

**Please complete and return by e-mail or fax.
Phone orders are not accepted.**

Event: Le Salon national de la femme (11474) National Event Management Inc.			
Activity dates: 2010/04/09 to 2010/04/11		Booth n°:	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:

Authorized signature : _____ **Date:** _____

We have read and accept the conditions on pages 1 & 2 of this order form

PRICES IN EFFECT FROM APRIL 1 ST , 2010 TO MARCH 31 ST , 2011			Anticipated price up to 2010/03/29	Regular price	Price during set-up and event	AMOUNT
DESCRIPTION	QUANTITY					
3500-106	15 amperes / 120 volts / 1 500 watts	x	113,00 \$	141,00 \$	169,00 \$	=
3500-110	15 amperes / 208 volts / 1 phase	x	228,00 \$	285,00 \$	342,00 \$	=
3500-111	15 amperes / 208 volts / 3 phases	x	228,00 \$	285,00 \$	342,00 \$	=
3500-112	20 amperes / 120 volts / 1 phase	x	168,00 \$	210,00 \$	252,00 \$	=
3500-113	20 amperes / 208 volts / 1 phase	x	310,00 \$	388,00 \$	466,00 \$	=
3500-116	30 amperes / 208 volts / 1 phase	x	376,00 \$	470,00 \$	564,00 \$	=
3500-117	30 amperes / 208 volts / 3 phases	x	376,00 \$	470,00 \$	564,00 \$	=
3500-129	60 amperes / 208 volts / 3 phases	x	470,00 \$	588,00 \$	706,00 \$	=
3500-132	100 amperes / 208 volts / 3 phases	x	672,00 \$	840,00 \$	1 008,00 \$	=
3500-135	200 amperes / 208 volts / 3 phases	x	873,00 \$	1 091,00 \$	1 309,00 \$	=
3500-138	400 amperes / 208 volts / 3 phases	x	1 211,00 \$	1 514,00 \$	1 817,00 \$	=
3500-102A	Double quartz 300-watt floods on stand	x	105,00 \$	131,00 \$	157,00 \$	=
		x				=
		x				=

NOTE: Orders and final plan must be received at least prior to 2010/03/29. Any orders placed after this date will be charged at the regular price.

Orders placed after the beginning of set-up will be subject to approval and additional fees.

ADVANCED PAYMENT REQUIRED		
Payment required with order form. Payment reception date determines pricing used.		AMOUNT : =
Telephone : 514 871-5871	Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	FEDERAL TAX (5%) : =
Toll free : 1 888 871-5871		SUB TOTAL : =
Fax : 514 868-6622		PROVINCIAL TAX (7,5%) : =
infotechno@congresmtl.com		TOTAL : =

Cheque (CAD or USD) <input type="checkbox"/>	Pay to the order of Société du Palais des congrès de Montréal
Credit Card <input type="checkbox"/>	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Diner's Club

Card no. - - -

Expiration date (MM/YY) /

Cardholder : _____

Cardholder's signature : _____

Please inform us if you are using European equipment and supply technical sheets.

Calculate your electrical needs; specify the kind of material you would like to plug in (see explanation page 2(a)):

All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.
GST : R121570600 – PST : 1006 388 422

Continuation on page 2...

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Sample plan to be provided	Dimensions of your booth: _____	Your booth no : _____																																																																																																				
<p>SPECIAL REQUIREMENTS OR BOOTH OF 20 x 20 ft (6,10 x 6,10 m) AND LARGER Adjacent booth or aisle n^o _____</p>																																																																																																						
<ul style="list-style-type: none"> • If a plan is not included, the service will be placed at the discretion of the Palais' Master Electrician (ex. 10 x 10 ft (3,05 x 3,05 m)) • Indicate your booth dimensions (plan required for 20 x 20 ft (6,10 x 6,10 m) and over) • Indicate electrical outlet positioning • Indicate adjacent booth or aisle 	Adjacent booth or aisle n ^o _____	Adjacent booth or aisle n ^o _____																																																																																																				
<table border="1" style="width:100%; height: 100px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																																																																																																						
Scale: 1 square = 2 ft ² Please indicate if a different scale is used: 1 square = _____																																																																																																						
Adjacent booth or aisle n ^o _____																																																																																																						

TERMS AND CONDITIONS

- Prices quoted are in effect for the duration of the event. Other services are available, prices upon request.
- **An outlet cannot be shared with another booth or exhibit.** Power rented by the exhibitor or by a supplier on behalf of an exhibitor or by any customer is for the use of the booth or the exhibit only. **The exhibitor or company that ordered the power will be charged for the power supplied to other booths as well as for the electrical power originally ordered.**
- The client is responsible for the rented material during the event, including during set-up and dismantling, and will be charged for any broken, damaged, lost or stolen material supplied by the Palais.

(a) How to calculate your electrical needs:

- Lighting: Check the wattage of your lamps and multiply it by the number to be installed.

Equipment: Read the ratings from the specification stickers attached to each unit (power, voltage, wattage and phase).

All electrical outlets will be placed at the discretion of the Palais's electrician if no information is included with the initial order. If a special positioning is required or **for any booth of 20 x 20 ft (6,10 x 6,10 m) and larger**, you must provide a final positioning plan of electrical outlets or the drawing above in order to benefit of the anticipated price.

(b) Labour fee: Applied to changes, re-positioning of electrical outlets during set-up and special requirements. Minimum fee of one (1) hour. To be billed after delivery of services (current labour rates).

- For rooms on the fifth floor, except 517, additional fees may apply for electrical installation.
- Any electrical connection from the ceiling will be subject to a 20% increase charge and is subject to approval by the Palais' Master Electrician.
- Connections from outlets to equipment must be performed by Palais personnel and may include additional labour and equipment pricing.

Cancellations, claims:

- Cancellations placed during set-up will be billed at 50% of the cost.
- No refund will be issued for outlets or lights installed and not used during the event.
- Any claims of installation fees must be placed before the exhibition's closure.

Voltage, amperage:

Voltages are 120, 208 and 600 V (60 Hz). Other voltages are available upon request.

- For 200 Amps & more: the cost does not include wiring required for hook-up which will be supplied and installed by the client in a safe manner.
- To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.
- All dimmers must be three-phased.
- The Palais' Master Electrician may refuse any connection in compliance with Palais standards.
- All wiring and other electrical installations, motors, etc. must be approved by the Palais Master Electrician.
- All motors over 1/3 HP, provided by the exhibitor, must have a MAGNETIC STARTER AND MANUAL DISCONNECT SWITCH.
- Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage.
- For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor.
- The Palais des congrès de Montréal is not responsible for voltage fluctuations or power failures caused by temporary conditions.