

9797 Jasper Avenue, Edmonton, AB T5J 1N9
 Tel: 780.429.1162 Email: edmonton@showtech.ca

Event Information					
Event Name: _____			Venue Name: _____		
Event Date(s): _____			Hall/Room: _____		
Company Name: _____			Contact Name: _____		
Address: _____		City: _____	Prov/State: _____	Postal/Zip: _____	
Country: _____		Email: _____		Phone: _____	

Rigging/Lift Service Details (Attaching hoisting device to the building structure)					
	Date/Day	Time	# of Hours	Rate per Hour	Amount
Rigging Call In					
Cabling/Focus Call					
Rigging Call Out					
Contractor to supply SHOWTECH with a complete rigging plot indicating location of rigging, load weights, and point load weights. Contractor is responsible for marking rigging points within the venue. The hourly rates for Rigger and Manlift services are as follows:					
Regular Business Hours (2 Hour Minimum): \$249.00 Monday – Friday, 8:00am – 4:30pm			Overtime Hours (2 Hour Minimum): \$355.00 Weekdays before 8:00am and after 4:30pm Weekends and Statutory Holidays		

Electrical Services (Provided within 100ft of Main Stage)							
Electrical pricing is based on a per event basis and maximum event duration of three (3) days. For each additional day(s), please add 30% per day. Building voltage is 120/208, 3 phase. Please contact SHOWTECH if you require alternate voltages.							
Description	Qty.	Unit Price	Amount	Description	Qty.	Unit Price	Amount
15 Amp, 120 volt outlet (1500 watts)		\$172.00		60 Amp, 1 or 3 phase, 120/208 volt		\$646.00	
20 Amp, 120 volt outlet (1900 watts)		\$224.00		100 Amp, 1 or 3 phase, 120/208 volt		\$1,110.00	
20 Amp, 1 or 3 phase, 120/208 volt		\$294.00		200 Amp, 1 or 3 phase, 120/208 volt			
30 Amp, 1 or 3 phase, 120/208 volt		\$431.00		400 Amp, 1 or 3 phase, 120/208 volt			
50 Amp, 1 phase, 120/208 volt range plug		\$542.00					
Please contact SHOWTECH to receive a quote for services above 200 amps. NOTE: Electrical services will be installed within 100 ft. of the Main Stage.							

Total Amount for Rigging/Lift Service	\$
Total Amount for Electrical	\$

Subtotal (Rigging/Lift & Electrical)	\$
5% GST (applicable on all items)	\$
Total (Canadian funds)	\$
GST #: 104060264	

Important – Read Carefully	
<ol style="list-style-type: none"> 1. To take advantage of our Advanced Pricing, orders must be received by our office a MINIMUM of ten (10) days prior to the event set up date. A 30% charge will be applied to all rigging, lift and electrical orders received with less than ten (10) days' notice. 2. The Contractor requiring services is responsible for all related costs and payments. SHOWTECH will no longer accept Third Party Billing. 3. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advance Price deadline date. 4. Orders placed on-site (i.e. during move-in) will be charged 20% additional to the Standard Price. 5. To email orders, return completed forms to edmonton@showtech.ca. 6. Orders will only be accepted if paid in full. 7. To pay by credit card, request the Credit Card Payment link by emailing edmonton@showtech.ca. 8. To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date. 9. 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. <p>To proceed with production event services, submit this order form and full payment. Please sign below to confirm order and acceptance of the Terms and Conditions (see last page of this kit):</p>	
Signature: _____	Organization: _____
Date: _____	Purchase Order: _____

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.
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 Canadian Standards Association. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the local Hydro Inspection Department.

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.