SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of rental lighting, temporary electrical, sign/banner hanging and mechanical services at the Metro Toronto Convention Centre. 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:

- **Advanced Pricing:** To take advantage of our Advanced Price, all completed forms and full payment must be received on or before **October 26, 2017**
- **Regular Pricing:** Regular Prices will be charged after the Advanced Price deadline has passed and up until the first day of show move-in. The date range for placing orders at the Regular Price is **October 27 - November 8, 2017**
- **On Site Pricing:** All orders received beginning on the first day of show move-in through the completion of the event, will be subject to On Site Pricing.

PAYMENT:

SHOWTECH POWER & LIGHTING accepts payment by VISA, MasterCard and American Express. Cheques will be accepted if received by the Advanced Price deadline. 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 email address or fax number listed at the bottom of the forms.

If you need assistance or require additional information, please contact one of our Customer Service Representatives at 905.283.0550.

SHOWTECH POWER & LIGHTING

metro toronto convention centre

IMPORTANT FACTS FOR EXHIBITORS
Electrical & Mechanical Services

ELECTRICAL

1. The Metro Toronto Convention Centre voltages are 600/120/208 volts 3 phase. Please check with your technical coordinator to see if your machines are compatible with these voltages. If so, you will save on costs.
2. All other voltages are available from SHOWTECH with the use of a transformer. Transformers must be placed within your booth space so please allow for the transformer when you do your space plan/layout. Approximate size can be provided by SHOWTECH (see below for contact info).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 volt connections do not require a transformer.
5. The Metro Toronto Convention Centre has floor ports.
6. Power will be distributed by SHOWTECH from floor ports and exterior walls. Power can be dropped from the ceiling if required (additional charges apply). To order power, please contact our office at 416.585.8109.
7. If you have an island booth, please indicate a main power drop location on SHOWTECH's Booth Layout Form and submit the form with your Electrical & Lighting Order Form. We will distribute under carpet outlets from that location.

Ontario's Electrical Safety Authority (ESA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the ESA before show opening. Exhibitors are responsible to obtain "Permission to Show/Energize" from the ESA directly. SHOWTECH cannot apply or be responsible for this permission. To obtain the ESA "Permission to Show-Energize Application", go to https://www.esasafe.com/consumers/permits-and-inspections/inspection-forms to apply for permission/approval from the ESA. **Apply as soon as possible to avoid onsite complications**.

MECHANICAL – North Building (Halls A, B, C) & South Building (Halls D, E, F, G)

8. Compressed air pressure is approximately 110 PSI and available anywhere in the facility by ordering from SHOWTECH. Please use the SHOWTECH's Mechanical Order Form to order this service.
9. The Metro Toronto Convention Centre has floor ports.
10. **In the North building** air lines, water lines, natural gas and drains are available from floor ports.
    In the South Building air lines are distributed from the ceiling; water lines and drains are available from floor ports.
11. Only ½" air lines can be run under carpet in booths.
12. If you have an island booth, please submit the Booth Layout Form with your Mechanical order indicating where you would like the services to be located within your booth space.
13. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
14. If you require hot water for your booth, an electric hot water tank will need to be installed by SHOWTECH within your booth space. Please plan accordingly and notify us in the Special Requirements space on the bottom of the SHOWTECH Mechanical Order Form or call for assistance (416.585.8109).
15. Natural gas is available in the **North building (Halls A, B, C) only**. Please check with SHOWTECH (416.585.8109) or Show Management, as soon as possible, if you require natural gas.

SHOWTECH POWER & LIGHTING contact information: 416.585.8109

SHOWTECH POWER & LIGHTING

metro toronto convention centre

RENTAL LIGHTING OPTIONS

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 416.585.8109

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



LED WHITE LIGHT *(LLEDOH)* **NEW**

- **Energy efficient**
- **Pure white light**
- **Equivalent light output to our Source 4 Par Fixture**
- **Covers approximately a 12' x 10' area**
- **Mounting height dependent on ceiling height of the facility**



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**

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

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**

ECRA/ESA LIC 7000267, REV 2016

SHOWTECH
POWER & LIGHTING

metro toronto convention centre

ELECTRICAL OPTIONS

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 416.585.8109

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.**

120 VOLT ELECTRICAL OUTLETS

POWER SUPPLIED AT BACK-OF-BOOTH

1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET *(E1500)* • Standard office/home outlet with 2 plugs	1800 WATT, 15 AMP, 120 VOLT OUTLET *(E15A)* • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET *(E150024)* • Standard office/home outlet with 2 plugs • For equipment requiring continuous power	2400 WATT, 20 AMP, 120 VOLT OUTLET *(E20A)* • Standard office/home outlet with 1 plug

SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)

SHOWTECH will place power cords under the carpet to locations specified on your booth layout form. If a layout is not provided, SHOWTECH will place the outlet(s) at our discretion.

1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET *(E1500U)* • Standard office/home outlet with 2 plugs	1800 WATT, 15 AMP, 120 VOLT OUTLET *(E15AU)* • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET *(E150024U)* • Standard office/home outlet with 2 plugs • For equipment requiring continuous power	

SPECIAL OVERHEAD PLACEMENT (BOOTH LAYOUT IS REQUIRED)

If power is required for a tower, signage suspended from the ceiling, etc. SHOWTECH will drop the power cord(s) from the ceiling to the location(s) specified on your booth layout form.

1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET *(E1500V)* • Standard office/home outlet with 2 plugs	1800 WATT, 15 AMP, 120 VOLT OUTLET *(E15AV)* • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET *(E150024V)* • Standard office/home outlet with 2 plugs • For equipment requiring continuous power	

POWER ACCESSORIES

15FT EXTENSION CORD *(E15)* • Can only be provided if an outlet has also been ordered	

208 VOLT ELECTRICAL SERVICES

See the attached *Electrical & Lighting Order Form* for standard 208 volt electrical services up to 60 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.

ECRA/ESA LIC 7000267, REV 2016

SHOWTECH POWER & LIGHTING

metro toronto convention centre

ELECTRICAL & LIGHTING ORDER FORM

Booth #:

5675 McLAUGHLIN ROAD MISSISSAUGA, ON L5R 3K5
P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832
MTCC SITE OFFICE: 416.585.8109

THE NATIONAL WOMEN'S SHOW
November 10 - 12, 2017
8103-49706

ADVANCED PRICE UNTIL:	October 26, 2017	REGULAR PRICE:	October 27 - November 8, 2017

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

EXHIBITOR INFORMATION

BOOTH #: _____ COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____ PHONE: _____ FAX: _____

120 VOLT ELECTRICAL OUTLETS

QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
	POWER SUPPLIED AT BACK-OF-BOOTH (NO BOOTH LAYOUT REQUIRED)			
	1500 watt, 12 amp, 120 volt duplex outlet (E1500)	$167.00	$234.00	
	1800 watt, 15 amp, 120 volt outlet (E15A)	$199.00	$279.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024)	$253.00	$354.00	
	2400 watt, 20 amp, 120 volt outlet (E20A)	$269.00	$377.00	
	SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)			
	1500 watt, 12 amp, 120 volt duplex outlet (E1500U)	$206.00	$288.00	
	1800 watt, 15 amp, 120 volt outlet (E15AU)	$239.00	$335.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024U)	$294.00	$412.00	
	SPECIAL OVERHEAD PLACEMENT (BOOTH LAYOUT IS REQUIRED)			
	1500 watt, 12 amp, 120 volt duplex outlet (E1500V)	$206.00	$288.00	
	1800 watt, 15 amp, 120 volt outlet (E15AV)	$239.00	$335.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024V)	$294.00	$412.00	
	POWER ACCESSORIES			
	15ft. extension cord (E15)	$24.00	$24.00	

208 VOLT ELECTRICAL SERVICES
(OTHER CONNECTIONS AVAILABLE UPON REQUEST)

	208 volt, 1 phase, 15 amp (CS208115)	$318.00	$445.00	
	208 volt, 1 phase, 20 amp (CS208120)	$347.00	$486.00	
	208 volt, 1 phase, 30 amp (CS208130)	$484.00	$678.00	
	208 volt, 3 phase, 30 amp (CS208330)	$665.00	$931.00	
	208 volt, 3 phase, 60 amp (CS208360)	$933.00	$1306.00	

RENTAL LIGHTING

QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
	CEILING MOUNTED FIXTURES			
	LED White Light (LLEDOH) ***NEW***	$299.00	$419.00	
	Source 4 Par Fixture (L575S4)	$275.00	$385.00	
	SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)			
	24 watt LED black arm light fixture (LLEDA)	$106.00	$148.00	
	SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)			
	3ft track complete with 3 – 24 watt LED fixtures (LT3150)	$216.00	$302.00	
	FLOOR LIGHTING			
	2 – 24 watt LED fixtures on an 8ft telescopic stand (L2150)	$136.00	$190.00	

SPECIAL REQUIREMENTS (ELECTRICAL AND/OR LIGHTING)

QTY	DESCRIPTION	QUOTE	AMOUNT

SUB-TOTAL	
+13% HST APPLICABLE ON ALL ITEMS	
TOTAL AMOUNT PAYABLE – CDN. FUNDS	
	HST #: 104060264RT0001

PAYMENT DETAILS

☐ VISA ☐ MasterCard ☐ Amex ☐ Cheque (payable to SHOWTECH) CARDHOLDER NAME: _____

EXPIRY DATE: _____/_____ CODE: _____

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 Advanced Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advanced Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

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

EMAIL/FAXED ORDERS: PLEASE RETURN COMPLETED FORMS TO **info@showtech.ca or 905.283.0551**

SHOWTECH
POWER & LIGHTING

metro toronto convention centre

SIGN & BANNER HANGING ORDER FORM

Booth #:

5675 McLAUGHLIN ROAD MISSISSAUGA, ON L5R 3K5
P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832
MTCC SITE OFFICE: 416.585.8109

THE NATIONAL WOMEN'S SHOW
November 10 - 12, 2017
8103-49706

ADVANCED PRICE UNTIL:	October 26, 2017	REGULAR PRICE:	October 27 - November 8, 2017

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

EXHIBITOR INFORMATION

BOOTH #: _____ COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____ PHONE: _____ FAX: _____

SIGN INFORMATION

TO RECEIVE A QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO 416.585.8255
FOR ASSISTANCE CONTACT OUR SITE OFFICE – 416.585.8109

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

All signs must be hung by SHOWTECH prior to aisle carpet placement. Large/heavy signs must be installed prior to booth set-up.
IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY SHOWTECH.

NOTE: Upon show closing, Exhibitors must remain in their booths until signage can be removed by SHOWTECH and collected by the Exhibitor. SHOWTECH is not responsible for loss or storage of signage at show completion.

Quantity:_____ Vertical:_____↕ Horizontal:_____↔ Weight:_____ lbs.
(please specify ft. or in.) (please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION

Back of Booth

Front of Booth

PLEASE COMPLETE THE FOLLOWING SECTION:

1. Shape of sign: _____
(Example – Banner, 3D square, 3D triangle, 3D circle)
2. Height from floor to bottom of sign: _____↕
3. Material of sign: _____
4. Is power required?: _____ Amps/Volts: _____
5. Has this sign been hung before at MTCC?: _____
6. If yes, which show?: _____

QUOTATION ESTIMATE

$ _____ Sign Estimate +13% HST

$ _____ Power cost for sign +13% HST

$ _____ Total Estimate based on information above

_____ QUOTE PREPARED BY

_____ CUSTOMER SIGNATURE

PLEASE PROVIDE PAYMENT DETAILS TO CONFIRM ACCEPTANCE OF QUOTE

☐ VISA ☐ MasterCard ☐ Amex ☐ Cheque (payable to SHOWTECH) CARDHOLDER NAME:_____

EXPIRY DATE: _____/_____ CODE: _____

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 Advanced Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advanced Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

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

EMAIL/FAXED ORDERS: PLEASE RETURN COMPLETED FORMS TO **info@showtech.ca or 905.283.0551**

SHOWTECH
POWER & LIGHTING

metro toronto convention centre

MECHANICAL ORDER FORM

Booth #:

5675 McLAUGHLIN ROAD MISSISSAUGA, ON L5R 3K5
P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832
MTCC SITE OFFICE: 416.585.8109

THE NATIONAL WOMEN'S SHOW
November 10 - 12, 2017
8104-49707

ADVANCED PRICE UNTIL:	October 26, 2017	REGULAR PRICE:	October 27 - November 8, 2017

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

EXHIBITOR INFORMATION

BOOTH #: _____ COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____ PHONE: _____ FAX: _____

COMPRESSED AIR – MAXIMUM 110 PSI
CFM RATING IS REQUIRED FOR ALL COMPRESSED AIR SERVICES

QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
	0 TO 4 CU. FT. PER MINUTE (MCA1)	$444.00	$622.00	
	5 T0 10 CU. FT PER MINUTE (MCA2)	$655.00	$917.00	
	11 TO 20 CU. FT. PER MINUTE (MCA3)	$954.00	$1336.00	
	21 TO 38 CU. FT. PER MINUTE (MCA4)	$1122.00	$1571.00	
NATURAL GAS				
	½" NATURAL GAS CONNECTION (MNG)	$478.00	$669.00	
DRAIN				
	GRAVITY DRAIN CONNECTION (MWDGR)	$338.00	$473.00	
	PUMPED DRAIN CONNECTION (MWDPM)	$514.00	$720.00	

WATER

QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
	FILL AND DRAIN CONTAINER UP TO 1000 GALLONS TOTAL (MW1000)	$215.00	$301.00	
	FILL AND DRAIN CONTAINER UP TO 5000 GALLONS TOTAL (MW5000)	$342.00	$479.00	
	FILL AND DRAIN CONTAINER 5000 GALLONS AND OVER (MW5001)	$426.00	$596.00	
	½" VALVED COLD WATER CONNECTION (MWCOLD)	$492.00	$689.00	
SINK				
	SINK COMPLETE WITH HOT/COLD WATER AND DRAIN CONNECTION (MSINK)	Call for Availability & Quote		
ADDITIONAL AIR-WATER-DRAIN SERVICES				
	ADDITIONAL AIR SERVICES (SPLIT SERVICE) (MSPLIT)	$204.00	$286.00	
	ADDITIONAL WATER OR DRAIN SERVICES (SPLIT SERVICE) (MSPLIT)	$204.00	$286.00	

SPECIAL REQUIREMENTS

SPECIALTY ITEMS SUCH AS HOT WATER TANKS, SINKS OR SPECIAL CONNECTIONS, PLEASE CONTACT 905.283.0550 FOR A QUOTATION.	QUOTED PRICE

SUB-TOTAL	
+13% HST APPLICABLE ON ALL ITEMS	
TOTAL AMOUNT PAYABLE – CDN. FUNDS	
	HST #: 104060264RT0001

PAYMENT DETAILS

☐ VISA ☐ MasterCard ☐ Amex ☐ Cheque (payable to SHOWTECH) CARDHOLDER NAME: _____

EXPIRY DATE: _____/_____ CODE: _____

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 Advanced Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advanced Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

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

EMAIL/FAXED ORDERS: PLEASE RETURN COMPLETED FORMS TO **info@showtech.ca or 905.283.0551**

SHOWTECH POWER & LIGHTING

metro toronto convention centre

BOOTH LAYOUT FORM

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 416.585.8109

SHOW: **THE NATIONAL WOMEN'S SHOW**	
DATES: **November 10 - 12, 2017**	FACILITY NAME: **Metro Toronto Convention Centre**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE: _____

E-MAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

INSTRUCTIONS FOR USE

Use the grid below to indicate placement of SHOWTECH services.

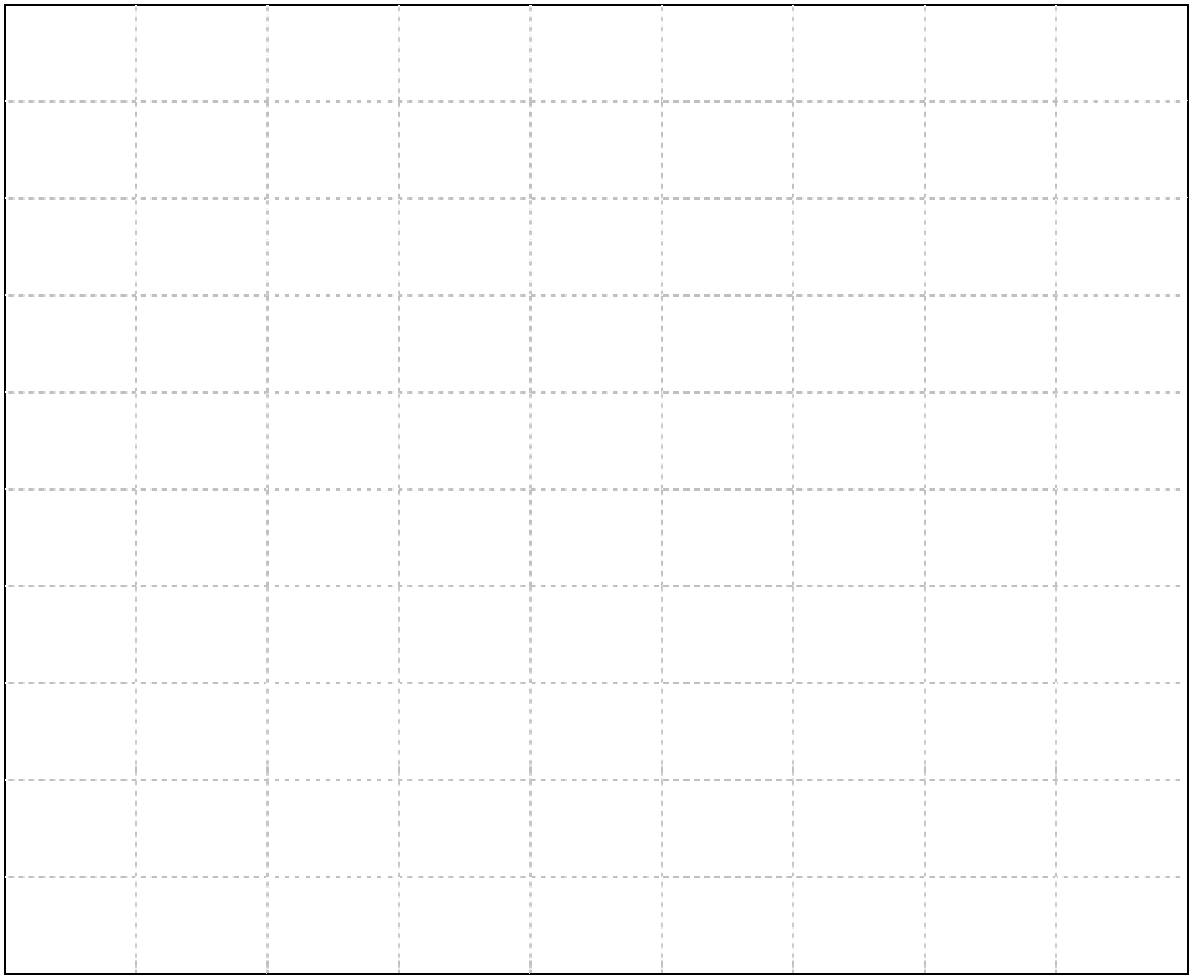
- Circle the correct booth type ***INLINE*** ***PENINSULA*** ***ISLAND***
- Indicate the dimensions of your booth _____ (10x10 – 1 square = 1 foot, 20x20 – 1 square = 2 feet, etc)
- Use bold lines to indicate the outline of your booth
- Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc)
- *For overhead and/or undercarpet outlets*: Draw an "O" for overhead 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.

BACK OF BOOTH **Adjacent Booth or Aisle Number:**_____

Adjacent Booth or Aisle Number: _____



Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH **Adjacent Booth or Aisle Number:**_____

All orders are governed by the SHOWTECH POWER & LIGHTING Payment Policy and Terms/Conditions of Contract as specified on order form or website.

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 Advanced Price deadline date to qualify for the Advanced 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 Advanced 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 Advanced 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 & Lighting 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 & Lighting 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 at www.esasafe.com, click on "Electrical Products", then "Product Safety Regulation" 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.