

Booth #:

5675 McLaughlin Road, Mississauga, ON L5R 3K5
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832
 Email: edmonton@showtech.ca
 EDMONTON EXPO CENTRE SHOWTECH office Tel: 780.429.1162

Exhibitor Billing Information				
Booth #:	Company:	Contact Name:		
Address:		City:	Prov/State:	Postal/ZIP:
Country:	Email:		Phone:	

Item Code	Description	Advance	Quantity	Total
Electrical Outlets – 120 Volt				
Power Supplied at Back of Booth (No Booth Layout Form Required)				
E1500	1500 Watt, approx. 12 amp, 120 volt outlet with 2 plugs	\$163.00		
E150024	1500 Watt, 120 volt outlet with 2 plugs - 24 hours	\$211.00		
Power Supplied at Specific Booth Location(s) (Booth Layout Form Required)				
E1500U	1500 Watt, 120 volt outlet with 2 plugs	\$211.00		
E1500V	1500 Watt, 120 volt outlet with 2 plugs	\$211.00		
208 Volt Electrical Services				
CS208115	208 Volt, 1 phase, 15 amp	\$321.00		
CS208120	208 Volt, 1 phase, 20 amp	\$409.00		
CS208130	208 Volt, 1 phase, 30 amp	\$582.00		
CS208160	208 Volt, 1 phase, 60 amp	\$728.00		
CS208315	208 Volt, 3 phase, 15 amp	\$424.00		
CS208320	208 Volt, 3 phase, 20 amp	\$562.00		
CS208330	208 Volt, 3 phase, 30 amp	\$803.00		
CS208360	208 Volt, 3 phase, 60 amp	\$995.00		
Other Services				
E15	15 Ft extension cord	\$25.00		
PBAR	Power Bar	\$45.00		
Rental Lighting				
L575S4	Source 4 par light fixture (Ceiling mounted lighting)	\$237.00		
LLEDA	24 Watt, LED black arm light fixture (Hard wall booth lighting)	\$110.00		
LT3150	3 Ft track with 3 – 24 watt LED light fixtures (Hard wall booth lighting)	\$183.00		
L2150	8 Ft telescopic stand with 2 – 24 watt LED light fixtures (Floor lighting)	\$134.00		

Special Requirements (Electrical and/or Lighting)			
Description	Quantity	Quote	Total

Subtotal: _____ 5% GST (applicable on all items): _____ **Total (Canadian funds):** ▶ _____
 A division of GES CANADA LIMITED/GES CANADA LIMITEE GST#104060264

Important - Read Carefully

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

Signature: ▶ _____ **Name (Printed):** _____ **Date:** _____

Internal Use - Please Attach the Credit Card Receipt in the Box Below

Booth #:

Exhibitor Billing Information


Booth #: _____ Company: _____ Contact Name: _____
 Address: _____ City: _____ Prov/State: _____ Postal/ZIP: _____
 Country: _____ Email: _____ Phone: _____

Item Code	Description	On-Site	Quantity	Total
Compressed Air – Maximum 110 PSI				
CFM rating is required for all compressed air services				
MCA2	5 - 10 Cubic feet per minute	\$512.00		
MCA3	11 - 20 Cubic feet per minute	\$893.00		
Natural Gas				
MNG	1/2" Natural gas connection	\$624.00		
Water				
MW1000	Fill and drain container up to 1000 gallons total	\$328.00		
MWHOT	1/2" Valved hot water connection	\$323.00		
MWCOLD	1/2" Valved cold water connection	\$357.00		
Drain				
MWDGR	Gravity drain connection	\$223.00		
Sink				
MSINK	Sink complete with hot/cold water and drain connection	Call for availability and quote		
Additional Air, Water or Drain Services				
MSPLIT	Additional air services (split service)	Call for availability and quote		
MSPLIT	Additional water or drain services (split service)	Call for availability and quote		

Special Requirements


Specialty items such as hot water tanks, sinks or special connections, please email edmonton@showtech.ca or contact 780.429.1162 for a quotation.

Description	Quantity	Quote	Total

Subtotal: _____ 5% GST (applicable on all items): _____ **Total (Canadian funds):**  _____
 A division of GES CANADA LIMITED/GES CANADA LIMITEE GST#:104060264

Important - Read Carefully

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Signature:  _____ **Name (Printed):** _____ **Date:** _____

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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 Standard 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.