

Elegant Wedding Bridal Showcase

Exhibitor Services Department, Le Windsor Salles de Bal
 1170 rue Peel, Montreal QC, H3B-4P2

Phone: (450) 969-2137 Fax: (450) 969-3824

For more information on our facilities and services, please visit us at

www.elegantwedding.ca

ELECTRICTY AND LGHTING SERVICES ORDER FORM

Exhibiting Firm Name: _____

On-Site Contact: _____

Street Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Phone Number: _____ Fax: _____

Email: _____

SIGNATURE _____

To qualify for the advanced discount rate, order- with payment must be received 14 days prior to set up date. All order forms received after this date will be subject to STANDARD RATE pricing.

Electricity Description	Advanced Discount Rate				Standard Rate					
	Unit	GST	PST	Price	Unit	GST	PST	Price	Qty	Total
One order of electricity	\$100	\$5.00	\$7.87	\$112.87	\$150	\$7.50	\$11.81	\$169.31		
Grand Total:										

**Power sharing is NOT permitted at the Elegant Wedding Bridal Showcase.
 Please review terms and conditions noted on reverse side.**

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 noted above, are subject to standard rate pricing and will be charged accordingly. Payment may be made by cash, credit card or certified cheque payable to Elegant Wedding Bridal Showcase. Personal cheques must be certified.

CREDIT CARD #

CSC

EXPIRATION DATE

Card: Visa
 Mastercard
 American Express
 Enclosed Cheque
 Cash

Printed Name of Card Holder: _____

Signed Name of Card Holder: _____

Elegant Wedding Bridal Showcase ELECTRICAL SERVICES TERMS AND 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.

2. ALL ORDERS MUST BE RECEIVED a minimum of fourteen (14) days prior to the first scheduled day of set-up to qualify for the Advance rates. No exceptions.

5. SHARING / BORROWING POWER is not permitted at the Elegant Wedding Bridal Showcase. Exhibitors found using outlets without an order will be subject to the standard rate for outlets used. Wall, column and permanent building outlets are not to be used, regardless of their location in relation to the booth. No exceptions.

6. SAFETY REGULATIONS: The Electrical Safety Authority currently enforces rules 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: Elegant Wedding Bridal Showcase and its governing agents are fully committed to the safety and well being of all visitors and employees. As such, the Elegant Wedding Bridal Showcase Management Team reserves the right to investigate any and all cause for concern that may put safety at risk.

7. ONLY AN AUTHORIZED EWS ELECTRICIAN is permitted to make connections to the facility's electrical distribution system or to any piece of the exhibitors' machinery or equipment. It is the responsibility of the exhibitor to ensure that line supply voltage and phasing are correct prior to energizing the equipment. No electrical / mechanical equipment shall be energized if failure is detected until an authorized electrician or tradesperson has investigated and corrected the source of the malfunction.

8. ALL MATERIAL furnished by the Elegant Wedding Bridal Showcase for this service order shall remain the property of the EWS, and shall be removed only by EWS personnel.

9. INSTALLATIONS will be provided at the back of hall and where practical, unless otherwise specified in advance. Under carpet installations MUST include booth lay-out, showing location of outlets. On-site orders and orders involving other flooring applications, i.e.: tiling, vinyl, aluminum, laminate and wood that limit access will be subject to review to confirm access and feasibility. Overhead installations are not available. Rates listed for overhead installations include delivery to the booth in the most convenient manner as determined by the EWS. Additional labour costs will apply to special placement or relocation of service(s).

10. LIGHTING rentals include electrical power to service Elegant Wedding Bridal Showcase lighting rentals only. Outlets must be ordered to service all other electrical requirements.

11. RATES listed include delivery of service(s) from a main line to booth and do not include connection to equipment / machinery; however, labour may be ordered through the Elegant Wedding Bridal Showcase at an additional cost. Costs associated with service relocations will be charged at \$82.00 per hour. Note: a minimum 1 hour charge (\$82 + tax) applies to all labour requests.

12. ALTERATIONS TO FLOOR COVERINGS: The Elegant Wedding Bridal Showcase will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth.

13. 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 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.

14. UNPAID BALANCES: Any balance(s) outstanding after the move-out period will be charged to the exhibitor's credit card. The Elegant Wedding Bridal Showcase reserves the right to apply a finance charge to unpaid balances after 30 days at 1.5% per month, equivalent to 18% 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 Elegant Wedding Bridal Showcase, and Le Windsor Ballrooms.

15. DISCLAIMER: The Elegant Wedding Bridal Showcase 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.

16. NON-DISCLOSURE: Customer Account information will not be disclosed to third parties without your consent except as permissible by law and our policy.