

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3

PH 403.261.8559 FX 403.261.8581 E-MAIL shows@calgary-convention.com

The Calgary TELUS Convention Centre is the exclusive provider of all electrical services. (See reverse/next page – CTCC Instructions and Conditions - Electrical)

ADVANCE RATE DEADLINE DATE: \_\_\_\_\_

NAME OF SHOW: \_\_\_\_\_

EVENT ID \_\_\_\_\_

**EXHIBITOR INFORMATION**

Booth #(s): \_\_\_\_\_ Show Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State \_\_\_\_\_ Code \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PAYMENT NOTICE**

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

**ELECTRICAL SERVICES**

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp - 120 Volt	Standard Outlet	\$105.00	\$130.00	
	20 Amp -120 Volt		\$165.00	\$185.00	
	20 Amp – 208 Volt		\$250.00	\$325.00	
	30 Amp – 208 Volt		\$350.00	\$400.00	
	50 Amp – 208 Volt		\$375.00	\$450.00	
	20 Amp 3 Phase – 208 Volt		\$400.00	\$525.00	
	30 Amp 3 Phase – 208 Volt		\$450.00	\$550.00	
	60 Amp 3 Phase – 208 Volt		\$550.00	\$650.00	
	100 Amp 3 Phase – 208 Volt		\$825.00	\$950.00	
	200 Amp 3 Phase – 208 Volt		\$950.00	\$1,300.00	
	400 Amp 3 Phase – 208 Volt		\$1,500.00	\$1,750.00	

**EQUIPMENT RENTAL- (DUPLEX POWER IS NOT INCLUDED IN EQUIPMENT RENTALS)**

	Extension Cord (5m) (Flat electrical cords are not available)	\$15.00	\$20.00	
	Power Bar	\$15.00	\$20.00	

**ELECTRICIAN LABOUR - (SEE REVERSE/NEXT PAGE – CTCC INSTRUCTIONS AND CONDITIONS – ELECTRICAL - POINT 2c, 4b, 4e & 4f)**

	M-F 0700-1700 (Min. 1 hr.)	\$95.00	\$100.00	
	M-F 1700-0700 & All Day S & S (Min. hrs. to be quoted)	\$165.00	\$215.00	
	Stat Holidays or Emergency Call In (Min. 4 hrs.) –	Price to be Quoted		

**SPECIAL REQUIREMENTS (PLEASE CONTACT FACILITIES AT 403.261-8559 FOR QUOTE ON SPECIAL REQUIREMENTS)**

	Amps	Phase	Volts	NEMA NUMBER
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**MISCELLANEOUS CHARGES:** Description of Charge \_\_\_\_\_

If requesting power to be placed in particular locations additional labour charges will apply. Also an electrical drawing must be included; if not included power will not be installed until someone is on-site to direct electrician. If electrical needs to be installed under carpet, labour charge does not include cutting of any carpet. Arrangements must be made with your show services provider. Additional labour charges may apply for special connections or wiring, please contact Facilities at 403.261.8559 or fax 403.261.8581 for more information

	<b>Subtotal</b>	
	<b>(5%) GST</b>	
	<b>Total</b>	

**METHOD OF PAYMENT (GST # R122089576) & SENDING OF CREDIT CARD RECEIPT**

COMPLETE ONE COPY OF THE SERVICES PAYMENT FORM FOR ALL SERVICES ORDERED.

SEND CREDIT CARD RECEIPT  E-MAIL  FAX  MAIL \_\_\_\_\_

## CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS - ELECTRICAL

### 1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be marked on order form.
- b) If paying by credit card, one "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

### 2) ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities, at 403.261.8559, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department at the CTCC no less than fourteen (14) days prior to the first scheduled exhibitor move in. No exceptions.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) **Labour Rate** – Will be charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Electrician. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

### 3) REGULATIONS

- a) Exhibitors are not permitted to share electrical service; all orders must be placed individually.
- b) Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
- c) The use of external power sources i.e. batteries or generators to operate lights or other pieces of equipment must have approval by the CTCC.
- d) All electrical connection, installations, assemblies, equipment or motors must conform to all federal, provincial, and local electrical and fire codes.
- e) Exhibitor's equipment must conform to the CTCC electrical receptacles, any adaptors or transforms required is the responsibility of the exhibitor.
- f) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
- g) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
- h) **Only the CTCC Electrician can make electrical connections, disconnections, modify system wiring or cabling. Unauthorized electrical disconnect, of power above a 15 amp 120-volt outlet, is a serious health and safety infraction. Live cables or wires left unattended comprise the safety of the Calgary TELUS Convention Centre, staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.**

### 4) EQUIPMENT PROCEDURES

- a) One standard duplex receptacle supplies a maximum of 12 amps of electrical power at 120 volts. When exhibitor requirements exceed 12 amps, additional receptacles must be ordered to prevent overloading. Overloading of circuitry, regardless of voltage and amperage, will be excusable only on the first interruption of power; if a power interruption occurs again labour charges will apply.
- b) On the 15-amp 120-volt outlet, Electrician labour is not required unless it needs to be placed in a particular location or if it needs to be hardwired.
- c) The CTCC requires a scale drawing of your exhibit space showing where electrical connections need to be placed when paying for Electrician labour. A scale drawing must be provided when ordering any service over a 15 amps or for special connections.
- d) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. Additional charges will apply for rental equipment that is damaged or not returned i.e. extension cords and power bars. Exhibitors will be responsible for the safekeeping of equipment during the show and returning the CTCC rented equipment at the end of the show.
- e) There will be a labour charge to move/change the location of already installed electrical services.
- f) Connection charges cover the cost of electrical connections to one point in booth. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.

### 5) PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
- b) **PRICING:** The CTCC reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheque must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** There will be no refunds for services ordered and installed but not used.
- f) **SERVICE CHARGE (S):** There will be a \$25.00 service charge for NSF cheque, declined or incorrect credit card information.

### 6) CANCELLATION, CLAIMS OR DISCREPANCIES POLICY

- a) Any electrical services cancelled within 5 days of the show opening will be charged a cancellation fee. Orders cancelled on-site will be charged the full amount for the service(s) requested.
- b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

### 7) EXCLUSIVITY AND LEGAL ENTITY

- a) The CTCC is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling and satellite services), sign banner installation, utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority.