

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5
 P: 905.283.0550 F: 905.283.0551
Int'l Centre SITE OFFICE – P: 905.677.9546
www.showtech.ca

ETHNIC & SPECIALTY FOOD SHOW 2009
OCTOBER 5 – 6, 2009
HALL 1 - 8415-26389

DISCOUNT PRICE DEADLINE DATE: SEPT. 18, 2009

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 #																				
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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 - 905.677.8713
FOR ASSISTANCE CONTACT OUR SITE OFFICE – 905.677.9546

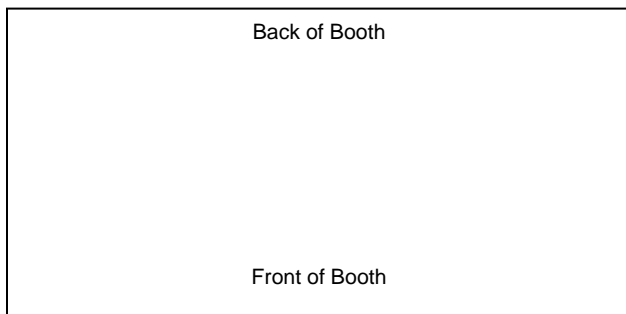
Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation.

ALL 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: _____ ↔ Horizontal: _____ ↔ Weight: _____ lbs.
(please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION



PLEASE COMPLETE THE FOLLOWING SECTION

- Banner: _____ Square sign: _____
 Triangle sign: _____ Round sign: _____ Other _____
- Height from floor to bottom of sign _____ ↓
- Material of sign/s _____
- Power required _____ Amps/Volts _____
- Has this sign be hung before at TICC _____
- 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 905.677.8713. This quotation is based on the above information.

\$ _____
 Sign Estimate + 5% + 8% tax

\$ _____
 Power Cost for sign + 5% tax

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

ON-LINE ORDERS: SEE ATTACHED SHOWTECH INSTRUCTIONS
 WEBSITE: WWW.SHOWTECH.CA. CLICK THE "ON-LINE" ICON

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.
10. Tax Exemptions: If you are exempt from Sales Tax, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customer.

ELECTRICAL:

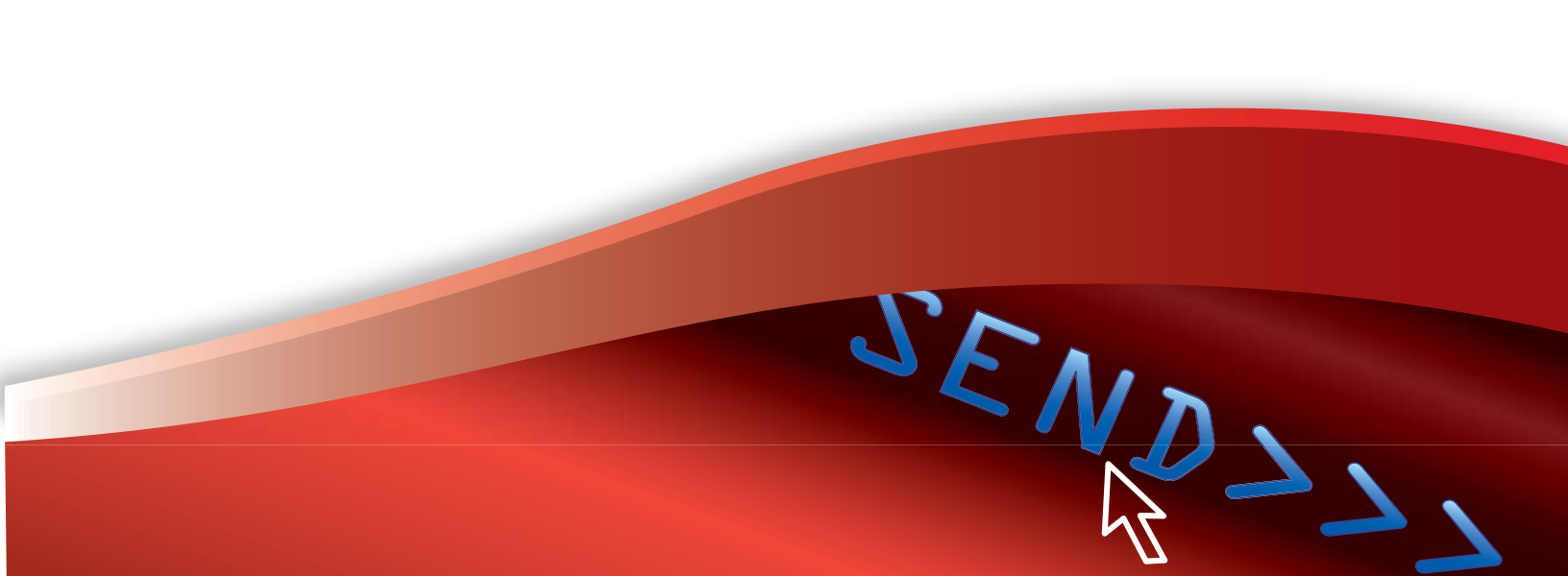
1. In-line and peninsula outlets are installed at the draped back wall. If you require them elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see order form).
2. Island booth outlets will be placed 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 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, 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 Electrical Safety Authority – www.esa-safe.com click on "Electrical Product Safety", then "Product Approval Requirements or call 877.372.7233.

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.



SEND

SHOWTECH Online Ordering

ORDERING PRODUCTS AND SERVICES ONLINE IS FAST... SIMPLE AND SECURE.

- Step 1 To access online ordering go to: www.showtech.ca
- Step 2 Select event city, click "Online Ordering"
- Step 3 Click "Login & Order Online" beside your show
- Step 4 You will need to create a permanent Online Ordering account:
- > Click "Sign Up"
 - > Click "New Exhibitor"
 - > Complete Add Exhibitor Information, click "Save"
 - > Complete "User Profile", click "Next"
 - > Read the "Terms and Conditions"
 - > To continue, click "I Agree", click "Finish"
 - > Select your Show, proceed with your order

Please keep your User ID and Password for future ordering on shows and events serviced by SHOWTECH POWER & LIGHTING.

Remember to order by the Deadline date to avoid extra costs.

Thank you for your order.

SHOWTECH
POWER & LIGHTING



ELECTRICAL INFORMATION

SAVE TIME AND MONEY

PLEASE READ BEFORE ORDERING

SHOWTECH, POWER & LIGHTING, has prepared the following information to assist you when ordering your electrical services. If you have any questions about your order, please call our Customer Service Representative at the telephone number on your Electrical Order Form. We would be pleased to assist you.



ELECTRICAL ORDER CHECKLIST

1. Complete the SHOWTECH Electrical Order Form
 - ❑ Do you require lighting?
 - Lighting creates impact and makes your booth and products stand out.
 - ❑ Check the equipment rating plates on your equipment to determine wattage or amps, (horsepower for motors), voltage and phasing you will require.
 - ❑ Order 24-hour power if needed. i.e. refrigeration equipment, aquariums, computers, fax machines.
Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
 - ❑ Include a booth floor plan, where applicable.
 - ❑ Enclose payment and order prior to the deadline date. This will save you time and money.
2. Review the Electrical Code requirements on page 3 and take necessary actions to ensure all show equipment meets the necessary specifications. This will help you avoid surprises by identifying equipment which will not pass approval before you arrive at the show.
3. Contact our Customer Service Representative with any questions. It is our pleasure to help you.

HELPFUL HINTS

Help us help you! Read all information!

Please be sure to read your Exhibitor's Manual. It provides you with a summary of show rules, display guidelines and order forms for all services. If you have any problems filling out your SHOWTECH Electrical, Mechanical or Sign/Banner order forms, contact us at the number on the order form.

Save Money! Place your order before the deadline!

You can save significant time and money by ordering and paying for your SHOWTECH Services prior to the deadline date.

Sales Taxes!

To avoid overpaying, follow the instructions on our order form. The prevailing Goods and Services Tax (GST) applies to all orders for Canadian based shows (no out of country exemptions). The prevailing Provincial Sales Tax (PST) will apply to the Province where you are exhibiting. i.e. Ontario's PST is 8%; anyone exhibiting in an event in Ontario will be charged 8% PST + GST.

Plan your exhibit! Avoid last minute changes!

Design your booth with electrical efficiency in mind. Our staff will be happy to assist you. Settle on a design in advance and avoid making changes. Changes are expensive and can create delays when setting up your display.

Send detailed and accurate plans!

If you require outlets to be placed in locations other than at the backwall, you need to order undercarpet/overhead outlets. Please send us a copy of your floor plan. These floor plans should include locations of all electrical, mechanical, lighting and sign/banner installations. Clearly mark the electrical/mechanical rating of each item. They should also indicate adjoining booth numbers or aisle numbers. Sending floor plans promptly will provide information necessary to place your services properly prior to carpet and booth installation.

Avoid Code Violations!

All wiring must have a 3-wire grounded cord, minimum #16 gauge. We use flat cords for under carpet installation. If you are not sure if your exhibit conforms to code, or if you have any questions about your exhibit's electrical wiring, please contact our staff.

Communicate!

If you are unsure how to place your SHOWTECH order, please contact our staff. We want you to have a pleasant show experience. We can help you best if you contact us before you arrive at the show. Clearing up confusion and problems before the show move-in prevents costly set up delays and on-site problems. Contact us at the numbers listed on our Order Form.