

# SHOWTECH

POWER & LIGHTING

metro **toronto** convention centre

## ELECTRICAL ORDER FORM

APPRO 2008 Annual Canadian Power  
Conference & Networking Centre  
November 18 – 19, 2008  
8102-22993

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5  
Tel: 905.283.0550 Fax: 905.283.0551  
M.T.C.C. SITE OFFICE – Tel: 416.585.8109  
[www.showtech.ca](http://www.showtech.ca)

PLEASE PROVIDE THE SERVICES LISTED BELOW:

ADVANCE PRICE: **NOV 3/08**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
CITY & POSTAL CODE: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SIGN/BANNER HANGING:** Please complete Sign/Banner Form and return prior to deadline date.

SECTION A: RENTAL LIGHTING – <u>GST &amp; PST APPLICABLE</u>	QTY	ADVANCE PRICE	AFTER DEADLINE	TOTAL AMOUNT
Two - 120 watt floodlights on 8ft chrome stand (L2150)	_____	\$ 103.00	\$ 139.00	_____
Three - 120 watt floodlights on 8ft chrome stand (L3150)	_____	\$ 111.00	\$ 150.00	_____
Ceiling mounted 1000 watt quartz floodlight (L1000)	_____	\$ 239.00	\$ 323.00	_____
<b>System &amp; Booth Lighting - Hard wall required:</b>				
200 watt black arm light fixture (L200B)	_____	\$ 74.00	\$ 100.00	_____
200 watt white arm light fixture (L200W)	_____	\$ 74.00	\$ 100.00	_____
120 watt chrome arm light fixture (L150A)	_____	\$ 57.00	\$ 77.00	_____
3ft track c/w 3-150 watt quartz floodlights - fascia required (LT3150)	_____	\$ 161.00	\$ 217.00	_____
15ft extension cord - power order required (E15)	_____	\$ 22.00	\$ 22.00	_____
			<b>Sub-Total A:</b>	_____

SECTION B: ELECTRICAL POWER - <u>GST APPLICABLE ONLY</u>				
800 watt, 120 volt duplex outlet, approx. 6 amps (E800)	<i>Rear of booth</i>	_____	\$ 110.00	\$ 149.00
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500)	<i>Rear of booth</i>	_____	\$ 125.00	\$ 169.00
15 amp, 120 volt outlet (CS120115)	<i>Rear of booth</i>	_____	\$ 148.00	\$ 200.00
24 hour, 1500 watt, 120 volt duplex outlet (E150024)	<i>Rear of booth</i>	_____	\$ 189.00	\$ 255.00
<i>*Note: Overhead/undercarpet orders must include booth layout showing back of booth/aisles and outlet locations.</i>				
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500V)	<i>*Overhead</i> print req'd	_____	\$ 154.00	\$ 208.00
15 amp, 120 volt outlet (CS120115V)	<i>*Overhead</i> print req'd	_____	\$ 177.00	\$ 239.00
24 hour, 1500 watt, 120 volt duplex outlet (E150024V)	<i>*Overhead</i> print req'd	_____	\$ 220.00	\$ 297.00
800 watt, 120 volt duplex outlet, approx. 6 amps (E800U)	<i>*Undercarpet</i> print req'd	_____	\$ 140.00	\$ 189.00
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500U)	<i>*Undercarpet</i> print req'd	_____	\$ 154.00	\$ 208.00
15 amp, 120 volt outlet (CS120115U)	<i>*Undercarpet</i> print req'd	_____	\$ 177.00	\$ 239.00
24 hour, 1500 watt, 120 volt duplex outlet (E150024U)	<i>*Undercarpet</i> print req'd	_____	\$ 220.00	\$ 297.00

**Special Requirements – Contact SHOWTECH no later than 3 weeks prior to move-in date for Quotation.**

BUILDING VOLTAGE: 120-208-600 volts Other voltages available on request  
Please Supply: Amp/HP/KW/Watts Volts Phase Qty Quoted Unit Price:

Sub-Total B: \_\_\_\_\_

Sub-Total A & B: \_\_\_\_\_

5% GST on A & B: \_\_\_\_\_

8% PST on A only: \_\_\_\_\_

Go to our Website [www.showtech.ca](http://www.showtech.ca). Click the “On-Line” icon.  
See attached “SHOWTECH On-Line Ordering” Instructions.

**TOTAL AMOUNT PAYABLE:** \_\_\_\_\_

PLEASE NOTE: ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED AT THE AFTER DEADLINE PRICE.  
PAYMENT IN ADVANCE MUST ACCOMPANY THIS ORDER (NO EXCEPTIONS PLEASE!)  
MAKE CHEQUE PAYABLE TO: SHOWTECH

Name of Cardholder \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_  
(Please Print) Month \_\_\_\_\_ / Year \_\_\_\_\_

Cheque Enclosed  Visa  Master Card  American Express  Cash

CREDIT CARD NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authorized Customer  
Signature **X** \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL** → \_\_\_\_\_

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5  
Tel: 905.283.0550 Fax: 905.283.0551  
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PLEASE PROVIDE THE SERVICES LISTED BELOW:

ADVANCE PRICE: **NOV 3/08**

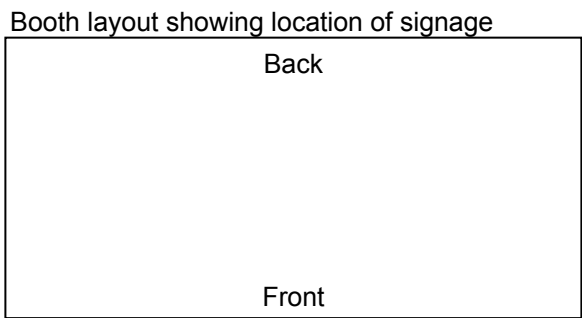
COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
CITY & POSTAL CODE: \_\_\_\_\_ Fax #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ Internal Use \_\_\_\_\_  
(PLEASE PRINT)

**PLEASE FAX COMPLETED FORM TO 416.585.8255**  
FOR ASSISTANCE CONTACT OUR SITE OFFICE @ 416.585.8109

*\*\*The following information is required so that we may provide you with an accurate quotation. Please check your Exhibitor's Manual for any Show Restrictions and obtain any necessary approvals from Show Management prior to requesting a quotation. \*\**

**Step #1** Please complete this section of form and fax to 416.585.8255 to receive your quotation. Special instructions should be sent under separate cover.

**SIGN DIMENSIONS:** Vertical: \_\_\_\_\_ ↑ Horizontal: \_\_\_\_\_ ↔ Weight: \_\_\_\_\_ lbs.



- 1 # of signs to be hung \_\_\_\_\_
- 2 Is sign hung as a square \_\_\_\_\_ or triangle \_\_\_\_\_
- 3 Height from floor to bottom of sign \_\_\_\_\_ ↑
- 4 Material of sign/s \_\_\_\_\_
- 5 Power required \_\_\_\_\_ AmpsVolts: \_\_\_\_\_
- 6 Has this sign been hung at MTCC \_\_\_\_\_
- 7 If yes, which show \_\_\_\_\_

ALL SUSPENDED ITEMS MUST BE COMPLETED BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP. Exhibitors are responsible for the collection of their signage, after Show close. SHOWTECH is not responsible for lost or missing signage.

**Step #2** Once you have received quotation, please confirm acceptance by initialing beside *\*Total Estimate* section below and return by fax to 416.585.8255 with payment information completed.

\$ \_\_\_\_\_ Sign Estimate + 5% + 8% tax      \$ \_\_\_\_\_ Power Cost for sign + 5% tax      \$ \_\_\_\_\_ *\*Total Estimate based on information above. (Subject to change on site)*

**PLEASE NOTE:** ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED AT THE AFTER DEADLINE PRICE.  
PAYMENT IN ADVANCE MUST ACCOMPANY THIS ORDER (NO EXCEPTIONS PLEASE!)  
MAKE CHEQUE PAYABLE TO: SHOWTECH

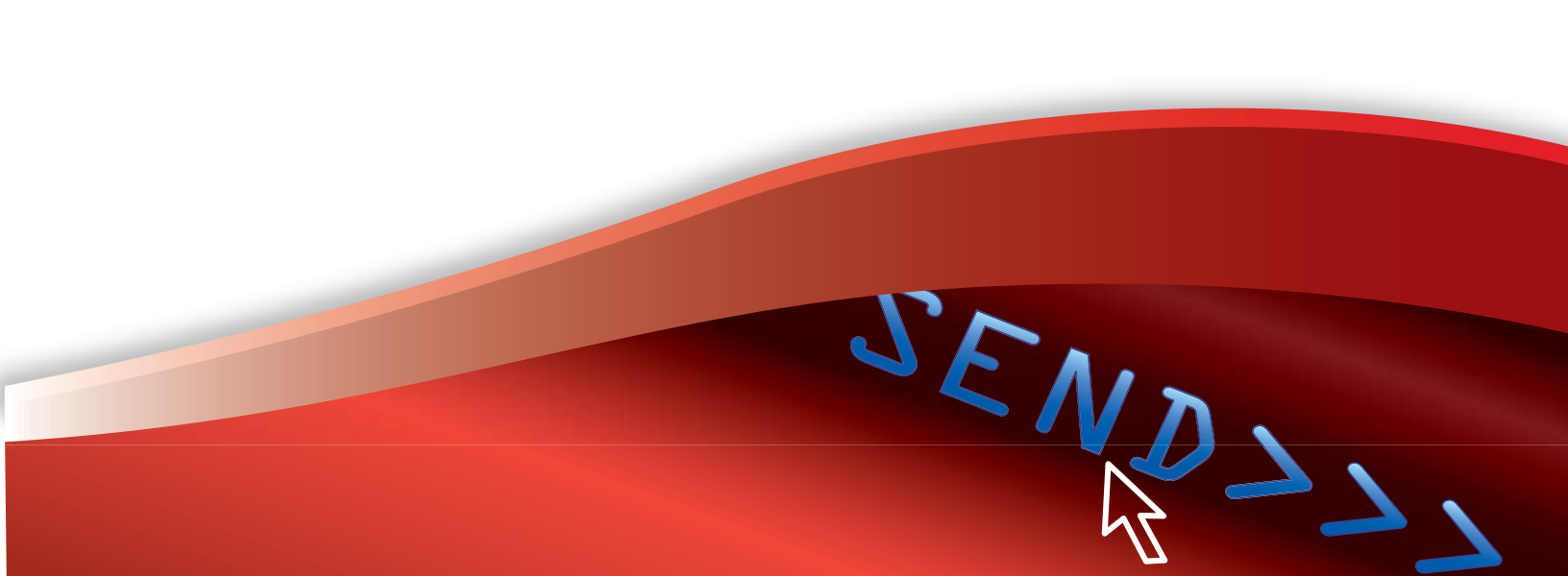
Go to our Website [www.showtech.ca](http://www.showtech.ca). Click the "On-Line" icon.  
See attached "SHOWTECH On-Line Ordering" Instructions.

Name of Cardholder (Please Print) \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_  
Month \_\_\_\_\_ / Year \_\_\_\_\_

Cheque Enclosed  Visa  Master Card  American Express  Cash

CREDIT CARD NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authorized Customer Signature **X** \_\_\_\_\_ Date: \_\_\_\_\_ **TOTAL** → \_\_\_\_\_



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 Select event city, 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"
  - > 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

# 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 loss of 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.

## **DISCOUNTS:**

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

## **ON-SITE ORDERS:**

Orders placed during the move-in of the show MUST be paid 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.

## **CREDITS:**

It is the exhibitor's responsibility to advise a SHOWTECH representative of any problem with our service or product prior to the close of the show.

## **CANCELLATIONS:**

- a) If services have already been provided at the time of cancellation, original charges will apply.
- b) No refund on services that require 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.

## **TAX EXEMPTION STATUS:**

If you are exempt from Sales Tax, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customers.

## **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. A charge of 25% above rates quoted will be charged for outlets/feeders fed under carpets.
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 INDICATED ON ORDER FORM IN CORRECT SPACE PROVIDED.
3. Permanent building receptacles and columns are not part of booth space. 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 underground extension cords is prohibited.
5. 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.
6. 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. We would be pleased to assist you.



### 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 plates on your equipment to determine wattage or amps, (horsepower for motors), voltage and phasing you will require.
  - ❑ Order 24-hour power if needed. i.e. 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 actions 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. i.e. Ontario's PST is 8%; anyone exhibiting in an event in Ontario will be charged 8% PST + GST.

### ***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 undercarpet/overhead 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!***

If you are unsure how to place your SHOWTECH order, please contact our staff. We want you to have a pleasant show experience. We can help you best if you contact us before you arrive at the show. Clearing up confusion and problems before the show move-in prevents costly set up delays and on-site problems. Contact us at the numbers listed on our Order Form.



## 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.

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.

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 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 can not provide electrical services.*

*For additional information please visit the ELECTRICAL SAFETY AUTHORITY website: [www.esa-safe.com](http://www.esa-safe.com), click on "Electrical Product Safety" and then "Product Approval Requirements" or telephone: 877.ESA.SAFE (372.7233).*



## 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.

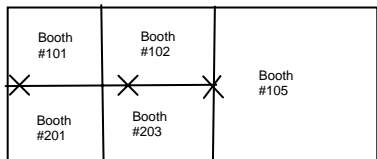


## ELECTRICAL OUTLET LOCATION

The following are standard methods of installation.

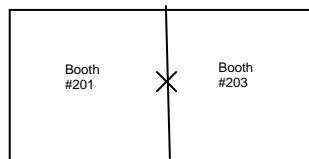
✕ Indicates location of outlets

In-Line Booths



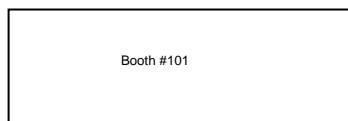
Peninsula Booth

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 indicate whether the outlet is overhead or under carpet on our electrical order form. We will be pleased to answer your questions. Contact us at the number 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 indicate on the electrical order form whether the outlet is overhead or under carpet.
- 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 location and size of electrical outlet. 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).