

**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:

- Advanced Pricing: To take advantage of our Advanced Price, all completed forms and full payment must be received on or before
- **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
- **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 <u>www.showtech.ca</u>, 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 780.429.1162.





## **ELECTRICAL**

- 1. The Edmonton 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 Edmonton 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 Edmonton 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

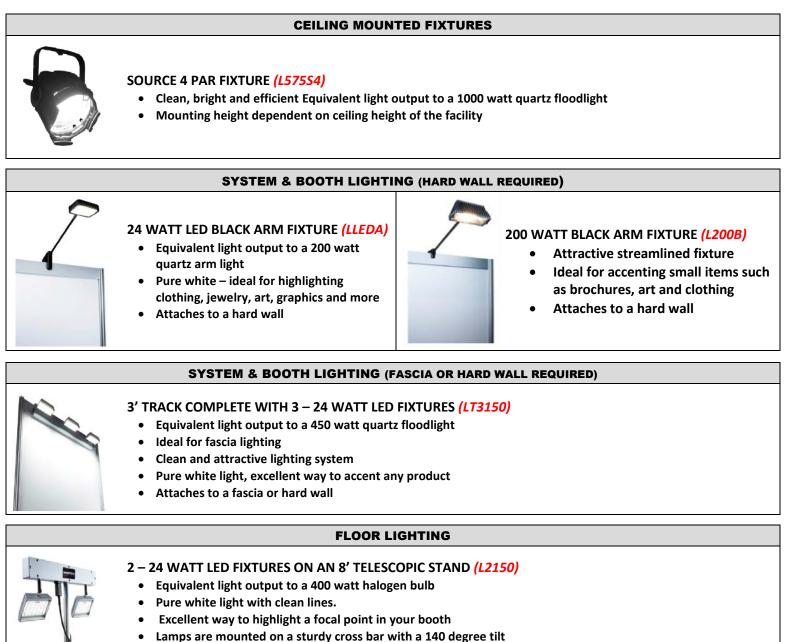




**RENTAL LIGHTING OPTIONS** 

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



- 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.





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#### **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 ( <i>E1500</i> ) • Standard office/home outlet with 2 plugs	<ul> <li>24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E150024)</li> <li>Standard office/home outlet with 2 plugs</li> <li>For equipment requiring continuous power</li> </ul>						

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)					
<ul> <li>Standard office/home outlet with 2 plugs</li> </ul>					

#### 208 VOLT ELECTRICAL SERVICES

See the attached Electrical & Lighting Order Form for standard 208 volt electrical services up to 100 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.

OTHER SERVICES						
15FT EXTENSION CORD (E15) • Can only be provided if an outlet has also been ordered	<ul> <li>TELEPHONE SERVICE (<i>TLD</i>)</li> <li>Credit card # required for deposit and long distance charges.</li> </ul>					

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

# SHOWTECH POWER & LIGHTING



## **ELECTRICAL & LIGHTING ORDER FORM**

Booth #:

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

## ADVANCED PRICE UNTIL:

#### **REGULAR PRICE:**

## 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						
I	POWER SUPPLIED AT BACK-OF-BOOTH	(NO BOOTH L	AYOUT REQU	IRED)						
	1500 watt, 12 amp, 120 volt duplex outlet (E1500)	\$134.00	\$188.00							
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024)	\$174.00	\$244.00							
SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)										
	1500 watt, 12 amp, 120 volt duplex outlet (E1500U)	\$174.00	\$244.00							
	208 VOLT ELECTRICAL SERVICES (OTHER CONNECTIONS AVAILABLE UPON REQUEST)									
	208 VOLT, SINGLE	PHASE								
	208 volt, 1 phase, 15 amp (CS208115)	\$260.00	\$364.00							
	208 volt, 1 phase, 20 amp (CS208120)	\$330.00	\$462.00							
	208 volt, 1 phase, 30 amp (CS208130)	\$471.00	\$659.00							
	208 volt, 1 phase, 60 amp (CS208160)	\$646.00	\$904.00							
	208 VOLT, THREE	PHASE								
	208 volt, 3 phase, 15 amp (CS208315)	\$363.00	\$508.00							
	208 volt, 3 phase, 20 amp (CS208320)	\$491.00	\$687.00							
	208 volt, 3 phase, 30 amp (CS208330)	\$692.00	\$969.00							
	208 volt, 3 phase, 60 amp (CS208360)	\$883.00	\$1236.00							

**OTHER SERVICES** 

\$21.00

Call for Availability &

Quote

Call for Availability &

Quote

\$21.00

RENTAL LIGHTING									
QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT					
CEILING MOUNTED FIXTURES									
	Source 4 Par Fixture (L575S4) \$221.00 \$309.00								
SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)									
	24 watt LED black arm light fixture (LLEDA)	\$99.00	\$139.00						
	200 watt black arm fixture (L200B)	\$84.00	\$118.00						
SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)									
3ft track complete with 3 – 24 watt LED \$166.00 \$232.00									
	FLOOR LIGHTING								
	2 – 24 watt LED fixtures on an 8ft telescopic stand (L2150)	\$124.00	\$174.00						

	SPECIAL REQUIREMENTS (ELECTRICAL AND/OR LIGHTING)								
QTY	DESCRIPTION	QUOTE	AMOUNT						

_	TOTAL AMOUNT PATABLE - CDN. FUNDS	GST #: 104060264
	TOTAL AMOUNT PAYABLE – CDN. FUNDS	
	+5% GST APPLICABLE ON ALL ITEMS	
	SUB-TOTAL	

	PAYMENT DETAILS																		
	VISA MasterCard Amex Cheque (payable to SHOWTECH) CARDHOLDER NAME:																		
																EXPIRY D	DATE:	/	CODE:
CARDH	CARDHOLDER SIGNATURE:					CARD.	full. Inco Advance accurate	mplete or d Price de ly or rece	rders can eadline da ived after	not be pro ate. SHO the Adva	cessed. Co WTECH rese	mpany cheo erves the rig eadline date	ues will only ht to adjust e. Bank tran	ill only be accepted if paid in y be accepted by the orders not calculated isfers please request the 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

15ft. extension cord (E15)

and Removal) (ERLIFTOP)

(Water, Drain, Air & Natural Gas)

Mechanical Services

Manlift Services (Sign & Banner Hanging





Booth #:

ADVANCED PRICE UNTIL:	REGULAR PRICE:					
ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL B	E CHARGED 10% ADDITIONAL TO THE REGULAR PRICE					
EXHIBITOR	INFORMATION					
DOTH #: COMPANY:	CONTACT NAME:					
DRESS:	CITY: PROV/STATE: CODE:					
All:	PHONE: FAX:					
SIGN INF	ORMATION					
SHOWTECH A MINIMUM OF 3 WEEKS PRIOR TO MOVE-IN TO	D RETURN VIA EMAIL OR FAX TO OUR OFFICE. YOU MUST CONTACT D RECEIVE A QUOTATION AND ALL NECESSARY APPROVAL. R SITE OFFICE – 780.429.1162					
ease check your Exhibitor's Manual for any Show Restrictions and obtain neo	cessary approvals from Show Management <b>PRIOR</b> to requesting a quotation.					
I signs must be hung by SHOWTECH prior to aisle carpet placement. L IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR T						
<b>DTE:</b> Upon show closing, Exhibitors must remain in their booths until signag is not responsible for loss or storage of signage at show completion.	e can be removed by SHOWTECH and collected by the Exhibitor. SHOWTECI					
Quantity: Vertical:	Horizontal:↔ Weight:Ibs					
(please specify ft. or in.)	(please specify ft. or in.)					
OVERHEAD VIEW OF SIGN/BANNER LOCATION	PLEASE COMPLETE THE FOLLOWING SECTION:					
Back of Booth	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 NORTHLANDS?:					
Front of Booth	6. If yes, which show?:					
QUOTATI	ON ESTIMATE					
\$     Sign Estimate + 5% GST     \$       Power cost	for sign + 5% GST					
QUOT	E PREPARED BY CUSTOMER SIGNATURE					
PLEASE PROVIDE PAYMENT DETAILS	TO CONFIRM ACCEPTANCE OF QUOTE					
VISA 🔲 MasterCard 🔄 Amex 📄 Cheque (payable to SHOWTECH) CARDHOI	LDER NAME:					
	PAYMENT INFORMATION: This is your official receipt/invoice. Orders will only be accepted if paid i					
RDHOLDER SIGNATURE:	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					

XPO Centre

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





Booth #:

## ADVANCED PRICE UNTIL:

**REGULAR PRICE:** 

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

		EXHIBITOR INFORMATION		
BOOTH #:	COMPANY:	CONT	ACT NAME:	
ADDRESS:		CITY:	PROV/STATE:	CODE:
ADDRE33.		0	PROV/STATE	
EMAIL:		PHONE:	FAX:	

CF	COMPRESSED AIR – MAXIMUM 110 PSI CFM RATING IS REQUIRED FOR ALL COMPRESSED AIR SERVICES									
QTY	DESCRIPTION ADVANCED REGULAR PRICE AMOUNT									
	5 T0 10 CU. FT PER MINUTE (MCA2)	\$454.00	\$636.00							
	11 TO 20 CU. FT. PER MINUTE (MCA3)	\$793.00	\$1110.00							

NATURAL GAS				
	1/2" NATURAL GAS CONNECTION (MNG)	\$532.00	\$745.00	
	1 – ADDITIONAL GAS LINE (8364-47476) (MECHMISC)	\$272.00	\$381.00	

DRAIN				
	GRAVITY DRAIN CONNECTION (MWDGR)	\$185.00	\$259.00	

	WATER			
QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
	FILL AND DRAIN CONTAINER UP TO 1000 GALLONS TOTAL (MW1000)	\$234.00	\$328.00	
	1/2" VALVED COLD WATER CONNECTION (MWCOLD)	\$183.00	\$256.00	
	1/2" VALVED HOT WATER CONNECTION (MWHOT)	\$295.00	\$413.00	

SINK			
SINK COMPLETE WITH HOT/COLD WATER AND DRAIN CONNECTION (MSINK)	\$587.00	\$822.00	

QUOTED PRICE

	SUB-TOTAL			
	+5% GST APPLICABLE ON ALL ITEMS			
	TOTAL AMOUNT PAYABLE – CDN. FUNDS			
	GST #: 104060264			
PAYMENT DETAILS				
VISA MasterCard Amex Cheque (payable to SHOWTECH) CARDHOLDER NAME:				
	EXPIRY DATE:/ CODE:			
CARDHOLDER SIGNATURE:	PAYMENT INFORMATION: <u>This is your official receipt/invoice</u> . 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 CARD, 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 <u>WWW.SHOWTECH.CA</u>, CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS. **EMAIL/FAXED ORDERS:** PLEASE RETURN COMPLETED FORMS TO

# SHOWTECH POWER & LIGHTING



**BOOTH LAYOUT FORM** 

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SHOW:	
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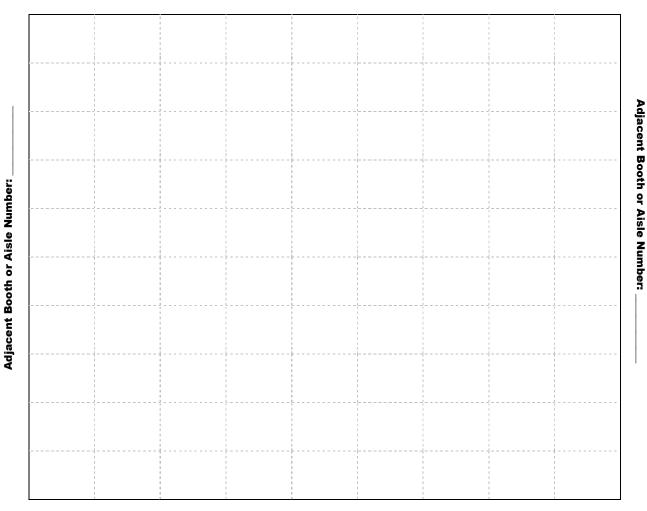
DATES:

FACILITY NAME:

EXHIBITOR INFORMATION	INSTRUCTIONS FOR USE
BOOTH #:	<ul> <li>Use the grid below to indicate placement of SHOWTECH services.</li> <li>Circle the correct booth type INLINE PENINSULA ISLAND</li> <li>Indicate the dimensions of your booth (10x10 - 1 square = 1 foot, 20x20 - 1 square = 2 feet, etc)</li> <li>Use bold lines to indicate the outline of your booth</li> <li>Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc)</li> <li>For overhead and/or undercarpet placement.</li> <li>For Source 4 Par fixtures: Draw arrows to indicate the light direction.</li> <li>Sign/Banner Hanging: Draw a line to indicate sign placement.</li> </ul>

#### This form is ONLY required when ordering services to be placed undercarpet and/or overhead. It is not necessary to indicate back-ofbooth 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:\_\_\_\_

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 Advanced Price deadline date to qualify for the Advanced Price.
- 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 <u>after</u> 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 CSA. 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.