



HEAD OFFICE
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CANADIAN RENTAL ASSOCIATION
BC Regional Trade Show
 January 18 - 19, 2019
 Cloverdale Rodeo & Fairgrounds, Agriplex
 Surrey, BC

ELECTRICAL & LIGHTING ORDER FORM & INVOICE

ELECTRICAL SERVICE

Description	Qty	Discount Rate	Standard Rate	Total
115 Volt duplex outlet 1500 Watts 15 Amps		131.00	171.00	
208 Volt service single phase 15 to 60 Amps		Call for Quote		
208 Volt service three phase 15 to 200 Amps		Call for Quote		
Outside Power - Add 20% surcharge to service required		Add 20% to total cost		
Under carpet wiring - Quote upon request (does not include flat extension cord)		\$99.00 per hour		
Tie in service, additional labour charge 1 hour minimum		\$99.00 per hour		
24 hour or dedicated power circuit		Double the outlet price		

LIGHTING SERVICE (Does NOT include electrical service)

Double light unit (for drapery booths) two x 150 Watts		71.00	100.00	
Armlight with 150 watt bulb (for hardwall booths)		63.00	85.00	
Extension Cord - 10'		21.00	28.00	
Flat Extension Cord - 10'		29.00	39.00	
Power Bar		24.00	32.00	

SPECIAL INSTRUCTIONS: _____

ADDITIONAL INFORMATION: Outlet prices for 120V power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in specific locations then this form must be accompanied by a floor plan of the booth clearly marking the location of the power drop labeled with its proper power requirement. Floor plan must be scaled and detailed properly. If floor plan is not received 24 hours prior to show load-in, a location will then be determined by Levy Show Service Inc. in order to meet scheduled delivery power requests. Relocation of power will be charged for the time for labour to move power and any necessary material additional to original install.

Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show close on show days. Power will be turned off immediately after show close on the final day. If you require power outside of the actual show hours, special arrangements must be made in advance and noted in the Miscellaneous Notes section of this form.

If uninterrupted power is required for the full duration of the show, special arrangements must be made in advance and noted in the Miscellaneous Notes section of this form.

Separate outlets should be ordered for each piece of equipment and/or each power location.

MISCELLANEOUS NOTES:

***Note:** To receive quotes and/or place an order please email operations@levyshow.com.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
15% SURCHARGE		
P.S.T. 7%		
G.S.T. 5%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **January 4, 2019**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will apply when written cancellation of ordered equipment and services is received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your account. GST#R103315057

ELECTRICAL

- 1 Vendors are responsible to ensure all equipment is protected from power surges and outages.
- 2 Levy Show Service Inc. will not be held responsible for any loss of data or product due to voltage fluctuations or loss of power.
- 3 Vendors are required to have only CSA approved and inspected electrical equipment. If any vendor attempts to use a non approved appliance or fixture, Levy Show Service Inc. will disconnect and offer to repair or install to code if possible for additional fees (labour and material).
- 4 If a breaker is tripped it will be reset once, subsequent resetting will be at a minimum charge of \$90.00
- 5 Only authorized Levy Show Service Inc. personnel are allowed to access electrical panels and breakers.
- 6 Vendor extensions must be 14 gauge, 3 wire with ground plug minimum. Anything less will be removed by Levy Show Service Inc. and can be collected at the end of the show.
- 7 Only Levy Show Service Inc. employees are permitted to remove the materials.
- 8 Standard wall and other permanent facility utility outlets or sockets are not part of your booth space. Exhibitors are not permitted to use these unless approved by Levy Show Service Inc. staff. Standard charges will apply.
- 9 All equipment must comply with the Canadian Electrical Code, the Electrical Safety Act and be CSA approved.
- 10 Levy Show Service Inc. has authorization to refuse power or connections when wiring or equipment is not in accordance with the above regulations.

TERMS & CONDITIONS

