

TELECOMMUNICATION SERVICES ORDER FORM



Toronto Bridal Show
April 20th - 22nd, 2012
Direct Energy Centre Hall D

An Exhibition and Convention Centre

FAX ORDER FORM TO 416-263-3069

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 **THURSDAY APRIL 5TH, 2012**. All order forms received after this date will be subject to STANDARD RATE pricing. No exceptions! Read Terms & conditions.

SERVICES	QTY	ADVANCED	STANDARD	AMOUNT
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.		220.50	275.75	
Long Distance deposit (unused portion, less applicable tax is refundable) *Do not add taxes to \$150.00 deposit		150.00		
Phone Set deposit (refundable with return of phone set) *Do not add taxes to \$100.00 deposit.		100.00		
Voice Mail		20.50	25.50	
Call Waiting		20.50	25.50	
Local Call Forward		25.50	31.75	
ISDN (Note: this is not an internet service)		484.50	605.75	
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@directenergycentre.com				SUB TOTAL _____

Please 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.

	NORTH	
WEST	BOOTH # _____	EAST
	SOUTH	

ADD HST 13%

GRAND TOTAL

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 **DIRECT ENERGY CENTRE**.

Certified cheque
 Visa
 Mastercard
 Amex
 Cash

 I authorize charging any unpaid balance to my credit card

 Month Year

 Cardholder's Signature

 Print Name of Card Holder

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 Exhibition Place Technician 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.