SHOWTECH
POWER & LIGHTING

Exhibition Place

Honda Indy Toronto (Outdoor Exhibitors)
July 11 - 14, 2019

5675 McLaughlin Road, Mississauga, ON L5R 3K5
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551
EXHIBITION PLACE SHOWTECH Tel: 416.263.3594 Email: info@showtech.ca

Services We Offer

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of the following services at Exhibition Place.

✓ Rental lighting
✓ Temporary electrical services
✓ 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: **June 24, 2019**	To take advantage of our advance price, all completed forms and full payment must be received on or before this date.
REGULAR PRICING: **June 25 - July 4, 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: **July 8, 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. Exhibition Place 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 416.263.3594).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 Volt connections do not require a transformer.
5. Exhibition Place does have floor ports (only in halls A, B, C, D in the ECC).
6. Power will be distributed by SHOWTECH from floor ports, exterior walls 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. Exhibition Place does have floor ports (only in halls A, B, C, D in the ECC).
3. Air lines are distributed by SHOWTECH from exterior walls, dropped from the ceiling or from floor ports.
4. Only 1/2" air lines can be run under carpet in booths.
5. 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.
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 (416.263.3594).
8. Natural gas is available in various locations within the facility. Please check with SHOWTECH (416.263.3594) or Show Management as soon as possible if you require natural gas.
9. Sanitary floor drains are located in various locations within the facility. Please check with SHOWTECH (416.263.3594) or Show Management as soon as possible if you require a drain connection.

SHOWTECH POWER & LIGHTING contact information:
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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.

What else do you offer?

- In addition 15 Ft extension cords are available for rent if an outlet has also been ordered.
- 15 Ft extension cords are available for rent if an outlet has also been ordered.

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.

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CREDIT CARD AUTHORIZATION

Booth #: _____

Honda Indy Toronto (Outdoor Exhibitors)
July 11 - 14, 2019
8830-56262(E)
8831-56263(M)

Advance Price Until: June 24, 2019 **Regular Price: June 25 - July 4, 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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SHOWTECH
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Exhibition Place

ELECTRICAL & LIGHTING ORDER FORM

Booth #: _____

Honda Indy Toronto (Outdoor Exhibitors)

July 11 - 14, 2019

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Advance Price Until: June 24, 2019 **Regular Price: June 25 - July 4, 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)	$316.00	$442.00	
	1800 Watt, 15 amp, 120 volt outlet (E15A)	$321.00	$449.00	
	2400 Watt, 20 amp, 120 volt outlet (E20A)	$473.00	$662.00	

208 Volt, Single Phase Services

Qty	Description	Advance Price	Regular Price	Total
	20 amp, 208 volt, 1 phase connection (CS208120)	$518.00	$725.00	
	30 amp, 208 volt, 1 phase connection (CS208130)	$829.00	$1161.00	
	60 amp, 208 volt, 1 phase connection (CS208160)	$1056.00	$1478.00	
	100 amp, 208 volt, 1 phase connection (CS2081100)	$1362.00	$1907.00	
	200 amp, 208 volt, 1 phase connection (CS2081200)	$1714.00	$2400.00	

Special Requirements/Connections
120-208-600 Volts
(Other voltages available upon request)

Ratings placed on the equipment will indicate voltage, amps/watts/hp/kw and phasing. SHOWTECH can provide the correct connector for your equipment. It may be necessary for SHOWTECH to place a transformer within your booth space depending on the services required.

Contact SHOWTECH 3 weeks prior to move-in for quotations

208 Volt, Three Phase Services

Qty	Description	Advance Price	Regular Price	Total
	20 amp, 208 volt, 3 phase connection (CS208320)	$731.00	$1023.00	
	30 amp, 208 volt, 3 phase connection (CS208330)	$913.00	$1278.00	
	60 amp, 208 volt, 3 phase connection (CS208360)	$1161.00	$1625.00	
	100 amp, 208 volt, 3 phase connection (CS2083100)	$1529.00	$2141.00	
	200 amp, 208 volt, 3 phase connection (CS2083200)	$1868.00	$2615.00	

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. See page 4 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.

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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MECHANICAL ORDER FORM

Booth #:

Honda Indy Toronto (Outdoor Exhibitors)

July 11 - 14, 2019

8831-56263(M)

Advance Price Until: June 24, 2019 **Regular Price: June 25 - July 4, 2019**

Exhibitor Information

Booth #: _____ Company: _____ Contact Name: _____

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

Email: _____ Phone: _____ Fax: _____

Hot Water Tanks

Qty	Description	Advance Price	Regular Price	Total
	Hot water tank up to 40-gallon capacity (MWHOT) ***Must order an electrical connection**	$405.00	$567.00	

Water

Qty	Description	Advance Price	Regular Price	Total
	½" valved cold water connection (MWCOLD)	$543.00	$760.00	
	Additional water services (split service) (MSPLIT)	$209.00	$293.00	

Drain

	Gravity drain connection (MWDGR)	$569.00	$797.00	
	Additional drain connection (MSPLIT)	$236.00	$330.00	

Sink

	Sink complete with hot/cold water and drain connection (MSINK)	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

Important – Read Carefully

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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. See page 4 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.

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.

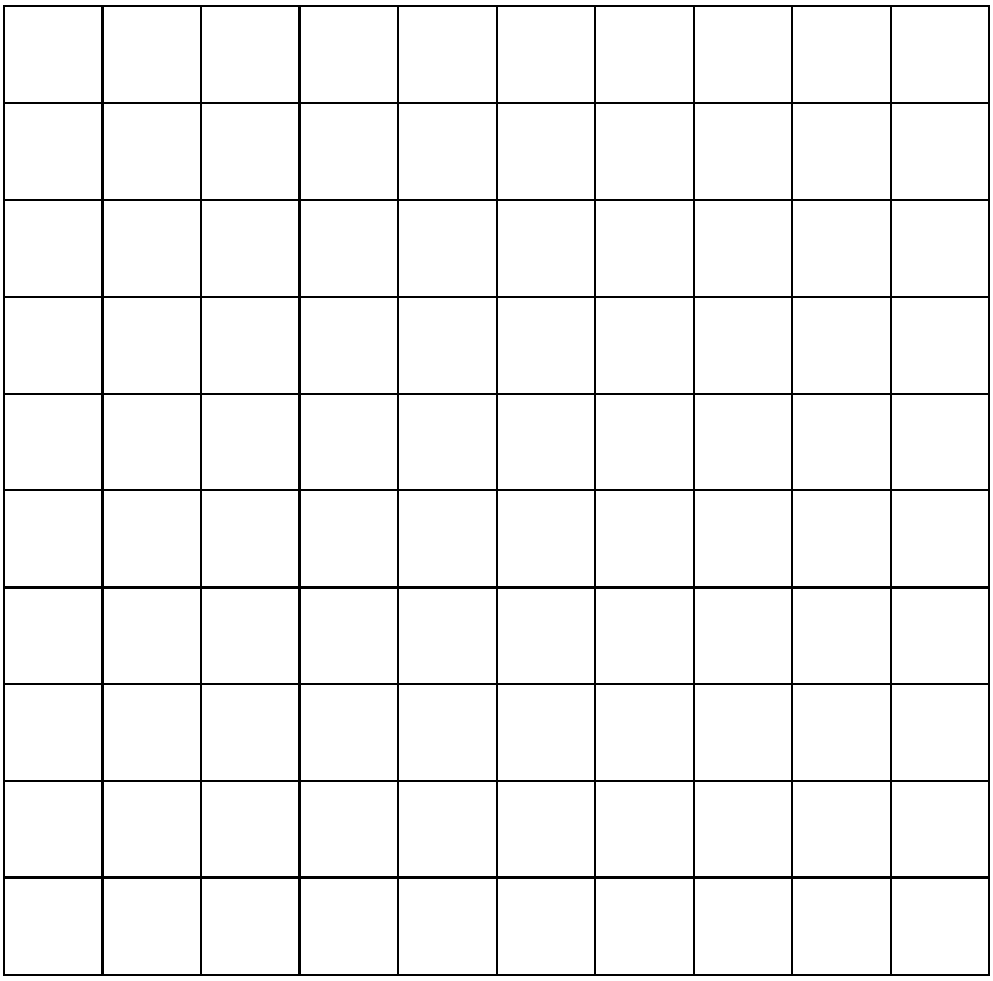
- **This form is required:** If you are ordering services to be placed at specific booth location(s) or overhead, submit this form along with your completed order form(s) to ensure proper placement of services in your booth.
- **This form is not required:** If you are ordering services to be placed at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