

# Exhibitor Order Forms Now On-line

2017



**enercare  
centre**

Exhibition Place, 100 Princes' Blvd.  
Suite 1  
Toronto, Ontario, Canada M6K 3C3  
Tel: (416) 263-3064  
Fax: (416) 263-3069  
Web: [www.explace.on.ca](http://www.explace.on.ca)

Now you can order your Enercare Centre Exhibitor Booth Services quickly and easily on-line! Please have a valid credit card available to complete your transaction.

Every order will receive an e-mailed confirmation sent directly to your computer summarizing each item, the cost and applicable taxes for your records.

## HERE IS YOUR LOG-IN INFORMATION:

Show: **National Home Show/ Canada Blooms**  
Show Dates: **March 9th - March 18th, 2018**

ADVANCED RATE DUE DATE:  
**WEDNESDAY FEBRUARY 23rd, 2018**

### Directions:

Log-on to the Exhibition Place website at  
[www.explace.on.ca](http://www.explace.on.ca)

Click on the "Planning" tab on the Home page and click on "Exhibitor Services"

Select your specific show and put your booth # in.

**Show Password is no longer required to order online.**

Questions? E-mail the Exhibitor Services Department at [exhibitorservices@enercarecentre.com](mailto:exhibitorservices@enercarecentre.com) or call us at 416-263-3064 during regular business hours.

We'd be pleased to assist you!

# HOUSE KEEPING SERVICES

National Home Show/ Canada Blooms  
 March 9th - March 18th, 2018  
 Exhibition Place

FAX OR EMAIL ORDER FORM TO:

Exhibitor Services Dept., Enercare Centre

Exhibition Place, 100 Princes' Blvd. Suite 1, Toronto, ON M6K 3C3

Tel: (416) 263-3064

Fax: (416) 263-3069

Email: [exhibitorservices@enercarecentre.com](mailto:exhibitorservices@enercarecentre.com)



Exhibiting Firm Name: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Booth Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

HOW TO ORDER: To qualify for the **ADVANCED** discount rate, completed order form with full payment must be received prior to **WEDNESDAY FEBRUARY 23rd, 2018**. All order forms received after this date will be subject to STANDARD RATE pricing. No exceptions. Read Terms & conditions.

SERVICES	BOOTH SQ. FT.	ADVANCED	STANDARD	AMOUNT
Nightly Cleaning: 540 square feet & under		\$ 0.77	\$ 0.90	
Nightly Cleaning: 541 - 1,040 sq. ft.		\$ 0.73	\$ 0.88	
Nightly Cleaning: 1,041 - 1,540 sq. ft.		\$ 0.67	\$ 0.79	
Nightly Cleaning: 1,541 & over		\$ 0.60	\$ 0.77	
One-Time Cleaning: light dusting, garbage removal and vacuuming or floor wash where applicable.		\$ 0.41	\$ 0.49	
One-Time Cleaning: Carpet Shampoo (Requires time to dry)		\$ 0.69	\$ 0.81	
One-Time Cleaning: Steam Clean		\$ 0.80	\$ 0.96	
<b>NOTE:</b> One-Time Cleaning: Completed prior to first day of show opening. Carpet Shampoo and Steam cleaning done nightly before show. Nightly Cleaning: Completed everyday of show. Includes light dusting, garbage removal and vacuuming or floor wash where applicable.				<b>SUB TOTAL</b>  <b>HST 13%</b>  <b>GRAND TOTAL</b>

**FLOORING:** Please indicate type of flooring (X)

Vinyl  Wood  Aluminum

Carpet  Leather  Other \_\_\_\_\_

**PAYMENT:** Order must be accompanied by full payment in Canadian Funds. Incomplete order forms will not be processed and will be subject to Standard Rate Pricing. Orders received after the due date above are subject to standard rate pricing and will be charged accordingly. Certified Cheques are payable to **EXHIBITION PLACE**.

CREDIT CARD # EXPIRY: MONTH YEAR

Certified cheque Mastercard  
 Visa Amex

\_\_\_\_\_  
 Cardholder's Signature Print Name of Card Holder

I authorize charging any unpaid balance to my credit card

ENERCARE CENTRE OFFICE USE ONLY: 2017 HST#R119396976

ORDER # **03639 14223** 7-10 days

## TERMS & CONDITIONS

1. PAYMENT in Canadian Funds or credit card must accompany all orders PRIOR to delivery of services in accordance with the applicable rate schedule. Due to the temporary nature of the installations, all claims / disputes must be brought to the attention of the Exhibitor Services Order Desk PRIOR to the move-out of the show/event. No service(s) will be provided without payment in full. NO EXCEPTIONS. On-Site payments prior to the scheduled move-in date(s) of your show/event are welcome by appointment. Please contact our office in advance.
2. ALL ORDERS MUST BE RECEIVED by the Exhibitor Services Department, in accordance with the date specified on the reverse side to qualify for the ADVANCED DISCOUNT Rates. NO EXCEPTIONS.
3. EXHIBITOR APPOINTED CONTRACTORS are ultimately the responsibility of the exhibiting firm. In the event that an appointed contractor does not meet any of the terms and conditions set herein; the exhibiting firm will be held liable.
4. DELIVERIES must be coordinated through your show/event manager. Exhibition Place does not accept responsibility for deliveries relating to booth set-up or material(s) shipped for sale or distribution.
5. HELIUM inflatables are NOT PERMITTED.
6. GAS TANKS IN MOTORIZED VEHICLES used for display within the facility MUST be filled as close to the  $\frac{3}{4}$  full mark as possible and have a locked gas cap. The battery must be disconnected.
7. Exhibition Place HAS AGREEMENTS WITH SEVERAL UNIONS; therefore, please ensure that all operations and procedures conform to union agreements.
8. INSTALLATIONS include delivery of service to the booth in the most convenient manner as determined by Exhibition Place, unless otherwise specified in advance. Please Note that additional labour charges will apply to special placement or relocation of services, please include booth lay-out. On-Site orders will be subject to review to confirm access and feasibility.
9. RENTAL EQUIPMENT must be used for the sole purpose for which is the equipment was manufactured and intended to be used. Any and all variances from intended application(s) are subject to safety inspection approval by a certified professional safety engineer. Sub-Leasing or Sub-Letting is NOT permitted.
10. FREE ACCESS TO THE EQUIPMENT must be maintained for the purpose of inspecting its use and separation. Exhibition Place's Management Team reserves the right to repossess the equipment at its discretion.
11. THE EXHIBITOR IS RESPONSIBLE for ensuring that all rental equipment is returned 1.0 hour after show close in the same condition in which it was received notwithstanding REASONABLE wear and tear and further agrees to accept any and all charges to restore equipment to its original condition.
12. IF THE EQUIPMENT IS LOST OR STOLEN while in the possession of the exhibitor, the exhibitor agrees to charged amounts which equal the current replacement value of the equipment in addition to rental charges accrued until payment is received. Exhibitor also assumes responsibility for any rented equipment that is DAMAGED during the rental period at an additional cost to cover repair(s) to the item(s) that will be determined at the discretion of Exhibition Place.
13. DEPOSIT for Telecommunications services and equipment is required prior to delivery / installation. All accounts to be settled upon close of show. In some cases, all charges may not be tabulated at that time, in which case refunds will be issued within 4 – 6 weeks, of show / event close. Any outstanding balances are payable upon receipt.
14. SHARING / BORROWING SERVICE is NOT permitted at Exhibition Place. As such, random audits are performed regularly to deter this practice. Exhibitors found using services without an order will be subject to the applicable standard rate(s).
15. SAFETY REGULATIONS: The Electrical Safety Authority currently enforces Rule 2-022 of the Electrical Safety Code, stipulating that any and all equipment energized, displayed and / or offered for sale MUST BE APPROVED. All electrical / mechanical equipment must conform to the Canadian Standards Association and Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. NOTE: Exhibition Place and its governing agents are fully committed to the safety and well being of all visitors and employees. As such, Exhibition Place's Management Team reserves the right to investigate any and all cause for concern that may put safety at risk.
16. ONLY AN AUTHORIZED exclusive electrical Technician provider of Exhibition Place is permitted to do any wiring in the facility. Delivery of ALL data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by Exhibition Place. No electrical / mechanical equipment shall be energized if failure is detected until an authorized electrician or technician has investigated and corrected the source of the malfunction.
17. ALL MATERIAL furnished by Exhibition Place for this service order shall remain the property of Exhibition Place, and shall be removed ONLY by Exhibition Place Personnel. Please ensure that all rental equipment is accounted for.
18. INSTALLATIONS that need to be re-located are subject to a relocation fee.
19. RATES quoted for service include delivery of service(s) in the most convenient manner and DO NOT include special wiring , testing, overhead drops and / or special placement of communications services. Labour may be ordered through the Exhibitor Services Department at an additional cost.
20. ADDITIONAL LABOUR will be charge in one-hour increments in accordance with the current labour rates.
21. SERVICE(S) will be disconnected on the last day of the show/event, one hour after the official closing time.
22. ALTERATIONS TO FLOOR COVERINGS: Exhibition Place will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. CANCELLATIONS / CHANGES: Notification of cancellation / change must be received in writing a minimum of seven (7) days PRIOR to scheduled opening date. There will be a \$50.00 administration fee for all refunds requested. Cancellations after the deadline will be subject to full rental charges. Credit will not be given for equipment / connections installed and not used.
23. UNPAID BALANCES: Any balance(s) outstanding after the Move-OUT period will be charged to the exhibitor's credit card. Exhibition Place reserves the right to apply a finance charge to unpaid balances after 30 days at 1.5% per month , equivalent to 18.0% per year. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and the attorney's fees expended or incurred by Exhibition Place or Exhibition Place in connection therewith. There will be a \$20.00 charge for returned payments.
24. DISCLAIMER: Exhibition Place will not be responsible for any labour strikes, accidents, fires, an Act of God or delays beyond our control, including power surges, spikes or loss of power. Exhibition Place accepts no responsibility for direct or indirect damages to exhibits or booths in regards to rented items.
25. NON-DISCLOSURE: Customer Account information will not be disclosed to third parties without your consent except as permissible by law and our policy.
26. NOTICE OF COLLECTION: The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 406 (2). The information will be used to process your application and identify service requirements. Questions about this collection can be directed to the Freedom of Information Coordinator, 100 Princes' Blvd., Suite 1 Exhibition Place, Toronto Ontario, M6K 3C3 or by phone at 416-263-3658.

# INDOOR INTERNET & COMPUTER RENTALS ORDER FORM

FAX OR EMAIL ORDER FORM TO:



Exhibitor Services Dept., Enercare Centre  
 Exhibition Place, 100 Princes' Blvd. Suite 1, Toronto, ON M6K 3C3  
**Tel:(416)263-3064 Fax: (416)263-3069**  
**Email: exhibitorservices@enercarecentre.com**

**National Home Show/ Canada Blooms**  
**March 9th - March 18th, 2018**  
**Exhibition Place**

Exhibiting Firm Name: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Booth Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

HOW TO ORDER: To qualify for the **ADVANCED** discount rate, completed order form with full payment must be received prior to **WEDNESDAY FEBRUARY 23rd, 2018**. All order forms received after this date will be subject to STANDARD RATE pricing. No exceptions!  
 Read Terms & conditions.

HIGH SPEED CONNECTIONS:	ADVANCE			STANDARD			QTY	AMOUNT
	UNIT \$	HST (13%)	PRICE	UNIT \$	HST (13%)	PRICE		
(QuickNET) INTERNET VIA ETHERNET [PRIVATE IP] -(1) IP ADDRESS INCLUDING DYNAMICALLY ALLOCATED PRIVATE IP	\$ 585.25	\$ 76.08	\$ 661.33	\$ 731.50	\$ 95.10	\$ 826.60		
EACH QUICK NET ADDITIONAL PRIVATE IP ADDRESSES, IN EXCESS OF 1 (INCLUDING ABOVE)	\$ 106.25	\$ 13.81	\$ 120.06	\$ 132.75	\$ 17.26	\$ 150.01		
(ProNET) INTERNET VIA ETHERNET [PUBLIC IP] -(2) IP ADDRESSES INCLUDING STATIC PUBLIC IP's	\$ 840.50	\$ 109.27	\$ 949.77	\$ 1,050.50	\$ 136.57	\$ 1,187.07		
EACH ADDITIONAL ProNET PUBLIC IP ADDRESSES, IN EXCESS OF 2 (INCLUDING ABOVE)	\$ 159.75	\$ 20.77	\$ 180.52	\$ 199.50	\$ 25.94	\$ 225.44		
Each Additional per device fee	\$ 106.25	\$ 13.81	\$ 120.06	\$ 132.75	\$ 17.26	\$ 150.01		
ETHERNET NETWORKING - INCLUDES 2 LOCATIONS POINT TO POINT	\$ 475.00	\$ 61.75	\$ 536.75	\$ 594.00	\$ 77.22	\$ 671.22		
WIRELESS INTERNET ACCESS:	UNIT \$	HST (13%)	PRICE	UNIT \$	HST (13%)	PRICE	QTY	AMOUNT
WIFI LITE – (TWO CONNECTIONS PER ORDER)	\$ 365.25	\$ 47.48	\$ 412.73	\$ 456.25	\$ 59.31	\$ 515.56		
WIFI PRO (COMES WITH 1 ACCESS only) CAN SUPPORT UP TO 5 DEVICES PER SERVICE-must order below	\$ 575.25	\$ 74.78	\$ 650.03	\$ 719.00	\$ 93.47	\$ 812.47		
EACH ADDITIONAL ACCESS FEE FOR WIFI PRO (MUST ORDER ABOVE FIRST)	\$ 106.25	\$ 13.81	\$ 120.06	\$ 133.00	\$ 17.29	\$ 150.29		

SPECIALTY SERVICES - PLEASE CALL EXHIBITOR SERVICES AT 416-263-3064.

EQUIPMENT RENTALS:	UNIT \$	HST (13%)	PRICE	UNIT \$	HST (13%)	PRICE	QTY	AMOUNT
DESKTOP COMPUTER (No Monitor)	\$ 357.00	\$ 46.41	\$ 403.41	\$ 445.75	\$ 57.95	\$ 503.70		
LAPTOP RENTAL	\$ 408.00	\$ 53.04	\$ 461.04	\$ 510.00	\$ 66.30	\$ 576.30		
24" LCD MONITOR	\$ 221.25	\$ 28.76	\$ 250.01	\$ 276.75	\$ 35.98	\$ 312.73		
27" LCD MONITOR	\$ 306.00	\$ 39.78	\$ 345.78	\$ 382.50	\$ 49.73	\$ 432.23		
5-PORT SWITCH	\$ 71.25	\$ 9.26	\$ 80.51	\$ 89.25	\$ 11.60	\$ 100.85		
24-PORT SWITCH	\$ 164.25	\$ 21.35	\$ 185.60	\$ 205.75	\$ 26.75	\$ 232.50		

SALE ITEMS-NEW available at our on-site Order Desk (all items are final sale - no returns please) mouse ps2/usb/optical -\$55.50, 10 ft cat 5e cable & cat 5 patch cable \$21.50, 25 ft cat 5e cable \$31.00 (all prices include applicable taxes). For more information on any of the above services or complete computer / telephone networking: Phone: 416-263-3075 or email: telecom@explace.on.ca

NORTH			GRAND TOTAL
WEST	BOOTH #	EAST	
SOUTH			

**Location Grid of Distribution of Service(s) must be sent in along with this order form. Indicate approximate location of service placement within the booth (x). If necessary, attach additional documentation to ensure accurate placement of service(s). In the event that no location(s) is specified, service(s) will be installed at the most convenient location. Hardware Rentals require signature confirming delivery and acceptance of terms (on reverse side). A \$90.00 charge will apply if relocation of services is required.**

**PAYMENT:** Order must be accompanied by full payment in Canadian Funds. Incomplete order forms will not be processed and will be subject to Standard Rate Pricing. Orders received after the due date above are subject to standard rate pricing and will be charged accordingly. Certified Cheques are payable to **EXHIBITION PLACE**.

CREDIT CARD #

EXPIRY: MONTH YEAR

Certified cheque Mastercard  
 Visa Amex

Cardholder's Signature

Print Name of Card Holder

I authorize charging any unpaid balance to my credit card

ENERCARE CENTRE OFFICE USE ONLY: 2017 HST#R119396976

ORDER #

03639 14225

## TERMS & CONDITIONS

1. PAYMENT in Canadian Funds or credit card must accompany all orders PRIOR to delivery of services in accordance with the applicable rate schedule. Due to the temporary nature of the installations, all claims / disputes must be brought to the attention of the Exhibitor Services Order Desk PRIOR to the move-out of the show/event. No service(s) will be provided without payment in full. NO EXCEPTIONS. On-Site payments prior to the scheduled move-IN date(s) of your show/event are welcome by appointment. Please contact our office in advance.
2. ALL ORDERS MUST BE RECEIVED by the Exhibitor Services Department, in accordance with the date specified on the reverse side to qualify for the ADVANCED DISCOUNT Rates. NO EXCEPTIONS.
3. EXHIBITOR APPOINTED CONTRACTORS are ultimately the responsibility of the exhibiting firm. In the event that an appointed contractor does not meet any of the terms and conditions set herein; the exhibiting firm will be held liable.
4. INTERNET SERVICES ARE PROVIDED WITHOUT ANY WARRANTIES. Exhibition Place and its internet service provider are unable to guarantee uninterrupted service, or that the information accessed through the web will be free from worms, viruses, Trojan Horses or other harmful malware. Exhibition Place shall have no liability whatsoever for claims, losses, actions, damages, suits or proceedings resulting from other users accessing your hardware; security breaches; eavesdropping; interception of traffic being sent or received. Nor shall the NTC, hold any liability for the loss or deletion of files, errors, defects, delays in operation and transmissions. The Service speed can vary depending on location, line quality, inside wiring, Internet traffic, and other factors beyond the control of Exhibition Place. Exhibition Place provides the service on a "best effort" standard and does not guarantee upload or download speeds. Users agree not to post or transmit any unlawful, threatening, abusive, libelous, defamatory, profane, obscene, pornographic or racist information/material of any kind.
5. SHARING / BORROWING SERVICE is NOT permitted at Exhibition Place. Exhibitors found using services without an order will be subject to the standard rate.
6. SAFETY REGULATIONS: The Electrical Safety Authority currently enforces Rule 2-022 of the Electrical Safety Code, stipulating that any and all equipment energized, displayed and / or offered for sale MUST BE APPROVED. All electrical / mechanical equipment must conform to the Canadian Standards Association and Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. NOTE: Exhibition Place and its governing agents are fully committed to the safety and well being of all visitors and employees. As such, Exhibition Place's Management Team reserves the right to investigate any and all cause for concern that may put safety at risk.
7. ONLY AN AUTHORIZED exclusive electrical Technician provider of Exhibition Place is permitted to do any wiring in the facility. Delivery of ALL data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by Exhibition Place. No electrical / mechanical equipment shall be energized if failure is detected until an authorized electrician or technician has investigated and corrected the source of the malfunction.
8. ALL MATERIAL furnished by Exhibition Place for this service order shall remain the property of Exhibition Place, and shall be removed ONLY by Exhibition Place Personnel.
9. INSTALLATIONS that need to be re-located are subject to a \$90.00 fee.
10. RATES quoted for service include delivery of service(s) in the most convenient manner and DO NOT include special wiring , testing, overhead drops and / or special placement of communications services. Labour may be ordered through the Exhibitor Services Department at an additional cost.
11. ADDITIONAL LABOUR will be charge in one-hour increments. The current labour rate is \$90.00 per hour for both telecommunications and computer services.
12. TELEPHONE SERVICE(S) will be disconnected on the last day of the show/event, one hour after the official closing time.
13. INTERNET SERVICE(S) does not include Computer or Hardware Rentals.
14. INVENTORY OF COMPUTER HARDWARE IS LIMITED and provided on a "first come – first served" basis. Exhibitors are encouraged to forward orders in advance to reserve equipment.
15. COMPUTER and HARDWARE RENTALS require signature accepting delivery and terms of rental. Exhibitor is responsible for retrieval and safe return of rented equipment the Order Desk, within ONE (1) HOUR after the official closing time. Exhibitor assumes responsibility for any rented equipment that is lost or damaged during the rental period at an additional cost that will be determined at the discretion of Exhibition Place.
16. ALTERATIONS TO FLOOR COVERINGS: Exhibition Place will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth.
17. CHANGES to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
18. CANCELLATIONS: Notification of cancellation must be received in writing a minimum of seven (7) days PRIOR to scheduled opening date. There will be a \$50.00 administration fee for all refunds requested. Cancellations after the deadline will be subject to full rental charges. Credit will not be given for equipment / connections installed and not used.
19. UNPAID BALANCES: Any balance(s) outstanding after the Move-OUT period will be charged to the exhibitor's credit card. Exhibition Place reserves the right to apply a finance charge to unpaid balances after 30 days at 1.5% per month, equivalent to 18.0% per year. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and the attorney's fees expended or incurred by Exhibition Place or Exhibition Place in connection therewith. There will be a \$20.00 charge for returned payments.
20. DISCLAIMER: Exhibition Place will not be responsible for any labour strikes, accidents, fires, an Act of God or delays beyond our control, including power surges, spikes or loss of power. Exhibition Place accepts no responsibility for direct or indirect damages to booths in regards to rented items.
21. NON-DISCLOSURE: Customer Account information will not be disclosed to third parties without your consent except as permissible by law and our policy.
22. NOTICE OF COLLECTION: The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 406 (2). The information will be used to process your application and identify service requirements. Questions about this collection can be directed to the Freedom of Information Coordinator, 100 Princes' Blvd., Suite 1 Exhibition Place, Toronto Ontario, M6K 3C3 or by phone at 416-263-3658.

# INDOOR TELECOMMUNICATION SERVICES ORDER FORM



**National Home Show/ Canada Blooms**  
**March 9th - March 18th, 2018**  
**Exhibition Place**

**FAX OR EMAIL ORDER FORM TO:**  
 Exhibitor Services Dept., Enercare Centre  
 Exhibition Place, 100 Princes' Blvd. Suite 1, Toronto, ON M6K 3C3  
**Tel: (416)263-3064 Fax: (416)263-3069**  
**Email: exhibitorservices@enercarecentre.com**

Exhibiting Firm Name: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_ Booth Number(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

HOW TO ORDER: To qualify for the **ADVANCED** discount rate, completed order form with full payment must be received prior to **WEDNESDAY FEBRUARY 23rd, 2018**. All order forms received after this date will be subject to STANDARD RATE pricing. No exceptions! Read Terms & conditions.

SERVICES	ADVANCED			STANDARD			Qty	AMOUNT		
	UNIT \$	HST (13%)	Price	UNIT \$	HST (13%)	Price				
<b>Local Calling Single Line Service</b> Phone Set is additional with deposit (refundable with return of handset). Long Distance enabled with deposit, see below, (unused portion is refundable). <b>To access an outside line dial '9' first.</b>	\$ 234.50	\$ 30.49	\$ <b>264.99</b>	\$ 293.25	\$ 38.12	\$ <b>331.37</b>				
<b>Long Distance deposit</b> (unused portion, less applicable tax is refundable) <b>*Do not add taxes to \$150.00 deposit</b>	\$ 150.00	N/A	\$ <b>150.00</b>	\$ 150.00	N/A	\$ <b>150.00</b>				
<b>Phone Set deposit</b> (refundable with return of phone set) <b>*Do not add taxes to \$100.00 deposit.</b>	\$ 100.00	N/A	\$ <b>100.00</b>	\$ 100.00	N/A	\$ <b>100.00</b>				
Voice Mail	\$ 21.50	\$ 2.80	\$ <b>24.30</b>	\$ 26.50	\$ 3.45	\$ <b>29.95</b>				
Call Waiting	\$ 21.50	\$ 2.80	\$ <b>24.30</b>	\$ 26.50	\$ 3.45	\$ <b>29.95</b>				
<b>ISDN (Note: this is not an internet service)</b>	\$ 515.50	\$ 67.02	\$ <b>582.52</b>	\$ 644.75	\$ 83.82	\$ <b>728.57</b>				
All phone services are high quality NON-VOIP. Telephone sets are to be retrieved from the Order Desk during the move-in of your show and returned to the Order Desk within one (1) hour of show / event close. Deposits are refundable providing that handset(s) are returned in acceptable condition and that long distance charges do not meet or exceed the total deposit. Please allow 4 – 6 weeks for refund. To access an outside line dial '9'. For more information on any of the above services or complete computer / telephone networking: Phone: 416-263-3075 or email: telecom@explace.on.ca							NORTH		<b>GRAND TOTAL</b>	
							WEST	BOOTH #		EAST
							SOUTH			

**Location Grid of Distribution of Service(s) must be sent in along with this order form. Indicate approximate location of service placement within the booth (x). If necessary, attach additional documentation to ensure accurate placement of service(s). In the event that no location(s) is specified, service(s) will be installed at the most convenient location. Hardware Rentals require signature confirming delivery and acceptance of terms (on reverse side). A \$90.00 charge will apply if relocation of services is required.**

**PAYMENT:** Order must be accompanied by full payment in Canadian Funds. Incomplete order forms will not be processed and will be subject to Standard Rate Pricing. Orders received after the due date above are subject to standard rate pricing and will be charged accordingly. Certified Cheques are payable To EXHIBITION PLACE.

Certified cheque
  Mastercard  
 Visa
  Amex

\_\_\_\_\_  
 Cardholder's Signature
 \_\_\_\_\_  
 Print Name of Card Holder  
 I authorize charging any unpaid balance to my credit card

**ENERCARE CENTRE OFFICE USE ONLY: 2017 HST#R119396976**  
 ORDER #

## TERMS & CONDITIONS

1. PAYMENT in Canadian Funds or credit card must accompany all orders PRIOR to delivery of services in accordance with the applicable rate schedule. Due to the temporary nature of the installations, all claims / disputes must be brought to the attention of the Exhibitor Services Order Desk PRIOR to the move-out of the show/event. No service(s) will be provided without payment in full. NO EXCEPTIONS. On-Site payments prior to the scheduled move-IN date(s) of your show/event are welcome by appointment. Please contact our office in advance.
2. ALL ORDERS MUST BE RECEIVED by the Exhibitor Services Department, in accordance with the date specified on the reverse side to qualify for the ADVANCED DISCOUNT Rates. NO EXCEPTIONS.
3. EXHIBITOR APPOINTED CONTRACTORS are ultimately the responsibility of the exhibiting firm. In the event that an appointed contractor does not meet any of the terms and conditions set herein; the exhibiting firm will be held liable.
4. DEPOSIT for Telecommunications services and equipment is required prior to delivery / installation. All accounts to be settled upon close of show. In some cases, all charges may not be tabulated at that time, in which case refunds will be issued within 4 – 6 weeks, of show / event close. Any outstanding balances are payable upon receipt.
5. TOLL RESTRICTIONS in the amount of the deposit received may be placed upon each line ordered at the discretion of the operator. Larger toll limits must be arranged through Exhibitor Services prior to installation.
6. TELEPHONE INSTRUMENTS are to be picked up at the Exhibitor Services Order Desk. At that time, credit card verification shall be required. All long distance charges from the first move-in date through the last move-out date shall be the exhibitor's responsibility. All telephones and equipment supplied by Exhibition Place MUST be returned to the Exhibitor Services Department within 1.0 hour of show / event official closing time.
7. SHARING / BORROWING SERVICE is NOT permitted at Exhibition Place. As such, random audits are performed regularly to deter this practice. Exhibitors found using services without an order will be subject to the applicable standard rate(s). Applicable rates apply regardless of duration of show/event, i.e., one day events are subject to the same applicable rates as those contracted on consecutive days.
8. SAFETY REGULATIONS: The Electrical Safety Authority currently enforces Rule 2-022 of the Electrical Safety Code, stipulating that any and all equipment energized, displayed and / or offered for sale MUST BE APPROVED. All electrical / mechanical equipment must conform to the Canadian Standards Association and Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. NOTE: Exhibition Place and its governing agents are fully committed to the safety and well being of all visitors and employees. As such, Exhibition Place's Management Team reserves the right to investigate any and all cause for concern that may put safety at risk.
9. ONLY AN AUTHORIZED exclusive electrical Technician provider of Exhibition Place is permitted to do any wiring in the facility. Delivery of ALL data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by Exhibition Place. No electrical / mechanical equipment shall be energized if failure is detected until an authorized electrician or technician has investigated and corrected the source of the malfunction.
10. ALL MATERIAL furnished by Exhibition Place for this service order shall remain the property of Exhibition Place, and shall be removed ONLY by Exhibition Place Personnel.
11. INSTALLATIONS that need to be re-located are subject to a \$90.00 fee.
12. RATES quoted for service include delivery of service(s) in the most convenient manner and DO NOT include special wiring , testing, overhead drops and / or special placement of communications services. Labour may be ordered through the Exhibitor Services Department at an additional cost.
13. ADDITIONAL LABOUR will be charge in one-hour increments. The current labour rate is \$90.00 per hour for both telecommunications and computer services.
14. TELEPHONE SERVICE(S) will be disconnected on the last day of the show/event, one hour after the official closing time.
15. ALTERATIONS TO FLOOR COVERINGS: Exhibition Place will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth.
16. CHANGES to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
17. CANCELLATIONS: Notification of cancellation must be received in writing a minimum of seven (7) days PRIOR to scheduled opening date. There will be a \$50.00 administration fee for all refunds requested. Cancellations after the deadline will be subject to full rental charges. Credit will not be given for equipment / connections installed and not used.
18. UNPAID BALANCES: Any balance(s) outstanding after the Move-OUT period will be charged to the exhibitor's credit card. Exhibition Place reserves the right to apply a finance charge to unpaid balances after 30 days at 1.5% per month, equivalent to 18.0% per year. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and the attorney's fees expended or incurred by Exhibition Place or Exhibition Place in connection therewith. There will be a \$20.00 charge for returned payments.
19. DISCLAIMER: Exhibition Place will not be responsible for any labour strikes, accidents, fires, an Act of God or delays beyond our control, including power surges, spikes or loss of power. Exhibition Place accepts no responsibility for direct or indirect damages to exhibits or booths in regards to rented items.
20. NON-DISCLOSURE: Customer Account information will not be disclosed to third parties without your consent except as permissible by law and our policy.
21. NOTICE OF COLLECTION: The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 406 (2). The information will be used to process your application and identify service requirements. Questions about this collection can be directed to the Freedom of Information Coordinator, 100 Princes' Blvd., Suite 1 Exhibition Place, Toronto Ontario, M6K 3C3 or by phone at 416-263-3658.







## TERMS & CONDITIONS

1. Payment in Canadian Funds or credit card must accompany all orders PRIOR to delivery of services in accordance with the applicable rate schedule. Due to the temporary nature of the installations, all claims / disputes must be brought to the attention of the Exhibitor Services Order Desk PRIOR to the move-out of the show/event. No service(s) will be provided without payment in full. NO EXCEPTIONS. On-Site payments prior to the scheduled move-IN date(s) of your show/event are welcome by appointment. Please contact our office in advance.
2. ALL ORDERS MUST BE RECEIVED by the Exhibitor Services Department, in accordance with the date specified on the reverse side to qualify for the ADVANCED DISCOUNT Rates. NO EXCEPTIONS.
3. EXHIBITOR APPOINTED CONTRACTORS are ultimately the responsibility of the exhibiting firm. In the event that an appointed contractor does not meet any of the terms and conditions set herein; the exhibiting firm will be held liable.
4. DELIVERIES must be coordinated through your show/event manager. Exhibition Place does not accept responsibility for deliveries relating to booth set-up or material(s) shipped for sale or distribution.
5. HELIUM inflatables are NOT PERMITTED.
6. GAS TANKS IN MOTORIZED VEHICLES used for display within the facility MUST be filled as close to the ¾ full mark as possible and have a locked gas cap. The battery must be disconnected.
7. Exhibition Place HAS AGREEMENTS WITH SEVERAL UNIONS; therefore, please ensure that all operations and procedures conform to union agreements.
8. INSTALLATIONS include delivery of service to the booth in the most convenient manner as determined by Exhibition Place, unless otherwise specified in advance. Please Note that additional labour charges will apply to special placement or relocation of services, please include booth lay-out. On-Site orders will be subject to review to confirm access and feasibility.
9. RENTAL EQUIPMENT must be used for the sole purpose for which is the equipment was manufactured and intended to be used. Any and all variances from intended application(s) are subject to safety inspection approval by a certified professional safety engineer. Sub-Leasing or Sub-Letting is NOT permitted.
10. FREE ACCESS TO THE EQUIPMENT must be maintained for the purpose of inspecting its use and separation. Exhibition Place's Management Team reserves the right to repossess the equipment at its discretion.
11. THE EXHIBITOR IS RESPONSIBLE for ensuring that all rental equipment is returned 1.0 hour after show close in the same condition in which it was received notwithstanding REASONABLE wear and tear and further agrees to accept any and all charges to restore equipment to its original condition.
12. IF THE EQUIPMENT IS LOST OR STOLEN while in the possession of the exhibitor, the exhibitor agrees to charged amounts which equal the current replacement value of the equipment in addition to rental charges accrued until payment is received. Exhibitor also assumes responsibility for any rented equipment that is DAMAGED during the rental period at an additional cost to cover repair(s) to the item(s) that will be determined at the discretion of Exhibition Place.
13. SHARING / BORROWING SERVICE is NOT permitted at Exhibition Place. As such, random audits are performed regularly to deter this practice. Exhibitors found using services without an order will be subject to the applicable standard rate(s). Applicable rates apply regardless of duration of show/event, i.e., one day events are subject to the same applicable rates as those contracted on consecutive days.
14. SAFETY REGULATIONS: The Electrical Safety Authority currently enforces Rule 2-022 of the Electrical Safety Code, stipulating that any and all equipment energized, displayed and / or offered for sale MUST BE APPROVED. All electrical / mechanical equipment must conform to the Canadian Standards Association and Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. NOTE: Exhibition Place and its governing agents are fully committed to the safety and well being of all visitors and employees. As such, Exhibition Place's Management Team reserves the right to investigate any and all cause for concern that may put safety at risk.
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16. ALL MATERIAL furnished by Exhibition Place for this service order shall remain the property of Exhibition Place, and shall be removed ONLY by Exhibition Place Personnel. Please ensure that all rental equipment is accounted for.
17. INSTALLATIONS that need to be re-located are subject to a relocation fee.
18. RATES quoted for service include delivery of service(s) in the most convenient manner and DO NOT include special wiring , testing, overhead drops and / or special placement of communications services. Labour may be ordered through the Exhibitor Services Department at an additional cost.
19. ADDITIONAL LABOUR will be charge in one-hour increments in accordance with the current labour rates.
20. ALTERATIONS TO FLOOR COVERINGS: Exhibition Place will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth.
21. UNPAID BALANCES: Any balance(s) outstanding after the Move-OUT period will be charged to the exhibitor's credit card. Exhibition Place reserves the right to apply a finance charge to unpaid balances after 30 days at 1.5% per month , equivalent to 18.0% per year. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and the attorney's fees expended or incurred by Exhibition Place or Exhibition Place in connection therewith. There will be a \$20.00 charge for returned payments.
22. CANCELLATIONS / CHANGES: Notification of cancellation / change must be received in writing a minimum of seven (7) days PRIOR to scheduled opening date. There will be a \$50.00 administration fee for all refunds requested. Cancellations after the deadline will be subject to full rental charges. Credit will not be given for equipment / connections installed and not used.
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