



ELECTRICAL ORDER FORM

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

PHONE (403) 273-8064 E-MAIL ESS-CTCC@globalconvention.ca

Global Convention Services is the exclusive provider of all electrical services. (See reverse/next page for Instructions and Conditions - Electrical)

EVENT ID: 5428	ADVANCE RATE DEADLINE DATE: June 3, 2024
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NAME OF SHOW: GeoConvention	SHOW DATE(S): June 17-19, 2024
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EXHIBITOR INFORMATION

Booth #(s): _____

Company Name: _____ Contact Name: _____

Address: _____

City: _____ Province/State: _____ Code: _____

Phone #: _____ Ext.: _____ Fax #: _____

Email: _____

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.

ELECTRICAL SERVICES - DUPLEX OUTLETS

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp, 120 Volt, Duplex Outlet	Standard Outlet	\$136.50	\$169.00	
	20 Amp, 120 Volt, Duplex Outlet		\$214.50	\$240.50	

ELECTRICAL SERVICES - SINGLE PHASE SPECIAL POWER

	20 Amp, Single-Phase, 208 Volt		\$325.00	\$422.50	
	30 Amp, Single-Phase, 208 Volt		\$455.00	\$520.00	
	50 Amp, Single-Phase, 208 Volt		\$487.50	\$585.00	

ELECTRICAL SERVICES - 3-PHASE SPECIAL POWER

	20 Amp, 3-Phase, 208 Volt		\$520.00	\$682.50	
	30 Amp, 3-Phase, 208 Volt		\$585.00	\$715.00	
	60 Amp, 3-Phase, 208 Volt		\$715.00	\$845.00	
	100 Amp, 3-Phase, 208 Volt		\$1,072.50	\$1,235.00	
	200 Amp, 3-Phase, 208 Volt		\$1,235.00	\$1,690.00	
	400 Amp, 3-Phase, 208 Volt		\$1,950.00	\$2,275.00	

EQUIPMENT RENTAL (DUPLEX POWER IS NOT INCLUDED IN EQUIPMENT RENTAL)

	Extension Cord (5m) (Flat electrical cords are not available)		\$19.50	\$26.00	
	Power Bar		\$19.50	\$26.00	

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

	M-F 0700-1700 (Minimum 1 Hour)		\$123.50	\$130.00	
	M-F 1700-0700 & All Days S & S (Minimum hours to be quoted)		\$214.50	\$279.50	
	Stat Holidays or Emergency Call In (Minimum 4 Hours)		Price to be Quoted		

SPECIAL REQUIREMENTS (PLEASE CONTACT OPERATIONS AT 403-273-8064 FOR QUOTE ON SPECIAL REQUIREMENTS)

Amps _____ Phase _____ Volts _____ NEMA Number _____

MISCELLANEOUS CHARGES: Description of Charge

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 us.

Subtotal	
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Carry forward "Electrical" total to the "Method of Payment Form". Email both pages to ESS-CTCC@globalconvention.ca

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information must be marked on "Electrical Order Form" and "Services Payment Form".
- b) If paying by credit card, "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for electrical 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 at 403-273-8064, 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 a GCS 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 GCS 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) Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
- c) The use of external power sources i.e. batteries or generators to operate lights or other pieces of equipment must have approval by GCS.
- d) All electrical connection, installations, assemblies, equipment, or motors must conform to all federal, provincial, and local electrical and fire codes.
- e) Exhibitor's equipment must conform to GCS electrical receptacles, any adaptors or transforms required is the responsibility of the exhibitor.
- f) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
- g) GCS reserves the right to refuse service for situations it deems as unsafe.
- h) Only GCS Electrician can make electrical connections, disconnections, modify system wiring or cabling. Unauthorized electrical disconnect, of power above a 15 amp 120-volt outlet, is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the Calgary TELUS Convention Centre staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.

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) GCS 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-amp or for special connections.
- d) Material and equipment provided by GCS for this order shall remain the property of GCS. 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 GCS 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:** GCS 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 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 day. Personal cheque must be certified. Make cheque payable to: Global Convention Services Ltd.
- e) **REFUNDS:** There will be no refunds for services ordered and installed but not used.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheque, 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 GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.

7) EXCLUSIVITY AND LEGAL ENTITY

- a) GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).