



**STEP 1 - EXHIBITOR INFORMATION**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Postal Code/Zip: \_\_\_\_\_ Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PAYMENT INFORMATION**

This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders can not be processed. Company cheques will only be accepted by the Discount Price Deadline Date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the deadline date. Bank transfers please add \$25.00 bank charge to your payment.

Payment: Visa  Master Card  American Express  Cheque  Payable to SHOWTECH

CREDIT CARD #																				
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CARDHOLDER NAME: \_\_\_\_\_ CARDHOLDER SIGNATURE:  \_\_\_\_\_ CREDIT CARD EXPIRY DATE: \_\_\_\_\_ / \_\_\_\_\_  
 GST: R104060264 I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD MONTH YEAR

**STEP 2 - QUOTATION INFORMATION**

**TO RECEIVE QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO - 780.424.4715**  
**FOR ASSISTANCE CONTACT OUR SITE OFFICE - 780.429.1162**

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

**ALL SUSPENDED ITEMS MUST BE COMPLETED BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP.**

**NOTE:** Exhibitors are responsible for the collection of their signage after Show close. SHOWTECH is not responsible for loss or storage of signage at show completion. Special instructions should be sent under separate cover.

Quantity: \_\_\_\_\_ Vertical: \_\_\_\_\_  $\updownarrow$  Horizontal: \_\_\_\_\_  $\leftrightarrow$  Weight: \_\_\_\_\_ lbs.  
(please specify ft. or in.) (please specify ft. or in.)

**OVERHEAD VIEW OF SIGN/BANNER LOCATION**

**PLEASE COMPLETE THE FOLLOWING SECTION**

Back of Booth

  
  
  
  

Front of Booth

1. Banner:  \_\_\_\_\_ Square sign:  \_\_\_\_\_  
 Triangle sign:  \_\_\_\_\_ Round sign:  \_\_\_\_\_ Other: \_\_\_\_\_  
 2. Height from floor to bottom of sign \_\_\_\_\_  $\updownarrow$   
 3. Material of sign/s \_\_\_\_\_  
 4. Power required \_\_\_\_\_ Amps/Volts \_\_\_\_\_  
 5. Has this sign be hung before at MTCC \_\_\_\_\_  
 6. If yes, which show \_\_\_\_\_

**STEP 3 - QUOTATION ESTIMATE**

Please complete STEPS 1,2 & 3, initial acceptance of quote in **\*Total Estimate** section below and return by fax to 780.424.4715. This quotation is based on the above information.

\$ \_\_\_\_\_  
 Sign Estimate + 5% tax

\$ \_\_\_\_\_  
**\*Total Estimate** based on information above.  
 (Subject to change on site) \_\_\_\_\_



# SHOWTECH

## TERMS & CONDITIONS

### GENERAL:

The Centre's and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building.

Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.

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.

Customer Account information will not be disclosed to third parties.

### SERVICE ORDER REQUEST AND PAYMENT:

1. This order form **MUST BE RECEIVED** with full payment by the discount price deadline date to qualify for the Discount Price. Orders received after this date shall be charged Regular Prices.
2. 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 Regular Price 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.
3. Failure to provide all the necessary information requested on this form may result in a delay of service installation.
4. Out of country, payments may be made by credit card, money order, or bank transfer (there is an additional charge for this service).
5. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
6. On-site orders **MUST** be paid by valid credit card, or cash, company cheques can only be accepted if accompanied by a valid credit card number and signature. Personal cheques will not be accepted on show site.
7. Additional and/or special electrical/mechanical requirements 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.
8. **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 the 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 if we receive a cancellation notice in writing **on or before** the deadline date.
  - f. A 50% refund will be issued on listed items from our order form if we receive a cancellation notice in writing **after** the deadline date.
9. 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 does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

### ELECTRICAL:

1. In-line and peninsula outlets are installed at the draped back wall. If you require them 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 order form).
2. 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.
3. 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 on order form in space provided.
4. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
5. Sharing power from an adjoining booth is not permitted.
6. 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 #14 gauge, 3-wire grounded cords.
7. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and C.S.A. or Electrical Safety Authority approval sticker.
8. 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.
9. A Ground Fault Circuit Interrupter (GFI) must protect all 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, which is being displayed, offered for sale or used in any show, convention, or similar exhibition **MUST BE APPROVED**. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the local Hydro Inspection.

### MECHANICAL:

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
2. 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.
3. Mechanical services are only turned on during Show Hours.
4. 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.