

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G 0P3

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:		FEBRUARY 2, 2012	
NAME OF SHOW:	CALGARY CITY TEACHERS CONVENTION 2012	Event ID	8602
EXHIBITOR INFORMATION		METHOD OF PAYMENT (GST # R122089576)	
Booth #(s): _____ Show Dates: _____ Company Name: _____ Contact Name: _____ Address: _____ City: _____ Province/State _____ Postal or Zip Code _____ Phone #: _____ Fax #: _____ E-mail: _____		Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Cheque Account #: _____ (please print numbers clearly) Expiry Date (MM/YR): _____ Print Name: _____ (as it appears on the credit card) Authorized Signature: _____	

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

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp - 120 Volt	Standard Outlet	\$80.00	\$ 95.00	
	20 Amp -120 Volt		\$120.00	\$145.00	
	20 Amp - 208 Volt		\$155.00	\$180.00	
	30 Amp - 120 Volt		\$210.00	\$230.00	
	50 Amp - 208 Volt		\$250.00	\$310.00	
	20 Amp 3 Phase - 208 Volt		\$260.00	\$320.00	
	30 Amp 3 Phase - 208 Volt		\$360.00	\$410.00	
	60 Amp 3 Phase - 208 Volt		\$460.00	\$510.00	
	100 Amp 3 Phase - 208 Volt		\$560.00	\$660.00	
	200 Amp 3 Phase - 208 Volt		\$660.00	\$1,060.00	
	400 Amp 3 Phase - 208 Volt		\$1,100.00	1,500.00	

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

	Amps	Phase	Volts	NEMA NUMBER
MSCELLANEOUS CHARGES: Description of Charge				

EQUIPMENT RENTAL - (DUPLIX 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	

LABOUR - (SEE REVERSE next PAGE - CTCC INSTRUCTIONS AND CONDITIONS - ELECTRICAL - POINT 2c, 4b, 4e & 4f)

	Electrician Labour Rate Per Hour- (Min.1 hr) (M-F 0700-1700 \$75.00 per hour, M-F & All Day S & S 1700-0700 - \$112.50, Stat Holidays or Emergency Call In - \$170.00)			
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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

Send Credit Card Receipt <input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/> MAIL _____	Subtotal	
	(5%) GST	
	Total	

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) 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) All electrical connection, installations, assemblies, equipment or motors must conform to all federal, provincial, and local electrical and fire codes.
- 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) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
- e) Only the CTCC Electrician can make electrical connections, disconnections, modify system wiring or cabling.

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 this form with an authorized signature constitutes authorization for the payment of services ordered.
- 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 cheques 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 (\$):** There will be a \$25.00 service charge for NSF cheques, 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.

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS - INTERNET

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
 - a) Exhibitor information and method of payment must be filled out completely and clearly.
 - b) 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 max. 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 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** – CTCC IT Technicians' service hours are Monday to Friday between 7am and 5 pm. Should a technician be required during off hours, service charges may apply. Labour rates for CTCC IT Technicians' will be charged in one-hour increments. 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 AND LIMITATION OF LIABILITY**
 - a) Exhibitors are not permitted to share any type of telecommunication or internet services. All orders must be placed individually.
 - b) All electronic equipment must conform to all federal, provincial and local electrical and fire codes.
 - 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) Exhibitors shall not permit any of its users or other third parties to:
 - i. Restrict or inhibit any other user from using and enjoying the internet. Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any provincial, federal or international law, including without limitation, export control laws and regulations. Post or transmit any information or software that contains a virus, worm or other harmful component.
 - ii. Upload, post, publish, transmit, reproduce or distribute in any way, information, software or other material obtained through the internet which is protected by copyright or other proprietary right, without obtaining permission of the copyright owner or right holder.
 - iii. Abuse or fraudulent use of the internet in any way not specifically set forth above.
 - e) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the CTCC Technician or its internet service provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the CTCC nor its internet service provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the internet is free of viruses, worms, trojan horses or other harmful components.
 - f) Under no circumstances shall the CTCC or its internet service provider be liable for any direct, indirect, incidental, special punitive or consequential damages that result in any way from Exhibitor's or its users' use of or inability to use the service or to access the internet or any part thereof, or Exhibitor's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
- 4) **SERVICES AND EQUIPMENT PROCEDURES**
 - a) **Shared High Speed Internet** – The Internet is a shared environment and as such actual speed will vary.
 - b) **Premium Wireless Internet** – Accessing this connection is dedicated to first computer connected, it is not transferable. The internet is shared environment as such actual speed will vary.
 - c) **Connecting to the Shared High Speed, Premium Wireless, or E10 Internet Connection** - IP address for the Exhibitor's computer will be issued automatically using DHCP/No Proxy Service. It is the responsibility of the Exhibitor to ensure their computer is properly configured for the internet connection.
 - d) **Additional IP Addresses** – All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the CTCC IT Department. To share the connection with more than one computer a hub is required. Client can provide hub or it can be rented from CTCC.
 - e) **Casual Wireless Internet** – SSID for this site is **CTCC-Daily**. Terms and conditions for this service are listed on the internet portal.
 - f) **No active network devices i.e. routers, proxy servers or wireless access points or routers, bridges, etc. are permitted on the shared internet connection.** The E10 service must be ordered and any active network devices i.e. routers, proxy services or wireless access points, bridges, etc. must be approved by the CTCC IT Department. Any use of this equipment without approval will have the service disconnected and will be subject to additional charges.
 - g) Any equipment that is found to be causing disruptions to any part of the CTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the CTCC IT Department. Exhibitor may be subject to additional charges to correct problem.
 - h) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. Exhibitors are responsible for the safekeeping of equipment during the show and returning the CTCC rented equipment at the end of the show.
 - i) **Computer Rental** – The rented computer will not be dropped off in booth until an "Equipment Rental Agreement" is signed by Exhibitor on-site accepting the computer. If the computer is lost or damaged, the replacement cost will be approximately \$2,000.00. No applications or other software may be downloaded or installed on the computer without prior consent. If applications or software are downloaded or installed on computer, additional charges may be applied
 - j) Only the CTCC personnel are authorized to modify system wiring or cabling. Any damage to cables or equipment will be billed to the exhibiting firm, plus an administration fee.
 - k) If requesting internet connections to be placed in particular locations additional labour charges will apply and a detailed drawing must be provided. If cable(s) need to be run under carpets, arrangements must be made with the show services provider to have carpet cut.
 - l) **Internet Service requirements/client responsibilities** – It is the responsibility of the client to provide the following:
 - i. Computers, workstations, etc. Electrical services for your booth, room or service location.
 - ii. Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) or wireless 802.11G network interface card for each computer. Network Driver: (TCP/IP). Proper configuration of computer equipment for TCP/IP Connection.
 - iii. Up-to-date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being suspended until software is installed or activated.
- 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 this form with an authorized signature constitutes authorization for the payment of services ordered.**
 - 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 cheques 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 cheques 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, 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.

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS – TELECOMMUNICATION

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) 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 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 Facilities Department at 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 – Will be charged in one-hour increments. 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 telecommunication services. All orders must be placed individually.
- b) All electronic equipment must conform to all federal, provincial and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.

4) SERVICES AND EQUIPMENT PROCEDURES

- a) Exhibitors will be required to check-in at the Guest Services desk in order to receive dial tone and/or pick-up telephones.
- b) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC.
- c) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Any damage done to cables or equipment will be billed to the exhibiting firm, plus an administration fee. There will be a \$250.00 charge for lost or damaged telephone sets and a \$10.00 charge for connector cords.
- d) Only the CTCC personnel are authorized to modify system wiring or cabling.
- e) There will be a labour charge to move/change location of already installed services.

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 this form with an authorized signature constitutes authorization for the payment of services ordered.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment made by company or personal cheque will only be accepted 14 days prior to first scheduled move-in day. Personal cheques must be certified. Exhibitors requesting long distance on telephone lines must include a deposit of \$100.00 per telephone line ordered in the total of the cheque or include with the cheque a completed credit card authorization form. The balance due over and above the amount of the deposit must be settled at the end of the show. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** Services ordered, installed but not used will not be refunded. Deposits paid by a company cheque will be refunded within thirty (30) days of the show closing. Refunds will be made payable to the exhibiting firm name.
- f) **SERVICE CHARGE (S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.

6) CANCELLATION, CLAIMS AND DISCREPANCIES POLICY

- a) Any telecommunication 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, cabling and satellite services), sign banner installation and utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority

SIGN/BANNER INSTALLATION & DISMANTLING ORDER FORM

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G 0P3
PH 403.261.8559 FX 403.261.8581 E-MAIL shows@calgary-convention.com

The Calgary TELUS Convention Centre is the exclusive provider of signage/banner installation & dismantling. (See reverse/hext page - CTCC Instructions and Conditions - Sign/Banner)

ADVANCE RATE DEADLINE DATE:		FEBRUARY 2, 2012		
NAME OF SHOW:	CALGARY CITY TEACHERS CONVENTION 2012	Event ID	8602	
EXHIBITOR INFORMATION		METHOD OF PAYMENT (GST # R122089576)		
Booth #(s): _____ Show Dates: _____ Company Name: _____ Contact Name: _____ Address: _____ City: _____ Postal or Zip _____ Province/State _____ Code _____ Phone #: _____ Fax #: _____ E-mail: _____		Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Cheque Account #: _____ <p style="text-align: center;">(please print numbers clearly)</p> Expiry Date (MM/YR): _____ Print Name: _____ <p style="text-align: center;">(as it appears on the credit card)</p> Authorized Signature: _____		
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.				
SHIPPING INFORMATION				
All shipments must have the information listed below attached to the outside of each piece of your shipment. Sign/banners must arrive at the CTCC three working days prior to exhibit set-up. Sign/banners to be shipped to: Exhibitor's Company Name, Booth Number and Name of Show c/o Calgary TELUS Convention Centre, Attention: Sign for Maintenance Department 705 - First Street Southeast, Calgary, Alberta, Canada T2G 2G9				
SIGN/BANNER HANGING INSTALLATION				
Description	Quantity	Advance Rate	Regular Rate	Total
Technician and Lift to Hang Banner (minimum 1 hour charge) (Scale drawing must be supplied stating location of signage)	_____ # of hrs required	\$100.00 per hr (min 1 hr)	\$140.00* per hr (min 1 hr)	
Rental of Trusses and/or Chain Fall Rental (price to be quoted) – Description of Equipment:				
Miscellaneous Charges (if required) Description of Charge:				
Number of banners to be hung				
Is sign to be illuminated? Yes / No				
Size of sign/banner				
Weight of sign/banner				
Is sign/banner equipped for hanging? Yes / No				
Scale Drawing Sent? Yes / No				
The above prices do not include hardware. *REGULAR - ADDITIONAL LABOUR CHARGES MAY APPLY			Subtotal	
			(5%) GST	
Send Credit Card Receipt <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Mail _____			Total	

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS – SIGN/BANNER

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) 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 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 Facilities 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** – Will be charged in one-hour increments. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) REGULATIONS

- a) **The CTCC reserves the right to refuse service for situation it deems as unsafe.**
- b) All illuminated signage, assembles, motors or electronic equipment must conform to all federal, provincial and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.

4) SERVICES AND EQUIPMENT PROCEDURES

- a) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. 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.
- b) Only the CTCC personnel are authorized to modify or move signs/banners. Any damage to rented equipment will be billed to the exhibiting firm, plus an administration fee.
- c) There will be a minimum charge of \$150.00 to move/change location of already installed sign/banners.

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 this form with an authorized signature constitutes authorization for the payment of services ordered.
- 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 cheques 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 (\$):** There will be a \$25.00 service charge for NSF cheques declined or incorrect credit card information.

6) CANCELLATION, CLAIMS AND DISCREPANCIES

- 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, 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.

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS - UTILITIES

1) INSTRUCTION FOR PROCESSING THE ORDER FROM

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) 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 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 Facilities 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 this form with an authorized signature constitutes authorization for the payment of services ordered.
- 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 cheques 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 cheques 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.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST
CALGARY, ALBERTA, CANADA T2G OP3 PH:(403) 261-8555 FX (403) 261-8584

NAME OF SHOW: CALGARY CITY TEACHERS CONVENTION 2012

EXHIBITOR INFORMATION	METHOD OF PAYMENT (GST # R89066 6209)
Booth #(s): _____ Show Dates: _____	Payment is made to: Evolution Presentation Technologies
Delivery Time (Client on site): _____	Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Cheque
Company Name: _____	Account #: _____ <small>(please print numbers clearly)</small>
Contact Name: _____	Expiry Date (MM/YR): _____
Address: _____	Print Name: _____ <small>(as it appears on the credit card)</small>
City: _____ Province: _____ Postal Code: _____	Authorized Signature: _____
Phone #: _____	
Fax #: _____	
E-mail: _____	

PAYMENT NOTICE

Fax to Evolution Presentation Technologies (403) 261-8584. All Orders will be Confirmed via fax. Below is a partial list of our inventory, please call (403) 261-8555 for information and pricing on additional equipment. Prices subject to change without notice.

Audio Visual Equipment Detail

Equipment Required	Quantity	Daily Rate	Show Days	Total
VHS OR DVD PLAYER		\$35.00		
22" WIDESCREEN LCD MONITOR		\$250.00		
26" WIDESCREEN COMPUTER/VIDEO MONITOR		\$250.00		
42" LCD SCREEN		\$500.00		
60" PLASMA SCREEN		\$750.00		
PLASMA /LCD FLOOR STAND		\$50.00		
84" PLASMA WALL		\$1750.00		
LCD PROJECTOR, 2600 LUMENS, XGA RESOLUTION		\$350.00		
DLP PROJECTOR, 4500 LUMENS, XGA RESOLUTION		\$600.00		
LAPTOP		\$160.00		
MACBOOK		\$250.00		
60" X 80" TRIPOD SCREEN		\$30.00		
69" X 92" TRIPOD SCREEN		\$35.00		
PROJECTION CART		\$15.00		
POWERED SPEAKER WITH STAND		\$55.00		
WIRELESS MICROPHONE (LAV OR HANDHELD)		\$125.00		
*SPECIAL REQUIREMENTS (Please Print)				
Labour (Delivery, setup, removal)		\$60.00 / Hr		
			Subtotal	
			(5%) GST	
			Total	

*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 Evolution Presentation Technologies at 403.261.8555 or fax: 403.261.8584 for rates.