

**MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3  
PH 403.261.8559 FX 403.261.8502 E-MAIL shows@calgary-convention.com**

The Calgary TELUS Convention Centre is the exclusive provider of all utility services. (See next/reverse pages – CTCC Instructions & Conditions - Utilities)

<b>ADVANCE RATE DEADLINE DATE:</b>	
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<b>NAME OF SHOW:</b>		<b>EVENT ID</b>	
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**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 be 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.**

**WATER AND DRAIN (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)**

Quantity	Description	Advance Rate	Regular Rate	Total
	Cold Water Hook-Up – connection up to ½" (price does not include hoses and fittings to equipment.	\$100.00	\$130.00	
	<b>Special connections for water: please contact Operations Department at 403.261.8559 for pricing.</b> Description of fitting: _____			
	Drainage – 2 ½" drain line	\$75.00	\$100.00	

**COMPRESSED AIR (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)**

	Compressed Air – regulated to a maximum of 90 psi. Requirements beyond this maximum, contact Operations Department for quotation.	\$100.00	\$130.00	
	Compressed Air Fittings must connect to ¼" basic, female quick connect coupler. There will be a \$50.00 charge for each hose connection fittings that is not returned			
	Scale drawing must be provided for location of air connection. Additional labour charges may apply on location of connection			

**LABOUR (SEE NEXT/REVERSE PAGE - CTCC INSTRUCTIONS AND CONDITIONS – UTILITIES - POINT 2 & 2c)**

	Technician Labour (rate to be quoted)			
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**MISCELLANEOUS CHARGES OR SPECIAL REQUIREMENTS**

<b>*SPECIAL REQUIREMENTS OR MISCELLANEOUS CHARGE (Please Print)</b>		
	<b>Subtotal</b>	
	<b>(5%) GST</b>	
	<b>Total</b>	

**\*Note: Extra charges will apply for special connections. Connection prices listed above cover bringing service from the main line to the booth. All work performed within the booth in attaching lines to equipment, if required, will be charged on a time and materials used basis. Please contact Operations Department 403.261.8559 or fax 403.261.8502 for rates.**

**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 \_\_\_\_\_**

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FROM**
  - a) Exhibitor information and method of payment must be filled out completely and clearly.
  - 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 Operations Department 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 Operations Department of the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. No exceptions.
  - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
  - c) **Labour Rates** – Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the overtime rate. Services are provided in the most convenient manner for the CTCC Technicians. 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 services. All orders must be placed individually
  - b) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
  - c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
  - d) All equipment must conform to all federal, provincial, and local regulations and fire codes.
  
- 4) **EQUIPMENT PROCEDURES**
  - a) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC.
  - b) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Additional charges will apply for rental equipment that is damaged or not returned.
  - c) There will be a labour charge to move/change location of already installed utilities.
  
- 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 if 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 date. Personal cheque must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
  - e) **REFUNDS**: Services ordered, installed but not used will not be refunded.
  - f) **SERVICE CHARGE(S)**: There will be a \$25.00 service charge for NSF cheque declined or incorrect credit card information.
  
- 6) **CANCELLATION, CLAIMS AND DISCREPANCIES POLICY**
  - a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
  - 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, telecommunication (data, internet, telephone, satellite services and cabling), sign banner installation and utility services within our facility.
  - b) The CTCC is operated by the Calgary Convention Centre Authority.