

F R E E M A N

175 The West Mall • Toronto, Ontario, Canada M9C 1C2

Ph: (416) 620.1700 Fax: (416) 620-4299

EXHIBITOR SERVICES: electrical.toronto@freemanco.com

ECRA/ESA Lic 7005180

Electrical/Lighting Order Form for:

2009 ESAO TRADE SHOW

SHERATON CENTRE TORONTO HOTEL

MAY 26-27, 2009

PROJ# 237243 | WT# 17778

★Advanced Rate Deadline is end of day MAY 15, 2009★

BOOTH #: _____ Company: _____

**If preferred, affix business card and submit rather than writing information.* Name: _____ Tel#: _____

Email: _____ Fax#: _____

Address: _____

<u>QTY</u>	<u>ELECTRICAL SERVICES - (G.S.T APPLICABLE)</u>	<u>ADVANCE RATE</u> <i>(End of day May 15th)</i>	<u>STANDARD RATE*</u>	<u>AMOUNT</u>
_____	1500 Watt, 120 Volt duplex circuit [40-7-15]	\$108.00	\$135.00	_____
_____	15 Amp, 120 Volt dedicated quad circuit <i>(Computer equipment)</i> [40-7-17]	\$118.00	\$147.50	_____
_____	15 Amp, 120 Volt dedicated quad circuit 24hrs supply [40-7-16]	\$140.00	\$175.00	_____
_____	15 Amp, 120 Volt dedicated quad circuit WITH 3-point Under Carpet wiring	\$171.00	\$213.75	_____
_____	20 Amp, 120 Volt dedicated quad circuit (approx. 16 Amps) [40-7-20]	\$151.00	\$188.75	_____

<u>QTY</u>	<u>LIGHTING & ACCESSORIES - (G.S.T. & P.S.T. APPLICABLE)</u>			
_____	300 Watt (2 x 150 watt) light stand [40-19-131]	\$ 57.00	\$ 71.25	_____
_____	150 Watt c-clamp arm fixture (Hardwall booths ONLY)	\$ 26.00	\$ 32.50	_____
_____	4-Foot track c/w (3) 150 watt floodlights (Hardwall booths ONLY) [40-19-4]	\$ 91.00	\$ 113.75	_____
_____	Extension Cord: 15-Foot (4.57 m.) c/w triple female end [40-30.15]	\$ 19.75	\$ 24.68	_____
_____	Multi-outlet Power strip [40-37.5]	\$ 21.75	\$ 27.18	_____

SPECIAL ELECTRICAL and/or LIGHTING SERVICES – Please contact our office directly

SUBTOTAL \$ _____

★ PAYMENT MUST ACCOMPANY ORDER FOR PROCESSING

(G.S.T. #R101889426) 5% G.S.T \$ _____

★ POWER SHARING IS NOT PERMITTED BETWEEN EXHIBITORS

(Lighting & Accessories) 8% P.S.T \$ _____

TOTAL AMOUNT PAYABLE \$ _____

() American Express () MasterCard () Visa () Cheque Enclosed *(Payable to FREEMAN)*

Credit Card # _____ **Expiry Date** _____

Cardholder Name: _____ **Signature** _____

(Please Print) *By the evidence of my signature, I hereby authorize the amount set to be charged to the credit card number as noted above.*

Cardholder Address: _____

City/Prov/PC/State/Zip: _____

ORDER CONFIRMATION WILL BE SENT VIA EMAIL UPON PROCESSING
OFFICIAL RECEIPT WILL BE SENT VIA EMAIL WITHIN [5] BUSINESS DAYS POST-DISMANTLE

F R E E M A N

RULES & REGULATIONS

1. The facility 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 facility's power sources and/or may wish to use while in the building.
2. Only an authorized **FREEMAN** qualified electrical representative is permitted to make a connection to any of the facility's electrical power sources.
3. No electrical equipment shall be restarted after failure, until a **FREEMAN** qualified electrical representative has found and corrected the cause of the malfunction. Service Call charges may apply.
4. All material and equipment supplied by **FREEMAN** remain the property of that Company. The Exhibitor shall be held responsible for loss of such materials as associated with his/her booth, and shall compensate **FREEMAN** in the event of loss or damage.
5. Advanced rates apply to orders received with payment up to twenty-one (21) days prior to the event's installation date. Orders received after this time shall be considered as "Standard Rate Order" and shall be subject to a rate of 25% over and above the advance order rate.
6. Cancellation: Cancellations must be made by telephone during our regular office hours and accompanied by a fax or email notification. A 50% refund will be given on listed items on order form if cancelled less than two (2) days prior to event installation date. No refund will be given on installed services and/or services cancelled on-site or that require advance planning (i.e.) special electrical circuits, transformers, generators, special lighting, and non-electrical items.
- 7. Disputes/Claims: All disputes and claims must be settled prior to official exhibit closing.**
8. Additional and/or special electrical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used.
9. Electrical rates quoted by **FREEMAN** include installation, services while in use, and removal.
10. ALL CIRCUITS ARE SUPPLIED TO BACKWALL OF BOOTH. If required elsewhere extension cords will be available by **FREEMAN** by request for a nominal charge.
11. All electrical power may be turned off after event closes and turned on prior to event opening. IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE INDICATE ON ORDER FORM IN SPACE PROVIDED.
12. Permanent building receptacles are not part of booth space. Exhibitors will be charged for their use.
13. All electrical connections, installations, motor connections, or any electrical operating equipment must conform to all Canadian Standard Association requirements and the Canadian Electrical Safety Code (Ontario Hydro). The use of latex or lamp cord wire, duplex/triplex attachment plugs, and/or open clip sockets are all prohibited.
14. All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and current whether AC/DC.
15. We reserve the right to refuse orders without the required payment on the face of the order.

ON-SITE PAYMENTS MUST BE MADE BY CASH, VALID CREDIT CARD, CERTIFIED CHEQUE, OR MONEY ORDER.