SHOWTECH
POWER & LIGHTING

THE INTERNATIONAL CENTRE

5675 McLaughlin Road, Mississauga, ON L5R 3K5
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551
THE INTERNATIONAL CENTRE SHOWTECH Tel: 905.677.9546 Email: info@showtech.ca

CREDIT CARD AUTHORIZATION

Booth #: _____

Sport Card & Memorabilia Expo
November 15 - 17, 2019
8420-57734 (E)

Advance Price Until: October 30, 2019 **Regular Price: Oct. 31-Nov. 13, 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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SIGN & BANNER HANGING ORDER FORM

Booth #: _____

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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 905.677.8713. For assistance, contact our SHOWTECH site office at 905.677.9546.
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 IC?: ☐ 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

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 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 2 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: _____

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.