



ELECTRICAL INFORMATION

SAVE TIME AND MONEY

PLEASE READ BEFORE ORDERING

SHOWTECH, POWER & LIGHTING, has prepared the following information to assist you when ordering your electrical services. If you have any questions about your order, please call our Customer Service Representative at the telephone number on your Electrical Order Form. We would be pleased to assist you.



ELECTRICAL ORDER CHECKLIST

1. Complete the SHOWTECH Electrical Order Form
 - Do you require lighting?
 - Lighting creates impact and makes your booth and products stand out.
 - Check the equipment rating plates on your equipment to determine wattage or amps, (horsepower for motors), voltage and phasing you will require.
 - Order 24-hour power if needed. i.e. refrigeration equipment, aquariums, computers, fax machines.
Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
 - Include a booth floor plan, where applicable.
 - Enclose payment and order prior to the deadline date. This will save you time and money.
2. Review the Electrical Code requirements on page 3 and take necessary actions to ensure all show equipment meets the necessary specifications. This will help you avoid surprises by identifying equipment which will not pass approval before you arrive at the show.
3. Contact our Customer Service Representative with any questions. It is our pleasure to help you.

HELPFUL HINTS

Help us help you! Read all information!

Please be sure to read your Exhibitor's Manual. It provides you with a summary of show rules, display guidelines and order forms for all services. If you have any problems filling out your SHOWTECH Electrical, Mechanical or Sign/Banner order forms, contact us at the number on the order form.

Save Money! Place your order before the deadline!

You can save significant time and money by ordering and paying for your SHOWTECH Services prior to the deadline date.

Sales Taxes!

To avoid overpaying, follow the instructions on our order form. The prevailing Goods and Services Tax (GST) applies to all orders for Canadian based shows (no out of country exemptions). The prevailing Provincial Sales Tax (PST) will apply to the Province where you are exhibiting. i.e. Ontario's PST is 8%; anyone exhibiting in an event in Ontario will be charged 8% PST + GST.

Plan your exhibit! Avoid last minute changes!

Design your booth with electrical efficiency in mind. Our staff will be happy to assist you. Settle on a design in advance and avoid making changes. Changes are expensive and can create delays when setting up your display.

Send detailed and accurate plans!

If you require outlets to be placed in locations other than at the backwall, you need to order undercarpet/overhead outlets. Please send us a copy of your floor plan. These floor plans should include locations of all electrical, mechanical, lighting and sign/banner installations. Clearly mark the electrical/mechanical rating of each item. They should also indicate adjoining booth numbers or aisle numbers. Sending floor plans promptly will provide information necessary to place your services properly prior to carpet and booth installation.

Avoid Code Violations!

All wiring must have a 3-wire grounded cord, minimum #16 gauge. We use flat cords for under carpet installation. If you are not sure if your exhibit conforms to code, or if you have any questions about your exhibit's electrical wiring, please contact our staff.

Communicate!

If you are unsure how to place your SHOWTECH order, please contact our staff. We want you to have a pleasant show experience. We can help you best if you contact us before you arrive at the show. Clearing up confusion and problems before the show move-in prevents costly set up delays and on-site problems. Contact us at the numbers listed on our Order Form.



ELECTRICAL CODE

Temporary electrical services for exhibits

Electrical regulations for an exhibit at all convention facilities are necessary to ensure the safety of all exhibitors, visitors and staff, and is based on the Canadian Electrical Code and Local Hydro regulations.

Too frequently, fires have been traced to an exhibitor's "faulty booth wiring", sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

Serious risks are involved which can be reduced with an accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

- Borrowing power from an adjoining booth is NOT permitted. Using your neighbour's outlet may cause an overload in the circuit.
- All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker.
- All display wiring must have a 3 wire grounded cord, minimum of #16 gauge.
- The use of open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- Zip cords or two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- Permanent building receptacles are NOT part of a booth space. Exhibitors will be charged for their use.

In the interest of public safety, exhibits may be inspected "by the Local Hydro Inspector" to determine if any violations exist. If a violation is identified qualified SHOWTECH electricians are available to correct the problem. Required corrections will be performed on a time and material basis. If the exhibitor does not wish to have the problem corrected, electrical service cannot be supplied.

It is illegal to sell, display and/or energize any electrical equipment unless it has been approved by a recognized certification agency (i.e. CSA, ULC). Without this approval SHOWTECH can not provide electrical services.

For additional information please visit the ELECTRICAL SAFETY AUTHORITY website: www.esa-safe.com, click on "Electrical Product Safety" and then "Product Approval Requirements" or telephone: 877.ESA.SAFE (372.7233).



SHOWTECH'S RESPONSIBILITIES

As the electrical contractor, we will be responsible for:

- All facility distribution of electrical wiring and power distribution
- All motor and equipment hook-ups requiring hard wire connections
- Installation of electrical fixtures
- Installation of electrical motors to be energized and electrical apparatus.

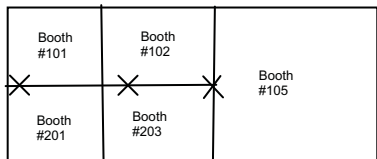


ELECTRICAL OUTLET LOCATION

The following are standard methods of installation.

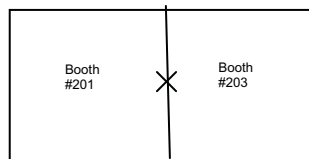
✕ Indicates location of outlets

In-Line Booths



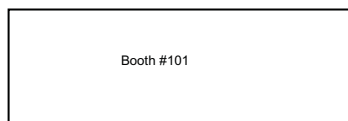
Peninsula Booth

Back to Back Peninsula Booth



- Your pre-ordered outlet will be installed at the rear of your booth, at the backwall or drape line. For other locations please indicate whether the outlet is overhead or under carpet on our electrical order form. We will be pleased to answer your questions. Contact us at the number on our electrical order form.

Island Booth



- Exhibitors should designate one (1) location for Island Booth outlets. For other locations and distribution of power please indicate on the electrical order form whether the outlet is overhead or under carpet.
- For facilities with floor ports, your power will be placed in one (1) location at our discretion. Please refer to our electrical order form to view other options.
- When no floor plan is provided with an Island Booth, we will place power in one (1) location at our discretion.

A booth floor plan must be submitted with the electrical order form if you require your outlet/s at any location other than the backwall/drape line. Please show location and size of electrical outlet. Also be sure to indicate adjacent booth numbers or aisles.

We would be pleased to answer your questions. Please contact us at the number on our electrical order form. For further information on our services and products please visit us at our website www.showtech.ca.