

INDOOR TELECOMMUNICATION SERVICES ORDER FORM



National Bridal Show 2018
February 2nd-4th, 2018
Enercare Centre-Hall D

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 **Friday January 19, 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				
Local Calling Single Line Service Phone Set is additional with deposit (refundable with return of handset). Long Distance enabled with deposit, see below, (unused portion is refundable). To access an outside line dial '9' first.	\$ 234.50	\$ 30.49	\$ 264.99	\$ 293.25	\$ 38.12	\$ 331.37				
Long Distance deposit (unused portion, less applicable tax is refundable) *Do not add taxes to \$150.00 deposit	\$ 150.00	N/A	\$ 150.00	\$ 150.00	N/A	\$ 150.00				
Phone Set deposit (refundable with return of phone set) *Do not add taxes to \$100.00 deposit.	\$ 100.00	N/A	\$ 100.00	\$ 100.00	N/A	\$ 100.00				
Voice Mail	\$ 21.50	\$ 2.80	\$ 24.30	\$ 26.50	\$ 3.45	\$ 29.95				
Call Waiting	\$ 21.50	\$ 2.80	\$ 24.30	\$ 26.50	\$ 3.45	\$ 29.95				
ISDN (Note: this is not an internet service)	\$ 515.50	\$ 67.02	\$ 582.52	\$ 644.75	\$ 83.82	\$ 728.57				
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		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 # **03669 14221**

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.