

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of rental lighting, temporary electrical, sign/banner hanging and mechanical services at Northlands. SHOWTECH looks forward to working with you and hopes that your show experience is a success.

SERVICES WE OFFER:

For your convenience, **SHOWTECH POWER & LIGHTING** is pleased to offer the following services:

- Rental Lighting
- Temporary Electrical Services
- Sign & Banner Hanging (as per Show Management's Rules & Regulations)
- Mechanical Services (such as compressed air, water lines, drains, etc.)

PRICING:

- **Discount Pricing:** To take advantage of our Discount Price, all completed forms and full payment must be received on or before .
- Regular Pricing: Regular Prices will be charged after the Discount Price date has passed.

PAYMENT:

SHOWTECH POWER & LIGHTING accepts payment by VISA, MasterCard and American Express. Cheques will be accepted if received by the Discount Price date. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.

ONLINE ORDERING:

Please visit www.showtech.ca, choose the "Online Ordering" tab and follow the on-screen instructions. Please note that not all shows are available for online ordering. If your search for an upcoming show does not produce any results, please complete the attached order forms and return them to the fax number listed at the top of the forms.

If you need assistance or require additional information, please contact one of our Customer Service Representatives at 780.429.1162.





IMPORTANT FACTS FOR EXHIBITORS Electrical & Mechanical Services

ELECTRICAL

- 1. The Northlands Expo Centre voltage is 120/208 volts 3 phase. Please check with your technical coordinator to see if your machines are compatible with this voltage. If so, you will save on costs.
- 2. Other voltages are available from SHOWTECH. Please contact our office (780.429.1162) for more information and prices.
- 3. The Northlands Expo Centre has floor ports.
- 4. Power will be distributed by SHOWTECH from the floor port system. To order power, please contact our office at 780.429.1162.
- 5. If you have an inline or peninsula booth, power will be distributed along the back wall of your booth. Should you require power in an alternate location, under carpet outlets must be ordered. Please contact our office (780.429.1162) for details.
- 6. If you have an Island booth, please submit SHOWTECH's Booth Layout Form with your Electrical Order Form. We will distribute under carpet outlets from that location.

Alberta's Safety Authority (CSA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the CSA before show opening. Exhibitors are responsible to obtain "Permission to Show/Energize" from the CSA directly. SHOWTECH cannot apply or be responsible for this permission. To obtain the CSA "Permission to Show/Energize" please contact CSA directly at 780.450.2111. Apply as soon as possible to avoid onsite complications.

MECHANICAL

- 7. Compressed air pressure is approximately 100 PSI and available by ordering from SHOWTECH. Please use the SHOWTECH's Mechanical Order Form to order this service.
- 8. The Northlands Expo Centre has a floor port system.
- 9. Air lines are distributed by SHOWTECH from the floor ports.
- 10. If you have an island booth, please submit SHOWTECH's Booth Layout Form with your Mechanical Order Form indicating where you would like the services to be located within your booth space.
- 11. Hot water is available and needs to be ordered through SHOWTECH. Please contact our office for assistance (780.429.1162).
- 12. Natural gas is available in various locations within the facility. Please check with SHOWTECH (780.429.1162) as soon as possible if you require Natural Gas.
- 13. Grey water floor drains are located in various locations within the facility. Please check with SHOWTECH (780.429.1162) as soon as possible if you require a drain connection.

SHOWTECH POWER & LIGHTING contact information: 780.429.1162





9797 JASPER AVE., EDMONTON, AB T5J 1N9 PHONE: 780.429.1162 FAX: 780.424.4715

SHOWTECH is pleased to offer the rental lighting options listed below.

Adding additional lighting to your booth creates a dramatic visual impact when done right!

CEILING MOUNTED FIXTURES



SOURCE 4 PAR FIXTURE (L575S4)

- · Clean, bright and efficient
- Equivalent light output to a 1000 watt quartz floodlight
- Mounting height dependent on ceiling height of the facility
- Covers approximately a 10' x 15' area

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)



24 WATT LED BLACK ARM FIXTURE (LLEDA)

- Equivalent light output to a 200 watt quartz arm light
- Pure white ideal for highlighting clothing, jewelry, art, graphics and more
- Attaches to a hard wall



200 WATT BLACK ARM FIXTURE (L200B)

- Attractive streamlined fixture
- Ideal for accenting small items such as brochures, art and clothing
- Attaches to a hard wall



120 WATT ARM LIGHT FIXTURE (L150A)

- Ideal for direct lighting of your product or to highlight a focal point
- Attaches to a hard wall

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)



3' TRACK COMPLETE WITH 3 – 24 WATT LED FIXTURES (LT3150)

- Equivalent light output to a 450 watt quartz floodlight
- Ideal for fascia lighting
- Clean and attractive lighting system
- · Pure white light, excellent way to accent any product
- Attaches to a fascia or hard wall

FLOOR LIGHTING



2 – 24 WATT LED FIXTURES ON AN 8' TELESCOPIC STAND (L2150)

- Equivalent light output to a 400 watt halogen bulb
- Pure white light with clean lines.
- Excellent way to highlight a focal point in your booth
- . Lamps are mounted on a sturdy cross bar with a 140 degree tilt
- For optimum lighting, fixture is placed in the front corner of booth
- Covers approximately an 8' x 8' area

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



DATES:

SHOW:

JOB:



RENTAL LIGHTING ORDER FORM

DISCOUNT PRICE VALID UNTIL:

9797 JASPER AVE., EDMONTON, AB T5J 1N9 PHONE: 780.429.1162 FAX: 780.424.4715

	L																	
	EXHIBITO	R INFORM	ATION				PAYME	NT DETAI	LS									
BOOTH #:							☐ VISA ☐ MasterCard ☐ American Express											
COMPANY:							CREDIT CARD #::											
ADDR	ESS:																	
CITY:	PROV	STATE:		CODE:			EXPIRY DATE:/_	co	DDE:									
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CONT	ACT NAME:																	
							CARDHC I AUTHORIZE CHARGING ANY	LDER SIGNAT UNPAID BALANC		IT CARD.								
accep deadli	s your official receipt/invoice. Or ted by the Discount Price deadline on the date. Bank transfers please req	date. SHOW uest the Elec	TECH reservatronic Funds	ves the right to /Wire Transfer	Inc adj Fo	complete lust order rm. Bar	e orders cannot be processed. Cers not calculated accurately or rook fees will be charged for this se	eceived after ervice.	the Discount	Price								
All S	HOWTECH rental lighting (i.e. TVs, computers		=	-		_	 If you require power the action of the terms of the terms		_	our booth								
			, , , ,	•														
	CEILING MOUNT	ED FIXT	JRES				SYSTEM & BO (HARD WALI		_									
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT								
	SOURCE 4 PAR FIXTURE (L575S4)	\$210.00	\$294.00				24 WATT LED BLACK ARM LIGHT FIXTURE (LLEDA)	\$97.00	\$136.00									
							200 WATT QUARTZ BLACK ARM LIGHT FIXTURE (L200B)	\$82.00	\$115.00									
							120 WATT ARM LIGHT FIXTURE (L150A)	\$72.00	\$101.00									
	SYSTEM & BOO		_]		FLOOR L	IGHTING										
	(FASCIA OR HARD V	DISCOUNT	1					DISCOUNT	REGULAR									
QTY	DESCRIPTION	PRICE	PRICE	AMOUNT		QTY	DESCRIPTION	PRICE	PRICE	AMOUNT								
	3' TRACK COMPLETE WITH 3 – 24 WATT LED FIXTURES (LT3150)	\$163.00	\$228.00				2 – 24 WATT LED LIGHTS ON A 8' TELESCOPIC STAND (L2150)	\$75.00	\$105.00									
				only			s	UB-TOTAL:	\$									
	OWTECH of	fice	use	Olliy			+5% GST APPLICABLE ON A	ALL ITEMS:	\$									
St	1014 For				1	OTAL A	AMOUNT PAYABLE - CANADI	AN FUNDS:	\$									
									GST#: R	104060264								
ONLIN	E ORDERS: PLEASE VISIT WW	/W.SHOWTE	CH.CA, CH	OOSE THE "C	NL	INE OR	DERING" TAB AND FOLLOW	THE ON-SCR	EEN INSTRU	JCTIONS.								





9797 JASPER AVE., EDMONTON, AB T5J 1N9 PHONE: 780.429.1162 FAX: 780.424.4715

HELPFUL HINTS

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour's power may overload the circuit.
- All equipment must be approved for use by a recognized certification agency (i.e. CSA, ULC). Approval markings can be found on the rating nameplate located on the back or bottom of the equipment.
- Check the equipment rating nameplate on the bottom or back of your equipment to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, fish tanks, etc).
- All equipment must have a 3-wire grounded cord, minimum of #14 gauge wire.
- A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment/devices within 6 feet of a water/liquid source.

 1500 WATT, 120 VOLT DUPLEX OUTLET (£1500) Approximately 12 amps Standard office/home outlet with 2 plugs 	 Standard office/home outlet with 2 plugs For equipment requiring continuous power
SPECIAL UNDERCARPET POWER PLA	ACEMENT – BOOTH LAYOUT FORM IS REQUIRED
· · · · · · · · · · · · · · · · · · ·	ations specified on your booth layout form. If a layout is not provided, ce the outlet(s) at our discretion.
1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U) • Approximately 12 amps	

POWER SUPPLIED AT BACK OF BOOTH

SERVICE CONNECTIONS

See the attached Electrical Order Form for standard 120 volt and 208 volt service connections up to 30 amps.

Other voltages and amps are available upon request.

The ratings placed on equipment will indicate voltage, amps/watts/hp/kw and phasing. CONTACT SHOWTECH 3 WEEKS PRIOR TO THE MOVE-IN DATE FOR QUOTATIONS.

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

Standard office/home outlet with 2 plugs





ELECTRICAL ORDER FORM

9797 JASPER AVE., EDMONTON, AB T5J 1N9 PHONE: 780,429,1162 FAX: 780,424,4715

	9797 JA	SPER AVE., EDIV	ION TON, F	AB 15J 1N9	1 1	HON	E: 780.429.1	162 1	-AX	780.4	24.4715						
SHC	DW:						DISCOL	JNT F	RIC	E							
JOB: DATES: VAL						VALID	UNTII	L:									
	EXHIE	SITOR INFORMAT	ION						PΑ	YMEN	T DETA	ILS	}				
вос	OTH #:				☐ VISA ☐ MasterCard ☐ American Express												
COM	COMPANY:					☐ Cheque (payable to SHOWTECH)											
ADD	RESS:						CREDIT CARD	#::									
CITY	′: P	ROV/STATE:	CO	DE:			EVENEY BATE			<u> </u>							
E-M	AIL:						EXPIRY DATE:	:									
PHO	NE:	FAX:				CARDHOLDER NAME											
CON	TACT NAME:				CARDHOLDER SIGNATURE												
				CARDHOLDER SIGNATURE I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.													
Price	is your official receipt/invoice. Or e deadline date. SHOWTECH reserv rronic Funds/Wire Transfer Form. Ba	es the right to adjust ordink fees will be charged	ders not calcu for this servic	lated accurately	orde	rs cann	ot be processed. d after the Discoun	nt Price	dead	line date.	Bank tran	sfer	s please red	quest the			
STANDARD/HOUSEHOLD OUTLETS (POWER SUPPLIED AT BACK OF BOOTH – NO LAYOUT REQUIRED)			RED)							POWER		LACEMENT (IRED)					
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT		QTY	DESCRIPTION				DISCOUN PRICE		REGULAR PRICE	AMOUNT			
	1500 WATT, 120 VOLT DUPLE OUTLET (E1500)	\$126.00	\$176.00				1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U)				\$165.0	0	\$231.00				
	24 HOUR, 1500 WATT, 120 VC DUPLEX OUTLET (E150024)	\$165.00	\$231.00		ī												
SERVICE CONNECTIONS						OTHER SERVICES											
	120/208 VOI	T, SINGLE PHASE				1	15FT. EXTENSI	ON CC	ORD	(E15)	\$18.00)	\$18.00				
	15 AMP, 120 VOLT, 1 PHASE (CS120115) 20 AMP, 120 VOLT, 1 PHASE	\$246.00	\$344.00				TELEPHONE SERVICE (TLD) - Credit Card # required for deposit and long distance			\$254.00	0	\$356.00					
	(CS120120)	\$313.00	\$438.00				charges.										
	30 AMP, 120 VOLT, 1 PHASE (CS120130)	\$446.00	\$624.00				MANLIFT SER BANNER HAN REMOVAL) (E	GING	AND		furth	ner (r office for details 9.1162)				
		LT, THREE PHASE					MECHANICAL SERVICES Contact (WATER, DRAIN, AIR & furt										
	15 AMP, 208 VOLT, 3 PHASE (CS208315)	\$344.00	\$482.00				NATURAL GAS			er details 429.1162)							
	20 AMP, 208 VOLT, 3 PHASE (CS208320)	\$481.00	\$673.00														
	30 AMP, 208 VOLT, 3 PHASE (CS208330)	\$678.00	\$949.00														
			SF	PECIAL REQU	UIF	REMEN	NTS										
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phas	ding Voltage: 120-208 volts (or sing. SHOWTECH can provide the ending on the service required.	he correct connector	r for your equ	uipment. It ma	ay l	be nec	essary for SHOV	NTEC	H to	icate vo place a	ltage, amp transform	ps/v er w	vatts/hp/kv vithin your	v and booth space			
	AMPS/WATTS/HP/KW	VOLTAG	GE	PHASE			QTY			QUOTE			AM	OUNT			
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	HOWTECH off	ice use (only							SUB	-TOTAL		\$				
S	HOWTECH OII					+5	5% GST APPL	-	\$								
	10			TOT	TOTAL AMOUNT PAYABLE - CANADIAN FUNDS: \$												
												L	GST #: I	R104060264			

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





SIGN/BANNER HANGING ORDER FORM

979	7 JASPER AVE., EDMO	NTON, AB T5J 1	N9 PHONE	: 780.429. ⁻	1162 F	AX: 780	.424.47	15						
SHOW:				DISCO	DUNT P	RICE								
JOB:	DATES:			VALID	UNTIL	.:								
EX	HIBITOR INFORMAT	ION				PAYME	NT DE	TAILS						
BOOTH #:				□VISA] MasterC	ard	□ A	mericar	ı Expre	ess			
COMPANY:				_ ☐ Chequ	ıe (paya	ble to SH	OWTEC			·				
ADDRESS:				CREDIT CAR	D #::									
CITY:	PROV/STATE:	CODE:		EXPIRY DA	<u> </u>			COD						
E-MAIL:				EXPIRT DA	AIE	/_		_ COD	E					
PHONE:	FAX:					CARD	HOLDER N	NAME						
CONTACT NAME:														
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This is your official receipt/in accepted by the Discount Price deadline date. Bank transfers	deadline date. SHOWTEC	accepted if paid in ful H reserves the right t	o adjust order	orders canno	ted accu	rately or re	eceiveď a)			
		SIGN INF	ORMATIC	ON										
COMPLETE THE SECTI	ON BELOW AND FAX TO								A MINIM	NUM C	OF 3			
WE		STANCE CONTACT O	•			SAKT AI	PROVE	AL.						
Please check your Exhibitor quotation.	's Manual for any Show F	Restrictions and ob	otain necessa	ary approva	ls from									
ALL SIGNS MUST BE HUN PRIOR TO BOOTH SET-U														
NOTE: Upon show closing SHOWTECH is not respons	, Exhibitors must remain	in their booths unti	il signage ca							_				
Quantity:	Vertical:(please		Horizonta	al:		↔	Weigh	nt:			_ lbs.			
Overview of growle and		specify ft. or in.)			-	·								
OVERHEAD VIEW OF SIGN/BAN	Back of Booth		1. Shape	MPLETE THE e of sian:	FOLLOW	VING SECT	ION							
					xample -	- Banner, 3	D square,	3D tria	ngle, 3D	circle)				
			2. Heigh	eight from floor to bottom of sign										
				aterial of sign/s										
			4. Powe	r required		<i>F</i>	Amps/Volt	ts						
			5. Has t	his sign been	hung be	efore at NO	ORTHLAN	NDS						
	Front of Booth		6. If yes	, which show	?									
		QUOTATI	ON ESTI	MATE										
(Please complet	e Sign Information abo	ve and return by	fax to our	Site Office	at 780.	.424.471	5 to rec	eive a	quota	ition)				
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Sign Estimate +5	% GS I	Power cost for s	sign +5% GS) I	10	tal Estima	ate base	a on ir	iiormat	ion ad	ove			
					_	Custo	mer's F		proval/ 0406026		ture			

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





MECHANICAL ORDER FORM

	9797 J <i>A</i>	ASPER AVE., E	DMONTON	I, AB T5	J 1N9) PHO	NE:	780.42	29.11	162	FA	X: 7	80.4	24.4	715								
SHOV	SHOW:							DISCOUNT PRICE															
JOB:	JOB: DATES:							VALID UNTIL:															
	EXHIB	ITOR INFOR	MATION					PAYMENT DETAILS															
B001	TH #:] VISA			Mas	sterC	Card			Ame	rican I	Expre	ess						
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								I AU	THOR	RIZE C							MY CR	EDIT C	ARD				
accep	is your official receipt/invoic ted by the Discount Price dea ne date. Bank transfers pleas	dline date. SHO\	VTECH rese	ed if paid in rves the rig	full. I	adjust or	ete ord ders r	not calc	ulate	d aco	curat	ely o	r rec	eived									
	COMPRESSED AI											w	ATE	R									
QTY	M RATING IS REQUIRED FO DESCRIPTION	DISCOUNT	REGULAR	AMOUNT		QTY		DE	SCRI	PTION	<u> </u>			oisco			GULAR	Τ,	MOUN	IT.			
-	5 T0 10 CU. FT PER MINUTE	\$445.00	\$623.00				UP 7	. AND DI	RAIN	I CON	NTAIN			\$222			11.00						
	11 TO 20 CU. FT. PER MINU (MCA3)	TE \$777.00	\$1088.00				½" V	<mark>/1000)</mark> /ALVED NNECTIO						\$174	.00	\$2	44.00						
	(MOTO)		L				1⁄2" ∨	ALVED	HOT	WA	ΓER			\$279	.00	\$3	91.00						
	NATU	JRAL GAS									<u>- , </u>	SI	INK										
	½" NATURAL GAS CONNECTION (MNG)	\$522.00	\$731.00				HOT	COMP COLD	WAT	ER A	.ND	ink)		\$556	.00	\$7	78.00						
	1 – ADDITIONAL GAS LINE (8364-44124) (MECHMISC)	\$258.00	\$361.00																				
		RAIN																					
	GRAVITY DRAIN CONNECTION (MWDGR)	\$175.00	\$245.00																				
	SPECIAL F	REQUIREMENT	「S – PLEASE	CONTAC	т ѕно	OWTECH	1 3 W	EEKS P	RIO	R TO	MOV	VE-II	N FO	RAG	TOUS	E							
																	QUO	TED P	RICE				
NOTE	: Connection to your equipme and material basis.	ent and any adap	ters <u>ARE NO</u>	T included	in the	above p	orice.	This se	rvice	will	be p	rovio	ded o	n a ti	me								
	_	(('	sa nr	IVL								S	SUB-	тот	AL:	\$							
GL	IOWTECH o	ttice u	26 01	3		+	·5% C	SST AF	PLI	CAE	BLE	ON	ALL	ITE	MS:	\$							
31	10111-				тот	AL AM	OUN	T PAY	ABL	E -	CAN	IAD	IAN	FUN	DS:	\$							
																	GST #:						
<u>ONLI</u>	NE ORDERS: PLEASE VIS	SIT <u>WWW.SHOW</u>	TECH.CA, C	HOOSE TI	HE "C	NLINE	ORDE	ERING"	TAE	3 AN	D FC	LLC	W T	HE O	N-SC	REE	N INS	TRU	CTIO	NS.			







9797 JASPER AVE., EDMONTON, AB T5J 1N9 P: 780.429.1162 F: 780.424.4715

DATES:	FACILITY NAME:							
EXHIBITOR INFORMATION	INSTRUCTIONS FOR USE							
BOOTH #:	Use the grid below to indicate placement of SHOWTECH services.							
COMPANY:	Circle the correct booth type INLINE PENINSULA ISLAND							
ADDRESS:	 Indicate the dimensions of your booth							
CITY: PROV/STATE: CODE:	Use bold lines to indicate the outline of your booth							
E-MAIL:	Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc)							
PHONE: FAX:	For overhead and/or undercarpet outlets: Draw an "O" for overhead							
CONTACT NAME:	placement or a "U" for undercarpet placement. • For Source 4 Par fixtures: Draw arrows to indicate the light direction. • Sign/Banner Hanging: Draw a line to indicate sign placement.							

This form is ONLY required when ordering services to be placed undercarpet and/or overhead. It is not necessary to indicate back-of-booth services on this form.

SHOWTECH must receive a booth layout, along with your completed order form, to ensure proper placement of undercarpet and/or overhead services in your booth.

Adjacent Booth or Aisle Number:

FRONT OF BOOTH 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.
- 3. 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 <u>after</u> 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 local Hydro Inspection Department.

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.