

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of rental lighting, temporary electrical, sign/banner hanging and mechanical services at The International Centre. **SHOWTECH** looks forward to working with you and hopes that your show experience is a success.

SERVICES WE OFFER:

For your convenience, **SHOWTECH POWER & LIGHTING** is pleased to offer the following services:

- Rental Lighting
- Temporary Electrical Services
- Sign & Banner Hanging (as per Show Management's Rules & Regulations)
- Mechanical Services (such as compressed air, water lines, drains, etc.)

PRICING:

- **Discount Pricing:** To take advantage of our Discount Price, all completed forms and full payment must be received on or before **SEPTEMBER 12, 2016**.
- **Regular Pricing:** Regular Prices will be charged after the Discount Price date has passed and up until the first day of show move-in. The date range for placing orders at the Regular Price is **SEPTEMBER 13 - 23, 2016**.
- **On Site Pricing:** All orders received beginning on the first day of show move-in through the completion of the event, will be subject to On Site Pricing.

PAYMENT:

SHOWTECH POWER & LIGHTING accepts payment by VISA, MasterCard and American Express. Cheques will be accepted if received by the Discount Price date. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.

ONLINE ORDERING:

Please visit www.showtech.ca, choose the "Online Ordering" tab and follow the on-screen instructions. Please note that not all shows are available for online ordering. If your search for an upcoming show does not produce any results, please complete the attached order forms and return them to the fax number listed at the top of the forms.

If you need assistance or require additional information, please contact one of our Customer Service Representatives at 905.283.0550.

ELECTRICAL

1. The International Centre 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 space plan/layout. Approximate size can be provided by SHOWTECH (see below for contact info).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 volt connections do not require a transformer.
5. The International Centre does not have floor ports.
6. Power will be distributed by SHOWTECH from exterior walls, columns (in some buildings) and cable drops from the ceiling.
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 Order Form. We will distribute under carpet 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. 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", go to <http://www.esasafe.com/contractors/worker-safety/product-review/product-approval-requirements> to apply for permission/approval from the ESA. **Apply as soon as possible to avoid onsite complications.**

MECHANICAL

8. 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.
9. The International Centre does not have floor ports.
10. Air lines are distributed by SHOWTECH from exterior walls, dropped from the ceiling or from columns (in some buildings).
11. Only ½" air lines can be run under carpet in booths.
12. If you are in an island booth, please indicate a main air drop location on SHOWTECH's Booth Layout Form and submit with your Mechanical Order Form. SHOWTECH will distribute any under carpet requirements from that location.
13. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
14. 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 SHOWTECH Mechanical Order Form or call for assistance (905.677.9546).
15. Natural gas is available in various locations within the facility. Please check with SHOWTECH (905.677.9546) or Show Management, as soon as possible, if you require Natural Gas.
16. Sanitary floor drains are located in various locations within the facility. Please check with SHOWTECH (905.677.9546) or Show Management, as soon as possible, if you require a drain connection.

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 905.677.9546

SHOW: THE CANADIAN COFFEE & TEA SHOW		DISCOUNT PRICE VALID UNTIL:	SEPTEMBER 12, 2016
JOB: 8420-45128	DATES: SEPTEMBER 25 - 26, 2016	REGULAR PRICE VALID:	SEPTEMBER 13 - 23, 2016

ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE

EXHIBITOR INFORMATION	PAYMENT DETAILS																				
BOOTH #: _____ COMPANY: _____ ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cheque (payable to SHOWTECH) CREDIT CARD #:: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> EXPIRY DATE: _____ / _____ CODE: _____ _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE <small>I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD</small>																				

PAYMENT INFORMATION

This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot 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 Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

SIGN INFORMATION

TO RECEIVE A QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO 905.677.8713

FOR ASSISTANCE CONTACT OUR SITE OFFICE – 905.677.9546

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

ALL SIGNS MUST BE HUNG BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP. IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY SHOWTECH.

NOTE: 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.

Quantity: _____ Vertical: _____ ↑ Horizontal: _____ ↔ Weight: _____ lbs.
(please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION

Back of Booth

Front of Booth

PLEASE COMPLETE THE FOLLOWING SECTION

- Shape of sign: _____
(Example – Banner, 3D square, 3D triangle, 3D circle)
- Height from floor to bottom of sign _____ ↓
- Material of sign/s _____
- Power required _____ Amps/Volts _____
- Has this sign be hung before at TIC _____
- If yes, which show?

QUOTATION ESTIMATE

(Please complete Sign Information above and return by fax to our Site Office at 905.677.9546 to receive a quotation)

\$ _____ Sign Estimate +13% HST \$ _____ Power cost for sign +13% HST \$ _____ Total Estimate based on information above

Customer's Final Approval/Signature

HST #: R104060264

ONLINE ORDERS: PLEASE VISIT WWW.SHOWTECH.CA, CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

FAX/EMAIL ORDERS: PLEASE RETURN COMPLETED ORDER FORMS VIA FAX OR EMAIL TO 905.283.0551 or juyeda@showtech.ca

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 905.677.9546

SHOW: THE CANADIAN COFFEE & TEA SHOW	
DATES: SEPTEMBER 25 - 26, 2016	FACILITY NAME: The International Centre

EXHIBITOR INFORMATION	INSTRUCTIONS FOR USE
BOOTH #: _____ COMPANY: _____ ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<p>Use the grid below to indicate placement of SHOWTECH services.</p> <ul style="list-style-type: none"> Circle the correct booth type INLINE PENINSULA ISLAND Indicate the dimensions of your booth _____ (10x10 – 1 square = 1 foot, 20x20 – 1 square = 2 feet, etc) Use bold lines to indicate the outline of your booth Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc) <u>For overhead and/or undercarpet outlets:</u> Draw an "O" for overhead placement or a "U" for undercarpet placement. <u>For Source 4 Par fixtures:</u> Draw arrows to indicate the light direction. <u>Sign/Banner Hanging:</u> Draw a line to indicate sign placement.

This form is ONLY required when ordering services to be placed undercarpet and/or overhead. It is not necessary to indicate back-of-booth services on this form.

SHOWTECH must receive a booth layout, along with your completed order form, to ensure proper placement of undercarpet and/or overhead services in your booth.

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 POWER & LIGHTING

TERMS & CONDITIONS

GENERAL:

1. The Centre and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Centre's power sources and/or may wish to use while in the building.
2. Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.
3. No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. 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.
5. Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

6. Order forms must be received with full payment by the Discount Price deadline date to qualify for the Discount Price.
7. 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 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.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, money order or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.
12. Additional and/or special electrical/mechanical services 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.
13. 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 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 forms if we receive a cancellation notice in writing **on or before** the Discount Price deadline date.
 - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Discount Price deadline date.
14. 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 E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

15. 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 Order Form).
16. 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.
17. 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 this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. 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 3-wire grounded cords, minimum of #14 gauge wire.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or Electrical Safety Authority approval sticker.
22. 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.
23. 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:

It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED by ESA. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the Electrical Safety Authority – www.esa-safe.com click on "Electrical Product Safety", then "Product Approval Requirements or call 877.372.7233.

MECHANICAL:

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. 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.
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. is disposed of by a Government Licensed firm for the appropriate waste product.