

F R E E M A N

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Exhibitor Services: electrical.toronto@freemanco.com

ECRA/ESA Lic 7005180

Electrical~Lighting Order Form for:

OAO 2010 Annual Symposium & Infomart

DELTA MEADOWVALE CONFERENCE CENTRE

MAY 6-7, 2010

Project#: 241905-18460Lk



★Advanced Rate Deadline is end of day APRIL 15, 2010★

↙ If preferred, affix business card and submit rather than writing information.

BOOTH #:

Company: _____

Name: _____ Tel#: _____

Email: _____ Fax#: _____

Confirmation and post-dismantle receipt will be sent to the above email address from customer.service@freemanco.com

Address: _____

<u>QTY</u>	<u>ELECTRICAL SERVICES</u> - (5% GST tax applicable)	<u>ADVANCE RATE</u> (End of day <u>APRIL 15th</u>)	<u>STANDARD RATE</u> ¹	<u>AMOUNT</u>
_____	1500 Watt, 120 Volt duplex circuit [40-7-15]	\$ 112.00	\$ 140.00	_____
_____	15 Amp, 120 Volt dedicated quad circuit (Computer equipment) [40-7-17]	\$ 122.00	\$ 152.50	_____
_____	15 Amp, 120 Volt dedicated quad circuit 24hrs supply [40-7-16]	\$ 174.00	\$ 217.50	_____
_____	15 Amp, 120 Volt dedicated quad circuit [Undercarpet/Alternate Location]	\$ 177.00	\$ 221.25	_____
_____	20 Amp, 120 Volt dedicated quad circuit [40-7-20]	\$ 156.00	\$ 195.00	_____
<u>QTY</u>	<u>LIGHTING & ACCESSORIES</u> - (5% GST & 8% PST taxes applicable)			
_____	300 Watt (2 x 150 watt quartz) light stand [40-19-131]	\$ 59.00	\$ 73.75	_____
_____	150 Watt c-clamp arm fixture (Hardwall booths ONLY)	\$ 27.00	\$ 33.75	_____
_____	3 ft Track c/w (3) 150 watt floodlights (Hardwall booths ONLY) [40-19-4]	\$ 94.00	\$ 117.50	_____
_____	Extension Cord: 15-Foot (4.57 m.) c/w triple female end [40-30.15]	\$ 20.00	\$ 25.00	_____
_____	Multi-outlet Power strip [40-37.5]	\$ 23.00	\$ 28.75	_____

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

NOTE: [1] 750 watt, 120 volt service is provided per 8'x10' BOOTH. Please use this form to order any additional electrical services and/or display lighting.

★ Standard Rates apply to orders and/or payments received after APRIL 15, 2010 SUBTOTAL \$ _____

★ Power sharing is not permitted between exhibitors (G.S.T. #R101889426) 5% G.S.T \$ _____

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

★ PAYMENT MUST ACCOMPANY ORDER FOR PROCESSING TOTAL AMOUNT PAYABLE \$ _____

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

Credit Card # _____ Expiry _____

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 [5] BUSINESS DAYS POST-DISMANTLE

F R E E M A N

ELECTRICAL~DISPLAY LIGHTING 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. Advance Rates apply to orders received with payment up to twenty-one (21) days prior to the event's installation date. Orders and/or payment received after the indicated Advanced Rate deadline are subject to Standard Rates.
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, CREDIT CARD or BANK DRAFT