

**ELECTRICAL SERVICES – ORDER FORM – Page 1 of 2**

Event:	Booth no.:		
Event date:	Contact on-site:		
Company:	Telephone:		
Applicant's name:	Fax:		
Address:	E-mail:		
City:	Prov./State:	Country:	Postal/Zip Code:
<b>Applicant's signature</b> _____		<b>Date:</b> _____	
<b>We have read and accept the conditions on pages 1 &amp; 2 of this order form</b>			

PRICES IN EFFECT FROM APRIL 1, 2008 TO MARCH 31, 2009			At least 7 days before set up date	Less than 7 days before set up date	AMOUNT
	DESCRIPTION	QUANTITY			
3500-106	15 amperes / 120 volts / 1,500 watts	x	\$108,00	\$130,00	=
3500-110	15 amperes / 208 volts / 1 phase	x	\$217,00	\$260,00	=
3500-111	15 amperes / 208 volts / 3 phases	x	\$217,00	\$260,00	=
3500-112	20 amperes / 120 volts / 1 phase	x	\$160,00	\$192,00	=
3500-113	20 amperes / 208 volts / 1 phase	x	\$295,00	\$354,00	=
3500-116	30 amperes / 208 volts / 1 phase	x	\$358,00	\$430,00	=
3500-117	30 amperes / 208 volts / 3 phases	x	\$358,00	\$430,00	=
3500-129	60 amperes / 208 volts / 3 phases	x	\$448,00	\$538,00	=
3500-132	100 amperes / 208 volts / 3 phases	x	\$640,00	\$768,00	=
3500-135	101 to 200 amperes / 208 volts / 3 phases	x	\$831,00	\$997,00	=
3500-138	400 amperes / 208 volts / 3 phases	x	\$1 152,00	\$1 382,00	=
3500-102A	Double quartz 300-watt floods on stand	x	\$100,00	\$120,00	=
		x			=

**ATTENTION – Orders must be received at least seven (7) calendar days before set up date. Any order received after this date will be subject to a 20% surcharge.**

<b>ADVANCED PAYMENT REQUIRED</b>		<b>AMOUNT :</b> =
Telephone : 514-871-5871	<b>Société du Palais des congrès de Montréal</b> 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	<b>FEDERAL TAX (5%) :</b> =
Toll free : <b>1 888 871-5871</b>		<b>SUB TOTAL :</b> =
Fax : 514-868-6622		<b>PROVINCIAL TAX (7,5%) :</b> =
<a href="mailto:infotechno@congresmtl.com">infotechno@congresmtl.com</a>		<b>TOTAL :</b> =

Cheque (CAD or USD)  Pay to the order of **Société du Palais des congrès de Montréal**

Credit Card   MasterCard   VISA   American Express   Diner's Club

Card no.     -     -     -     Expiration date (MM/YY)   /

Cardholder \_\_\_\_\_  
 Cardholder's signature : \_\_\_\_\_

**Calculate your electrical needs, specify the kind of material you would like to plug in, see explanation page 2(a):**

**For booth of 20'x20' and over, a final and appropriate location drawing or plan is required (b).**

**LABOUR FEES APPLY TO CHANGES, RE-POSITIONING OF ELECTRICAL OUTLETS DURING SET UP AND SPECIAL REQUIREMENTS (b) see page 2.** Minimum fee of one (1) hour. To be billed after provision of services.

5500-176	Monday to Friday 7:30 am - 11:30 pm	\$61,50/hour
5500-181	Monday to Friday 11:31 pm - 7:29 am	\$92,25/hour
5500-177	Week ends and holidays	\$123,00/hour

**All prices are quoted in Canadian Dollars and are subject to change without prior notice. GST #: R121570600 – PST #: 1006 388 422**

Continued on page 2...

Plan example to be provided	Your Booth #: _____	Dimension of your booth: _____
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**SPECIAL REQUIREMENTS OR BOOTH OF 20'X20' AND OVER**

- If a plan is not included, the service will be placed to one location, at the discretion of the Palais' Electrician Master (ex. 10'x10')
- Indicate your booth dimension (plan required for 20'x20' and over)
- Indicate electrical outlet positioning
- Indicate adjacent booth or aisle

Adjacent booth or aisle # \_\_\_\_\_

Adjacent booth or aisle # \_\_\_\_\_


Adjacent booth or aisle # \_\_\_\_\_

Scale: 1 square = 2 square foot  
Please indicate if a different scale is used: 1 square = \_\_\_\_\_

Adjacent booth or aisle # \_\_\_\_\_

**TERMS AND CONDITIONS**

Prices quoted are in effect for the duration of the event. Other services are available, prices upon request.  
**An outlet cannot be shared with another booth or exhibit.** Power rented by the exhibitor or by a supplier on behalf of an exhibitor or by any customer is for the only use of the booth or the exhibit. **The exhibitor or company that ordered the power will be charge for the power supplied to the other booth as well as for the electrical power originally ordered.**

The client is responsible for the rented material during the event, including set-up and dismantling, and will be charged for any breakage, damage or stolen material lent by the Palais.

**(a) How to calculate your electrical needs:**

Lighting: Check the wattage or your lamps and multiply by the number to be installed.  
 Equipment: Read the ratings from the specification stickers attached to each unit (power, volt, wattage, phase).  
 All electrical outlet will be placed to one location at the discretion of the Palais's electrician if no information is included with the initial order. If a special positionning is required or **for any booth of 20'x20' and over**, you must provide a final positioning of electrical outlets plan or the drawing above in order to benefit of the "at least seven days prior set up date" fare.

**(b) Labour fee:** Applied to changes, re-positioning of electrical outlets during set up and special requirements. Minimum fee of one (1) hour. To be billed after provision of services.

Labour fees may apply for re-positioning of initial order.  
 For rooms on the fifth floor, except 517, additional fees may apply for electrical installation.  
 Any electrical connection to the ceiling will be subject to a 20% minimal charge and are subject to approval by the Palais' Master Electrician.  
 Connections from outlets to equipment must be performed by Palais personnel and may include labour and equipment fees if needed.

**Cancellations, complaint:**

Cancellation made during set up will be billed at 50% of the cost.  
 No refund will be issued for outlets or lights installed and not used during the event.  
 Any complaint for installation fees must be made before the exhibition's closure.

**Voltage, amperage:**

Voltage are 120, 208 and 600 V (60 Hz). Other voltages are available upon request.  
 For 200 Amps & over: the cost does not include wiring required for hook-up which will be supplied and installed by the client in a safe manner.  
 To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.  
 All dimmers must be three-phased.  
 The Palais Master Electrician may refuse any connection not complying with Palais standards.  
 All wiring and other electrical installation, motors, etc. must be approved by the Palais Master Electrician.  
 All motors over 1/3 HP, provided by the exhibitor, must have a MAGNETIC STARTER AND MANUAL DISCONNECT SWITCH.  
 Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage.  
 For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor.  
 The Palais des congrès de Montréal is not responsible for voltage fluctuations or power failure caused by temporary conditions.

Exclusive Services: The Palais des congrès de Montreal is the exclusive provider for electricity, plumbing, telecommunication, cleaning, audiovisual rigging, handling and sign installation services.