shall be charged Regular Prices.
2. 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 Regular Price 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.
3. Failure to provide all the necessary information requested on this form may result in a delay of service installation.
4. Out of country, payments may be made by credit card, money order, or bank transfer (there is an additional charge for this service).
5. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
6. On-site orders **MUST** be paid by valid credit card, or cash, company cheques can only be accepted if accompanied by a valid credit card number and signature. Personal cheques will not be accepted on show site.
7. 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 are in Canadian funds and include installation, service while in use, and removal.
8. **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 the 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 form if we receive a cancellation notice in writing **on or before** the deadline date.
  - f. A 50% refund will be issued on listed items from our order form if we receive a cancellation notice in writing **after** the deadline date.
9. 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 does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

### ELECTRICAL:


1. In-line and peninsula outlets are installed at the back of booth. If you require them 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 order form).
2. 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.
3. 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 on order form in space provided.
4. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
5. Sharing power from an adjoining booth is not permitted.
6. 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 #14 gauge, 3-wire grounded cords.
7. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and C.S.A. or Electrical Safety Authority approval sticker.
8. 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.
9. A Ground Fault Circuit Interrupter (GFI) must protect all 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, which is being displayed, offered for sale or used in any show, convention, or similar exhibition **MUST BE APPROVED**. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the local Hydro Inspection.

### 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.



SEND

## SHOWTECH Online Ordering

**ORDERING PRODUCTS AND SERVICES ONLINE IS FAST... SIMPLE AND SECURE.**

- Step 1** To access online ordering go to: [www.showtech.ca](http://www.showtech.ca)
- Step 2** Click "Online Ordering"
- Step 3** Click "Login & Order Online" beside your show
- Step 4** You will need to create a permanent Online Ordering account:
- > Click "Sign Up"
  - > Click "New Exhibitor"
  - > Complete Add Exhibitor Information, click "Save"
  - > Complete "User Profile", click "Next"
  - > Read the "Terms and Conditions"
  - > To continue, click "I Agree", click "Finish"
  - > Click on Show Calendar
  - > Select your Show, proceed with your order

Please keep your User ID and Password for future ordering on shows and events serviced by SHOWTECH POWER & LIGHTING.

**Remember to order by the Deadline date to avoid extra costs.**

**Thank you for your order.**

**SHOWTECH**  
POWER & LIGHTING

## ELECTRICAL & LIGHTING INFORMATION

### SAVING TIME & MONEY

- Send all necessary forms with payment prior to the deadline date to ensure you receive the advance pricing.
- The prevailing Sales Tax applies to all orders for shows/events held in Canada (no out of country exemptions).
- Order right the first time! Check the equipment rating nameplate on the bottom or back of your equipment to determine your needs. Changes are expensive and can create delays when setting up your exhibit.
- Most convention facilities require the electrical contractor to turn off the power each night approximately 30 minutes after show close and re-energize the power approximately 60 minutes before the opening of the show.
- Order 24-hour power if you require your power to remain energized throughout the show.
- Undercarpet/overhead placement of power, sign/banner hanging and overhead lighting please complete the Booth Layout Form included in the SHOWTECH order form package.
- Review the Electrical Code requirements on Page 2 and take necessary steps to ensure all show equipment meets the necessary specifications. This will help you identify equipment which may not pass approval before you arrive at show site.
- All wiring must have a 3-wire grounded cord, minimum #14 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 SHOWTECH products or services, please contact the number on the order form. Our staff would be pleased to help you. Clearing up confusion and problems before show move-in prevents costly set up delays and on-site challenges.

### LIGHTING



Lighting creates a dramatic visual impact when done right! Together we can select lighting which will make your presence on the show floor outstanding.



SHOWTECH rental lighting includes the cost of power to operate our lighting.



To view our lighting options go to our website at [www.showtech.ca/lighting](http://www.showtech.ca/lighting) or contact our Customer Service Representative at the telephone number on the order form.

# ELECTRICAL CHECKLIST

- Determine the amount of power each piece of equipment requires by looking for the nameplate on the bottom or back of your product. It will tell you how much power and the voltage your equipment requires to operate. All equipment in Canada must bear this nameplate.
- Most equipment that plugs into a standard wall outlet found in your home or office in North America will require standard 120 volt.
- Total the wattage or amperage to determine your needs. Example: 10 – 100 watt light bulbs equal 1000 watts of standard power (10 x 100 = 1000 watts of power required).
- Standard building voltage is: 120-208-600 volts. Other voltages are available upon request.
- Wall, column or permanent building receptacles are NOT part of a booth space. These receptacles are not properly energized and could be a safety hazard. Exhibitors will be charged for their use.
- Borrowing power from an adjoining booth is NOT permitted. Using your neighbour's outlet may cause an overload in the circuit. Overloaded circuits are a safety issue.
- 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 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 are based on the Canadian Electrical Code and Local Hydro regulations.

Too frequently, fires have been traced to an exhibitor's faulty 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.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to show site.

Serious risks are involved which can be reduced by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these key points.

- 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 #14 gauge.
- The use of unapproved open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- Two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- It is illegal to sell, display and/or energize any electrical equipment unless it has been approved by a recognized certification agency (i.e. CSA, ULC). Without this approval SHOWTECH cannot provide electrical services.
- Exhibitors are responsible for ensuring that all electrical equipment in the booth has the appropriate approval. Should your equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is being sought.

For additional information please contact the following organization.

CSA International

1.800.463.6727