SHOWTECH
POWER & LIGHTING

the TORONTO CONGRESS CENTRE

The Canadian Coffee & Tea Show
September 22 - 23, 2019

5675 McLaughlin Road, Mississauga, ON L5R 3K5
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551
TCC SHOWTECH Tel: 416.244.4899 Email: info@showtech.ca

Services We Offer

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of the following services at the Toronto Congress Centre.

- ✓ Rental lighting
- ✓ Temporary electrical services
- ✓ Sign and banner hanging (as per show management's rules and regulations)
- ✓ Mechanical services (such as compressed air, water lines, drains, sinks, etc.)

SHOWTECH looks forward to working with you and making your event experience a success.

Pricing

ADVANCE PRICING:	**September 5, 2019**	To take advantage of our advance price, all completed forms and full payment must be received on or before this date.
REGULAR PRICING:	**September 6 -19, 2019**	Regular prices will be charged after the advance pricing date has passed and up until the first day of event move-in.
ON-SITE PRICING:	**September 21, 2019**	All orders received on the first day of event move-in through the completion of the event will be subject to on-site pricing. On-site pricing begins on this date.

Payment Options

SHOWTECH POWER & LIGHTING offers the following payment options. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.

Credit card:	Visa, Mastercard and American Express are accepted. The Credit Card Authorization form must be completed in full and returned to SHOWTECH (form is included in this kit).
Cheque:	Cheques will only be accepted if received by the advance pricing date. Make cheques payable to SHOWTECH.
Bank transfer:	The Electronic Funds/Wire Transfer form must be completed in full and returned to SHOWTECH. To request this form, email info@showtech.ca. Bank fees will be charged for this service.

Privacy Policy

SHOWTECH POWER & LIGHTING respects your privacy. Your personal data will be used by SHOWTECH POWER & LIGHTING, a tradename of GES Canada Limited, only in accordance with the Privacy Policy published at https://www.ges.com/ca/privacy-policy. The Terms permit us to retain your order information to better service your future needs and to communicate with you via electronic communications. You may opt-out of receiving emails as provided in the Privacy Policy. If you provide personal information on behalf of another individual, you represent that you have all the authority and a lawful basis to enable us to collect, use and disclose such personal information as described in our Privacy Policy.

Online Orders

Please visit www.showtech.ca, choose "Order for Your Show" and follow the on-screen instructions. Please note that not all shows are available for online ordering.

Email Orders

Please return completed forms to info@showtech.ca

Get Assistance

If you need assistance or require additional information, please contact us.

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IMPORTANT FACTS FOR EXHIBITORS
Electrical & Mechanical Services

Electrical

1. The Toronto Congress 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 floor plan/layout. Approximate size can be provided by SHOWTECH (contact our office at 416.244.4899).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 Volt connections do not require a transformer.
5. The Toronto Congress Centre does not have floor ports.
6. Power will be distributed by SHOWTECH from exterior walls, columns (in some buildings) and cable drops from the ceiling. To order power, go to www.showtech.ca to order online.
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 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. **Click here** for Recognized Certification Markings. 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 from the ESA. Apply as soon as possible to avoid on-site complications.

Mechanical

1. 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.
2. The Toronto Congress Centre does not have floor ports.
3. Air lines are distributed by SHOWTECH from exterior walls, dropped from the ceiling or from columns (in some buildings).
4. Only 1/2" air lines can be run under carpet in booths.
5. If you are in an island booth, please indicate a main air drop location on SHOWTECH's Booth Layout Form and submit with your Mechanical order Form. SHOWTECH will distribute any under carpet requirements from that location.
6. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
7. 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 Mechanical Order Form or call for assistance.
8. Sanitary floor drains are located in various locations within the facility. Please check with SHOWTECH (416.244.4899) or Show management as soon as possible if you require a drain connection.
9. Natural gas is available in various locations within the facility. Please check with SHOWTECH (416.244.4899) or Show Management as soon as possible if you require natural gas.

SHOWTECH POWER & LIGHTING contact information:
Tel: 416.244.4899
Email: info@showtech.ca

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Did you know?

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour's power may overload the circuit.
- Check the rating nameplate on the back or bottom of your equipment/device to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, aquariums, etc.).
- All equipment/devices 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/device.
- All equipment/devices 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.

Where can electricity be supplied in my booth?

1. **Back of Booth**: Power supplied at the back of your booth. Location is determined by SHOWTECH. This is the most popular option.
2. **Specific Booth Locations**: Power supplied at specific locations in your booth. SHOWTECH will place power cords under the carpet to each location specified on your Booth Layout Form (this form is included in this kit). If the booth layout form is not provided, SHOWTECH will place the outlet(s) at our discretion.
3. **Overhead**: Power supplied above the booth. 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 (form is included in this kit).

Which electrical outlet do I need?

To determine your electrical needs, simply add together the wattage of each device that will require power in your booth. You will find a nameplate located on the back or bottom of each device, showing the wattage information. The total wattage indicates which outlet to order.

For example, if a laptop requires 400 watts, a monitor requires 150 watts and a cell phone charger requires 50 watts, you will need a total of 600 watts. Option 1 is the correct choice.

1. 1500 Watt, 12 amp, 120 volt outlet with 2 plugs
   Examples include a laptop, computer monitor, cell phone charger, television or printer.
2. 1500 Watt, 12 amp, 120 volt outlet with 2 plugs, 24 hours
   For equipment/devices requiring continuous power, such as a small household fridge or freezer.
3. 1800 Watt, 15 amp, 120 volt outlet
   Examples include a hair dryer, curling iron or toaster oven.
4. 2400 Watt, 20 amp, 120 volt outlet
   Examples include a popcorn maker, hot plate or industrial coffee maker.

Do you offer 208 volt electrical services?

Yes. 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. Please check the nameplate on your equipment to confirm voltage, amps/watts/hp/kw and phase. Contact SHOWTECH at least three weeks prior to the event's move-in date for quotations.

What else do you offer?

- In addition to 120 volt and 208 volt electrical service connections, we offer various voltages: 230/240 single and three phase and 380/460/480/600 three phase.
- 15 Ft extension cords are available for rent if an outlet has also been ordered.

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Lighting Captures Your Audience's Attention

Adding lighting to your booth attracts the attention of your audience, helps create a desired ambience and can highlight important areas of your display. SHOWTECH is pleased to offer these rental lighting options.

Ceiling Mounted Lighting



LED White Light Fixture (LLEDOH)

- Pure white light, emulates daylight
- Energy efficient
- Equivalent light output to a 1,000 watt quartz floodlight
- Covers up to a 10' x 10' area
- Coverage is dependent on venue and mounting height of fixture
- Ideal for booths with cars, trucks, jewelry and items with very bold colours



Source 4 Par Light Fixture (L575S4)

- Clean, bright and efficient
- Warmer tone light
- Equivalent light output to a 1,000 watt quartz floodlight
- Covers up to a 10' x 10' area
- Coverage is dependent on mounting height of fixture
- Ideal for booths with furniture, fabrics, clothing and artwork.

Hard Wall Booth Lighting



24 Watt, LED Black Arm Light Fixture (LLEDA)

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



3 Ft Track with 3 – 24 Watt LED Light Fixtures (LT3150)

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

Floor Lighting



8 Ft Telescopic Stand with 2 – 24 Watt LED Light Fixtures (L2150)

- Pure white light with clean lines
- Excellent way to highlight a focal point in your booth
- For optimum lighting, fixture is placed in the front corner of booth
- Equivalent light output to a 400 watt halogen bulb

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CREDIT CARD AUTHORIZATION

Booth #:

The Canadian Coffee & Tea Show
September 22 - 23, 2019
8643-54847 (E)
8643-54848 (M)

Advance Price Until: September 5, 2019 **Regular Price: September 6 -19, 2019**

Exhibitor Information

Booth #: _____ Company: _____ Contact Name: _____

Address: _____ City: _____ Prov/State: _____ Postal/ZIP: _____

Email: _____ Phone: _____ Fax: _____

Credit Card Information

I understand that SHOWTECH will charge any outstanding fees after show closing to this credit card.

Please sign below to confirm order and accept the Terms and Conditions (see last page of this kit):

Name (Print): _____ Signature: _____ Date: _____

☐ Visa ☐ Mastercard ☐ Amex

Card Number:

Cardholder Name (Print):_____ Expiry Date: _____/_____ Code: _____

Cardholder Signature: _____ Today's Date: _____

Cardholder Billing Address (if different from above):

Address: _____ City: _____ Prov/State: _____ Postal/ZIP: _____

Email: _____ Phone: _____ Fax: _____

Confirm Order

To ensure we have received your complete order, please check off the forms you are sending to us.

☐ Electrical & Lighting Order Form
☐ Mechanical Order Form
☐ Sign & Banner Hanging Order Form

Note: Not all forms/services are available for all events.

Online Orders

Please visit www.showtech.ca, choose "Order for Your Show" and follow the on-screen instructions. Please note that not all shows are available for online ordering.

Email Orders

Please return completed forms to info@showtech.ca

Get Assistance

If you need assistance or require additional information, please contact us.

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ELECTRICAL & LIGHTING ORDER FORM

Booth #: _____

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TCC SHOWTECH Tel: 416.244.4899 Email: info@showtech.ca

The Canadian Coffee & Tea Show
September 22 - 23, 2019
8643-54847 (E)

Advance Price Until: September 5, 2019 **Regular Price: September 6 -19, 2019**

Exhibitor Information

Booth #: _____ Company: _____ Contact Name: _____

Address: _____ City: _____ Prov/State: _____ Postal/ZIP: _____

Email: _____ Phone: _____ Fax: _____

Electrical Outlets – 120 Volt

Qty	Description	Advance Price	Regular Price	Total
Power Supplied at Back of Booth (No Booth Layout Form Required)				
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs (E1500)	$179.00	$251.00	
	1800 Watt, 15 amp, 120 volt outlet (E15A)	$213.00	$298.00	
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs – 24 hours (E150024)	$271.00	$379.00	
	2400 Watt, 20 amp, 120 volt outlet (E20A)	$288.00	$403.00	
Power Supplied at Specific Booth Location(s) (Booth Layout Form Required)				
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs (E1500U)	$220.00	$308.00	
	1800 Watt, 15 amp, 120 volt outlet (E15AU)	$256.00	$358.00	
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs – 24 hours (E150024U)	$315.00	$441.00	
Power Supplied Overhead (Booth Layout Form Required)				
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs (E1500V)	$220.00	$308.00	
	1800 Watt, 15 amp, 120 volt outlet (E15AV)	$256.00	$358.00	
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs – 24 hours (E150024V)	$315.00	$441.00	
Power Accessories				
	15 Ft extension cord (E15)	$24.00	$24.00	

Electrical Services – 208 Volt
(Other Connections Available Upon Request)

	208 Volt, 1 phase, 15 amp (CS208115)	$341.00	$477.00	
	208 Volt, 1 phase, 20 amp (CS208120)	$372.00	$521.00	
	208 Volt, 1 phase, 30 amp (CS208130)	$516.00	$722.00	
	208 Volt, 3 phase, 30 amp (CS208330)	$712.00	$997.00	
	208 Volt, 3 phase, 60 amp (CS208360)	$999.00	$1399.00	

Rental Lighting

Qty	Description	Advance Price	Regular Price	Total
Ceiling Mounted Lighting				
	LED white light fixture (LLEDOH)	$320.00	$448.00	
	Source 4 par light fixture (L575S4)	$295.00	$413.00	
Hard Wall Booth Lighting				
	24 Watt, LED black arm light fixture (LLEDA)	$114.00	$160.00	
	3 Ft track with 3 – 24 watt LED light fixtures. Header sign required. (LT3150)	$232.00	$325.00	
Floor Lighting				
	8 Ft telescopic stand with 2 – 24 watt LED light fixtures (L2150)	$146.00	$204.00	

Special Requirements (Electrical and/or Lighting)

Qty	Description	Quote	Total

Subtotal	
13% HST (applicable on all items)	
Total (Canadian funds)	
	HST #: 104060264RT0001

Important – Read Carefully

1. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advance Price deadline date.
2. Orders placed on-site (i.e. during move-in) will be charged 10% additional to the Regular Price.
3. To order online, visit www.showtech.ca and choose “Order for Your Show”. To email orders, return completed forms to info@showtech.ca.
4. Orders will only be accepted if paid in full.
5. To pay by credit card, the “Credit Card Authorization” form must be completed in full and returned to SHOWTECH along with your order forms.
6. To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date.
7. To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this service.

Please sign below to confirm order and accept the Terms and Conditions (see last page of this kit):

Name (Print): _____ Signature: _____ Date: _____

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SIGN & BANNER HANGING ORDER FORM

Booth #: _____

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The Canadian Coffee & Tea Show
September 22 - 23, 2019
8643-54847 (E)

Advance Price Until: September 5, 2019 **Regular Price: September 6 -19, 2019**

Exhibitor Information

Booth #: _____ Company: _____ Contact Name: _____

Address: _____ City: _____ Prov/State: _____ Postal/ZIP: _____

Email: _____ Phone: _____ Fax: _____

Sign & Banner Information

1. To receive a quotation, please complete this section and email to info@showtech.ca or fax to 416.244.6356. For assistance, contact our SHOWTECH site office at 416.244.4899.
2. Please check your Exhibitor Manual for any show restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation.
3. All signs or supports must be hung by SHOWTECH prior to aisle carpet placement. All attachments (i.e. sign hanging, support drops) to the facility's ceiling must be completed by SHOWTECH. Large/heavy items must be installed prior to booth set-up.
4. It is your responsibility to ensure the structure of the sign/supported item is designed according to safety codes and assembled by your team before being rigged by SHOWTECH. SHOWTECH does not assemble signs, ceiling structures, etc.
5. Exhibitors must provide all rigging points in advance. SHOWTECH will hang according to your instructions and is not responsible if your sign/supported item does not withstand the rigging points provided by you.
6. 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.

Overhead View Of Sign/Banner Location

Back of Booth

Front of Booth

Please Complete the Following Section:

1. Number of signs: _____
2. Height of sign (↕): _____ ☐ Feet ☐ Inches
3. Width of sign (↔): _____ ☐ Feet ☐ Inches
4. Weight of sign: _____ lbs.
5. Shape of sign: _____
   (Example – Banner, 3D square, 3D triangle, 3D circle)
6. Height from floor to bottom of sign (↕): _____
7. Material of sign: _____
8. Is power required?: ☐ Yes ☐ No If yes, amps/volts: _____
9. Has this sign been hung before at the TCC?: ☐ Yes ☐ No
   If yes, which show: _____

Quotation Estimate

Sign Estimate	
Power Cost for Sign	
13% HST	
Total Estimate (Canadian funds)	

_____
Quote Prepared By

Important – Read Carefully

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2. Orders placed on-site (i.e. during move-in) will be charged 10% additional to the Regular Price.
3. To email orders, return completed forms to info@showtech.ca.
4. Orders will only be accepted if paid in full.
5. To pay by credit card, the "Credit Card Authorization" form must be completed in full and returned to SHOWTECH along with your order forms. See page 5 of this kit.
6. To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date.
7. To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this service.

To proceed with sign & banner hanging services, submit this order form and full payment. Sign below to confirm acceptance of the quote and acceptance of the Terms and Conditions (see last page of this kit):

Name (Print): _____ Signature: _____ Date: _____

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MECHANICAL ORDER FORM

Booth #:

The Canadian Coffee & Tea Show
September 22 - 23, 2019
8643-54848 (M)

Advance Price Until: September 5, 2019 **Regular Price: September 6 -19, 2019**

Exhibitor Information

Booth #: _____ Company: _____ Contact Name: _____

Address: _____ City: _____ Prov/State: _____ Postal/ZIP: _____

Email: _____ Phone: _____ Fax: _____

Compressed Air – Maximum 110 PSI

CFM rating is required for all compressed air services

Qty	Description	Advance Price	Regular Price	Total
	0 – 4 Cubic feet per minute (MCA1)	$476.00	$666.00	
	5 – 10 Cubic feet per minute (MCA2)	$702.00	$983.00	
	11 – 20 Cubic feet per minute (MCA3)	$1022.00	$1431.00	
	21 – 38 Cubic feet per minute (MCA4)	$1202.00	$1683.00	
Natural Gas				
	½" Natural gas connection (MNG)	Call for availability and quote		
Drain				
	Gravity drain connection (MWDGR)	Call for availability and quote		
	Pumped drain connection (MWDPM)	Call for availability and quote		

Water

Qty	Description	Advance Price	Regular Price	Total
	Fill and drain container up to 1000 gallons total (MW1000)	$530.00	$742.00	
	Fill and drain container up to 5000 gallons total (MW5000)	$932.00	$1305.00	
	Fill and drain container 5000 gallons and over (MW5001)	Call for availability and quote		
	½" Valved cold water connection (MWCOLD)	$527.00	$738.00	
Sink				
	Sink complete with hot/cold water and drain connection (MSINK)	Call for availability and quote		
Additional Air, Water or Drain Services				
	Additional air services (split service) (MSPLIT)	Call for availability and quote		
	Additional water or drain services (split service) (MSPLIT)	Call for availability and quote		

Special Requirements		Quoted Price
Specialty items such as hot water tanks, sinks, or special connections, please email info@showtech.ca or contact 416.585.8109 for a quotation.		

Subtotal	
13% HST (applicable on all items)	
Total (Canadian funds)	
	HST #: 104060264RT0001

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4. Orders will only be accepted if paid in full.
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7. To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this service.

Please sign below to confirm order and accept the Terms and Conditions (see last page of this kit):

Name (Print): _____ Signature: _____ Date: _____

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BOOTH LAYOUT FORM

Booth #: _____

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Exhibitor Information	Instructions
Booth #: _____ Company: _____ Email: _____ Phone: _____ Fax: _____ Contact Name: _____	**Use the grid below to indicate placement of SHOWTECH services.** 1. Draw bold lines to indicate the outline of your booth. For a 10' x 10' booth, 1 square = 1 foot. For a 20' x 20' booth, 1 square = 2 feet. Etc. 2. Indicate the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. entrance, exit, stage, aisle number, etc.). 3. For power placed at specific booth location(s) or overhead, draw a "U" for undercarpet booth location and "O" for overhead. 4. For Source 4 par light or LED white light fixtures, draw arrows (→) to indicate the light direction. 5. For sign/banner hanging, draw a line to indicate sign placement.

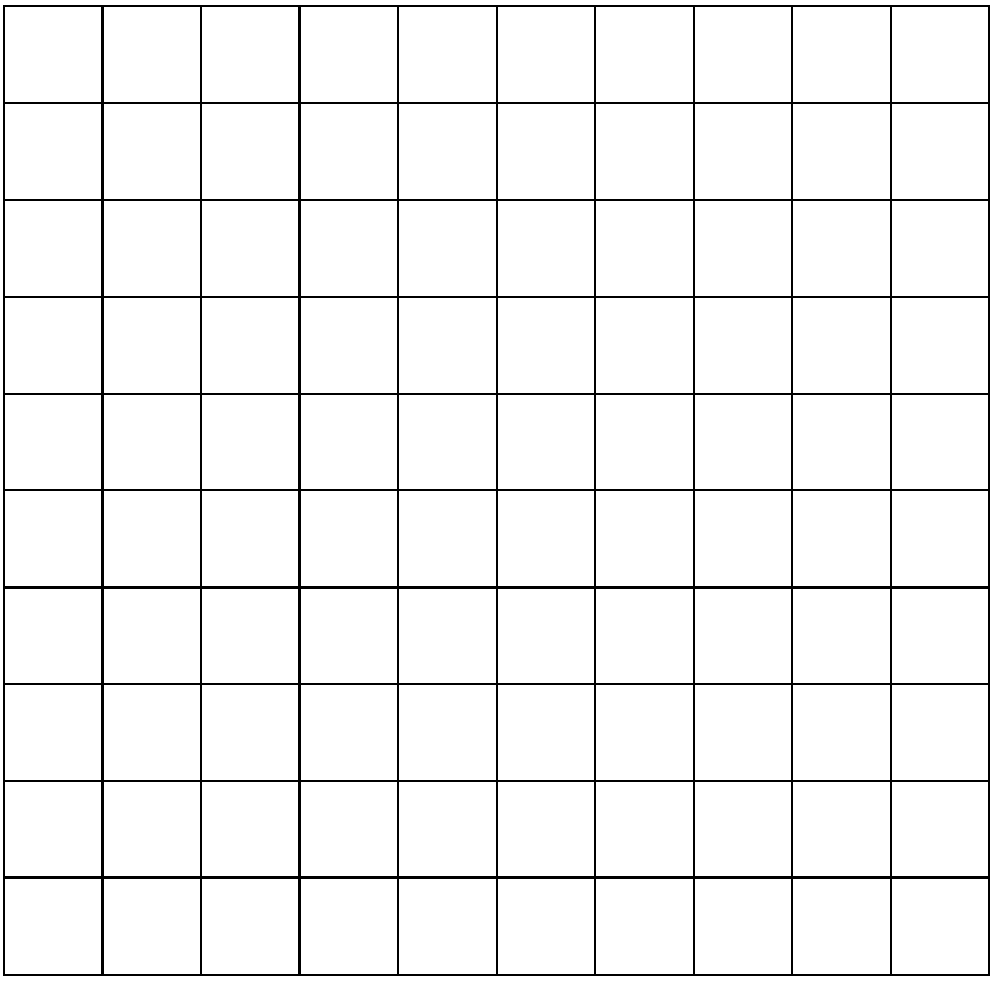
- **This form is required:** If you are ordering services to be placed at specific booth location(s) or overhead, submit this form along with your completed order form(s) to ensure proper placement of services in your booth.
- **This form is not required:** If you are ordering services to be placed at the back of the booth, location is determined by SHOWTECH.

Please complete the following:

1. Booth type: ☐ Inline (booth with aisle on 1 side) ☐ Peninsula (booth with aisle on 3 sides) ☐ Island (booth with aisle on all 4 sides)
2. Booth dimensions: _____

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:** _____

SHOWTECH
POWER & LIGHTING

TERMS & CONDITIONS

General

1. The Venue reserves the right for it and/or its designees to inspect any equipment and materials that an exhibitor may desire to connect to the Venue's power sources or use while in the facility.
2. Only an authorized SHOWTECH tradesperson is permitted to connect to any of the Venue's electrical or mechanical sources.
3. No electrical or mechanical equipment shall be restarted after failure until an authorized SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of SHOWTECH. Exhibitors are responsible for SHOWTECH material and equipment associated with the exhibitor's booth, and shall compensate SHOWTECH in the event of damage or loss.

Ordering and Payment

5. Order forms must be received with full payment by the Advance Price deadline date to qualify for the Advance Price. Orders received after the Advance Price deadline shall be charged the Regular Price. Orders received during Show Move-In will be charged the On-site Price.
6. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered from SHOWTECH 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.
7. Failure to provide all the necessary information requested on a SHOWTECH order form may result in service installation delays.
8. SHOWTECH accepts payment in the following manner:
    a. In Country Payments: By VISA, MasterCard, and American Express. Cheques will be accepted if received by the Advance Price deadline.
    b. Out of Country Payments: By SHOWTECH accepted credit card, money order, or bank transfer. For bank transfers, Exhibitors are responsible for any wire transfer bank processing fees.
9. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
10. On-site orders MUST be paid by a SHOWTECH accepted debit or credit card. Cheques will be accepted for on-site orders only if it is a certified cheque.
11. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus materials used. Labour charges are subject to a 1 hour minimum. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
12. REFUNDS/CANCELLATIONS.
    a. If services have already been provided at the time of cancellation, original charges will apply.
    b. No refunds will be issued on unused outlets or lights installed as ordered.
    c. Refund requests based on service quality will not be considered unless the Exhibitor has notified a SHOWTECH representative of a problem with our service or product on-site prior to Show close.
    d. No refund will be issued 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 on a SHOWTECH order form if SHOWTECH receives a cancellation notice in writing **on or before** the Advance Price deadline date.
    f. A 50% refund will be issued on items listed on a SHOWTECH order form if SHOWTECH receives a cancellation notice in writing **after** the Advance Price deadline date.
13. THIRD PARTY ORDERS (EXHIBITOR APPOINTED CONTRACTORS). Exhibitors are ultimately responsible for payment of SHOWTECH services, even if an Order Form is submitted by its Exhibitor Appointed Contractor. If an Exhibitor Appointed Contractor submits an Order Form but fails to pay in full prior to move-in time, the SHOWTECH service ordered will not be provided until full payment is received.

Electrical

14. 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).
15. Island booth outlets will be placed in one main location per exhibitor's booth layout submitted on a SHOWTECH Booth Layout Form. If Exhibitor does not provide a booth layout to SHOWTECH, then the outlets will be installed at location determined at SHOWTECH's discretion.
16. Each day of the Show, all electrical power will be turned off approximately 1 hour after the Show closes, and turned on the next day 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. There may be additional charges for 24-hour service.
17. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
18. Sharing power from an adjoining booth is not permitted.
19. All electrical connections, installation, industrial 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.
20. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and Canadian Standards Association or Electrical Safety Authority approval sticker. **Click here** for Recognized Certification Markings.
21. 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.
22. 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

23. The Electrical Safety Code requires that any electrical equipment being displayed, offered for sale or used in any show, convention, or similar exhibition SHALL BE APPROVED by the Electrical Safety Authority ("ESA"). Without this approval, SHOWTECH cannot provide electrical services. For further information, review the ESA's webpage for Electrical Safety at https://www.esasafe.com/business/product-safety/ or call the ESA's customer service center at 877.372.7233.

Mechanical

24. All mechanical equipment must have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Venue'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. are disposed of by a Government Licensed firm for the appropriate waste product.

Personal Data

28. SHOWTECH will not disclose Exhibitors' account information for any third party commercial use. Exhibitor represents it has authority to provide SHOWTECH with the personal information it discloses hereunder, and consents to the collection, use, and disclosure of personal information by GES Canada Limited for purposes set forth in its Privacy Policy published at https://www.ges.com/ca/privacy-policy. Exhibitors may opt-out of future electronic communications using the contact information published in the Privacy Policy.