



**Convention and Banquet Department**  
**3, boul. du Casino**  
**Hull, QC, J8Y 6X4**  
**Tel. (819) 790-6444**  
**Fax (819) 790-6450**

**ORDER FORM**

Date: \_\_\_\_\_

Name of exhibit hall and name of convention: \_\_\_\_\_

Date of convention: \_\_\_\_\_

Booth number (if applicable): \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Electrical power**

All prices are for a period of 5 consecutive days and include installation by a qualified electrician.

**NOTE: The deadline for placing electrical orders is 10 days prior the event.**

Description	Quantity	Price before deadline	Price after deadline	Total
1500 Watt, 120 Volt, Plug approx. 12 amp		\$ 75.00	\$ 100.00	
1500 Watt, 120 Volt, Plug approx 12 amp For a 24 hour period (ex.: refrigerator)		\$ 100.00	\$ 125.00	
120 Volt, 20 amp, Plug approx. 18 amp.		\$ 95.00	\$ 130.00	
208 Volt, 15 amp (configuration required)		\$ 110.00	\$ 137.00	
208 Volt, 20 amp (configuration required)		\$ 130.00	\$ 162.00	
208 Volt, 30 amp (configuration required)		\$ 150.00	\$ 187.00	
208 Volt, 40 amp (configuration required)		\$ 180.00	\$ 225.00	

required)				
208 Volt, 50 amp (configuration required)		\$ 200.00	\$ 250.00	
208 Volt, 60 amp (configuration required)		\$ 220.00	\$ 275.00	
208 Volt, 80 amp (configuration required)		\$ 240.00	\$ 300.00	
Special CAMLOCK "J" Series connection: 120 Volt / 208 Volt, 3 phase, 100 amp (Walker only) 120 Volt / 208 Volt, 3 phase, 200 amp 120 Volt / 208 Volt, 3 phase, 400 amp		\$ 250.00 / connection \$ 325.00 / connection \$ 525.00 / connection		
Power Box for Orchestra		\$ 325.00		
2 X 15 amp for Disc Jockey		\$ 100.00		
Special installation requirements: Monday to Friday 9:00 to 16:00 Labour fee  After office hours and on weekends: Labour fee			\$ 55.00 / hour (minimum of 4 hours)  \$ 85.00 / hour (minimum of 4 hours)	
			Sub-total \$ _____ 5% GST \$ _____ 7.5% PST \$ _____ <b>TOTA</b> \$ _____	

\* Please send in the configuration of the plug with this order form before the deadline.

**Electrical power for shows or special productions**

Description	Price	Quantity	Total
<b>Special CAMLOCK connection "J" Series</b> 120 Volt/208 Volt 3 phase, 200 amp	\$325.00 / connection		
120Volt/208 Volt 3 phase, 400 amp	\$525.00 / connection		
		Sub-total	\$ _____
		5% GST	\$ _____
		7.5% PST	\$ _____
		<b>TOTAL</b>	\$ _____

**Disco and Orchestra**

Description	Price	Quantity	Total
2 X 15 amp for disco (DJ)	\$100.00		
Power Box for orchestra	\$325.00		
		Sub-total	\$ _____
		5% GST	\$ _____
		7.5% PST	\$ _____
		<b>TOTAL</b>	\$ _____

**Internet and telephone**

Description	Price	Quantity	Total
<b><u>INTERNET</u></b> High Speed *	\$280.00 / line (fees valid for a period of 7 consecutive days)  \$5.95 user fee / per day		
<b><u>TELEPHONE</u></b> Telephone line	\$75.00 / line (fees valid for a period of 7 consecutive days)		
Local calls	No Charge		
Long distance calls received	No Charge		
Long distance calls sent	Charged based on amount		
<b><u>CONFERENCE TELEPHONE</u></b>	\$125.00 / telephone + \$75.00 / line (fees valid for a period of 7 consecutive days)		
		Sub-total	\$ _____
		5% GST	\$ _____
		7.5% PST	\$ _____
		<b>TOTAL</b>	\$ _____

**Additional Charges**

Description	Price	Hours	Total
Installation of banner	\$ 40.00 / hour		
Material handling	\$ 40.00 / hour		
Electric Scissor Lift Operator	\$ 115.00 / hour (includes a qualified operator)		

Vertical Genie Lift Operator	\$ 75.00 / hour		
Hang Point	\$ 25.00 / hang point		
Security Agent (offered by the Hotel)	\$ 40.00 / hour /agent (minimum of 4 hours)		
Table (6' X 30")	\$ 45.00 / day		
Chair	\$ 10.00 / day		
Table cloth	\$ 10.00 / table cloth		
Chair cover	\$ 15.00 / chair / day		
Table skirt	\$ 15.00 / table skirt		
Easel	\$ 10.00 / day		
		Sub-total	\$ _____
		5% GST	\$ _____
		7.5% PST	\$ _____
		<b>TOTAL</b>	\$ _____

**Please note that all requests from the exhibitors must be sent directly to the coordinator.**

**Method of payment:** VISA\_\_\_\_\_ MASTERCARD\_\_\_\_\_ AMEX\_\_\_\_\_ CHEQUE ENCLOSED\_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date:\_\_\_\_\_/\_\_\_\_\_

Charge to my room\_\_\_\_\_ Name of guest: \_\_\_\_\_

## **Parcel shipping**

The shipping of parcels is the responsibility of the exhibitor or the organiser. Here are the right steps for a successful shipping

### **Fill out the proper way bill**

Account number

Name of receiver

Complete receiver address including postal code

Number of parcels

### **Weight**

Ask for assistance to weight and measure your parcels

### **Pick-up call**

Call the company (telephone number on the way bill)

Write down the confirmation number and the way bill number and keep note of those numbers for tracking of your parcels

### **Multiple parcels**

4 parcels maximum by way bill

Mandatory identification : 1 of 4, 2 of 4, 3 of 4 and 4 of 4