

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3 PH # 403.261.8559 FX # 403.261.8581

	ADVANCE RATE DEADLINE DATE:	MARCH 15, 2010
NAME OF SHOW:	IEEE - ESTMP	Event ID 20843
EXHIBITOR INFORMATION		
Booth #(s): _____ Show Dates: _____ Company Name: _____ Contact Name: _____ Address: _____ City: _____ Province/State _____ Code _____ Phone #: _____ Fax #: _____ E-mail: _____		IMPORTANT – READ CAREFULLY I, the undersigned, am the card holder of the credit card specified below. I further verify that the signature below is my signature as indicated on the reverse of the card specified. I hereby authorize the Calgary TELUS Convention Centre to charge my credit card for the following: <ul style="list-style-type: none"> ▪ For any outstanding balance on services ordered. ▪ For services ordered on-site. ▪ For a cheque that is NSF, the balance owing plus a service charge of \$25.00.

Check one MasterCard Visa Amex Diners

Card Number: _____ Expiry Date: ____/____
 (please print numbers clearly)

Cardholder Name (Print name as it appears on the card): _____

Cardholder Signature: _____

Electrical Order Form	\$	THE CALGARY TELUS CONVENTION CENTRE RESERVES THE RIGHT TO ADJUST PRICING ON ORDERS IF CALCULATED INCORRECTLY OR RECEIVED AFTER THE DEADLINE DATE FOR THE ADVANCE RATE.
Internet Order Form	\$	
Telecommunication Order Form	\$	
Sign/Banner Installation & Dismantling Order Form	\$	
Utilities Order Form	\$	
Total Amount Due	\$	_____ INITIAL HERE THAT YOU HAVE READ THE BUILDING REGULATIONS FOR EXHIBITORS AND THE EMERGENCY, HEALTH AND SAFETY REGULATIONS

If you require a copy of your credit card receipt, please indicate below how you would like your receipt(s) sent. If you are having your receipt e-mailed, faxed or mailed please ensure the information is printed completely and clearly in the space above.

E-mail Fax Mail

Delivery of services, equipment or products ordered less that 14 days in advance of your event may not be guaranteed by the CTCC.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581
 The Calgary TELUS Convention Centre is the exclusive provider of all electrical services.
 (See reverse/next page – CTCC Instructions and Conditions - Electrical)

ADVANCE RATE DEADLINE DATE:		MARCH 15, 2010	
NAME OF SHOW:	IEEE - ESTMP	Event ID	20843
EXHIBITOR INFORMATION		METHOD OF PAYMENT (GST # R122089576)	
Booth #(s): _____ Show Dates: _____		Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Cheque	
Company Name: _____		Account #: _____ (please print numbers clearly)	
Contact Name: _____		Expiry Date (MM/YR): _____	
Address: _____		Print Name: _____ (as it appears on the credit card)	
City: _____		Authorized Signature: _____	
Province/State _____ Postal or Zip Code _____			
Phone #: _____			
Fax #: _____			
E-mail: _____			

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

ELECTRICAL

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp Single Phase - 120 Volt	Standard Outlet	\$80.00	\$ 95.00	
	20 Amp Single Phase – 120 Volt		\$120.00	\$145.00	
	20 Amp Single Phase – 208 Volt		\$155.00	\$180.00	
	30 Amp Single Phase – 120 Volt		\$210.00	\$230.00	
	50 Amp Single Phase – 208 Volt		\$250.00	\$310.00	
	20 Amp 3 Phase – 208 Volt		\$260.00	\$320.00	
	30 Amp 3 Phase – 208 Volt		\$360.00	\$410.00	
	60 Amp 3 Phase – 208 Volt		\$460.00	\$510.00	
	100 Amp 3 Phase – 208 Volt		\$560.00	\$660.00	
	200 Amp 3 Phase – 208 Volt		\$660.00	\$1,060.00	
	400 Amp 3 Phase – 208 Volt		\$1,100.00	1,500.00	

SPECIAL REQUIREMENTS (PLEASE CONTACT FACILITIES AT 403.261-8559 FOR QUOTE ON SPECIAL REQUIREMENTS)

	Amps	Phase	Volts	NEMA NUMBER	
MISCELLANEOUS CHARGES: Description of Charge					

EQUIPMENT RENTAL - (DUPLIX POWER IS NOT INCLUDED IN EQUIPMENT RENTALS)

	Extension Cord (5m) (Flat electrical cords are not available)	\$15.00	\$20.00	
	Power Bar	\$15.00	\$20.00	

LABOUR - (SEE REVERSE/next PAGE – CTCC INSTRUCTIONS AND CONDITIONS – ELECTRICAL - POINT 2c, 4b, 4e & 4f)

	Electrician Labour Rate Per Hour– (Min.1 hr) (M-F 0700-1700 \$75.00 per hour, M-F & All Day S & S 1700-0700 - \$112.50, Stat Holidays or Emergency Call In - \$170.00)			
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If requesting power to be placed in particular locations additional labour charges will apply. Also an electrical drawing must be included; if not included power will not be installed until someone is on-site to direct electrician. If electrical needs to be installed under carpet, labour charge does not include cutting of any carpet. Arrangements must be made with your show services provider. Additional labour charges may apply for special connections or wiring, please contact Facilities at 403.261.8559 or fax 403.261.8581 for more information

	Subtotal	
	(5%) GST	
	Total	

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

2) ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities, at 403.261.8559, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department at the CTCC no less than fourteen (14) days prior to the first scheduled exhibitor move in. No exceptions.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) **Labour Rate** – Will be charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Electrician. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) REGULATIONS

- a) Exhibitors are not permitted to share electrical service; all orders must be placed individually.
- b) All electrical connection, installations, assemblies, equipment or motors must conform to all federal, provincial, and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
- d) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
- e) Only the CTCC Electrician can make electrical connections, disconnections, modify system wiring or cabling.

4) EQUIPMENT PROCEDURES

- a) One standard duplex receptacle supplies a maximum of 12 amps of electrical power at 120 volts. When exhibitor requirements exceed 12 amps, additional receptacles must be ordered to prevent overloading. Overloading of circuitry, regardless of voltage and amperage, will be excusable only on the first interruption of power; if a power interruption occurs again labour charges will apply.
- b) On the 15-amp 120-volt outlet, Electrician labour is not required unless it needs to be placed in a particular location or if it needs to be hardwired.
- c) The CTCC requires a scale drawing of your exhibit space showing where electrical connections need to be placed when paying for Electrician labour. A scale drawing must be provided when ordering any service over a 15 amps or for special connections.
- d) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. Additional charges will apply for rental equipment that is damaged or not returned i.e. extension cords and power bars. Exhibitors will be responsible for the safekeeping of equipment during the show and returning the CTCC rented equipment at the end of the show.
- e) There will be a labour charge to move/change the location of already installed electrical services.
- f) Connection charges cover the cost of electrical connections to one point in booth. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.

5) PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
- b) **PRICING:** The CTCC reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheques must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** There will be no refunds for services ordered and installed but not used.
- f) **SERVICE CHARGE (S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.

6) CANCELLATION, CLAIMS OR DISCREPANCIES POLICY

- a) Any electrical services cancelled within 5 days of the show opening will be charged a cancellation fee. Orders cancelled on-site will be charged the full amount for the service(s) requested.
- b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

7) EXCLUSIVITY AND LEGAL ENTITY

- a) The CTCC is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling and satellite services), sign banner installation, utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581
 The Calgary TELUS Convention Centre is the exclusive provider of all internet services.
 (See reverse/next page - CTCC Instructions and Conditions - Internet)

ADVANCE RATE DEADLINE DATE:	MARCH 15, 2010
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NAME OF SHOW:	IEEE - ESTMP	Event ID	20843
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EXHIBITOR INFORMATION	
Booth #(s): _____	Show Dates: _____
Company Name: _____	
Contact Name: _____	
Address: _____	
City: _____	
Province/State _____	Postal or Zip Code _____
Phone #: _____	
Fax #: _____	
E-mail: _____	

METHOD OF PAYMENT (GST # R122089576)
Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Cheque
Account #: _____ (please print numbers clearly)
Expiry Date (MM/YR): _____
Print Name: _____ (as it appears on the credit card)
Authorized Signature: _____

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. **ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.**

INTERNET SERVICES

Quantity	Service Type	Advanced Rate	Regular Rate	Total
	Shared High Speed Internet Connection with 1 IP Address (Service includes 1 cat 5 cable) <small>(See point 4a. on the CTCC - Instruction and Conditions - Internet)</small>	\$300.00	\$390.00	
	E-10 Internet Connection (Dedicated Port) with 5 IP Addresses – (48 hours notice may be required) 10 MB Ethernet connection with NAT and DHCP Service. (Service includes 1 cat 5 cable)	\$600.00	\$750.00	
	Additional IP Addresses for Shared or E10 Internet Connection- Each device connected to the internet, is subject to the additional IP Addresses charge. Hub required to make connections (See reverse/next page, point 4c, on the CTCC - Instruction and Conditions - Internet)	\$50.00	\$60.00	
	Special Programming for E10 Internet Connection – (48 hours notice may be required)	\$75.00	Quoted	
	Shared Wireless Internet Connection with 5 IP Address – Addresses are dedicated to the first five computers logged on to connection.	\$300.00	\$390.00	
	Additional Shared Wireless Connections	\$10.00	\$10.00	
	Password(s) Assigned for Wireless Connection (This section will be completed by CTCC)			

LABOUR – (SEE REVERSE/NEXT PAGE – CTCC INSTRUCTIONS AND CONDITIONS – INTERNET - POINT 2c)

	IT Technician Labour (Min. 1 Hr) – Time Technician Required: _____ Description of Labour: _____	\$90.00	\$135.00	
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MISCELLANEOUS RENTALS/SERVICES

	Hub Rental – See page 2 , point 4d (limited quantities available)	\$75.00	\$75.00	
	Patch Cables, 25' (Cables not returned or damaged will incur a \$35.00 replacement fee will be charge)	\$25.00	\$35.00	
	Miscellaneous Charge – Description of Charge _____			

For additional information on special services or networking services contact the IT Department, 403.261.8500.	Subtotal	
	(5%) GST	
	Total	

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS - INTERNET

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
 - a) Exhibitor information and method of payment must be filled out completely and clearly.
 - b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.
- 2) **ADVANCE RATE, REGULAR rate AND LABOUR RATES** (Rates are based on a max. of 5 days. For services over 5 days please contact Facilities, at 403.261.8559, for pricing.)
 - a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department of the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. NO EXCEPTIONS.
 - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
 - c) **Labour Rates** – CTCC IT Technicians' service hours are Monday to Friday between 7am and 5 pm. Should a technician be required during off hours, service charges may apply. Labour rates for CTCC IT Technicians' will be charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.
- 3) **REGULATIONS AND LIMITATION OF LIABILITY**
 - a) Exhibitors are not permitted to share any type of telecommunication services. All orders must be placed individually.
 - b) All electronic equipment must conform to all federal, provincial and local electrical and fire codes.
 - c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
 - d) Exhibitors shall not permit any of its users or other third parties to:
 - i. Restrict or inhibit any other user from using and enjoying the internet. Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any provincial, federal or international law, including without limitation, export control laws and regulations. Post or transmit any information or software that contains a virus, worm or other harmful component.
 - ii. Upload, post, publish, transmit, reproduce or distribute in any way, information, software or other material obtained through the internet which is protected by copyright or other proprietary right, without obtaining permission of the copyright owner or right holder.
 - iii. Abuse or fraudulent use of the internet in any way not specifically set forth above.
 - e) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the CTCC Technician or its internet service provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the CTCC nor its internet service provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the internet is free of viruses, worms, trojan horses or other harmful components.
 - f) Under no circumstances shall the CTCC or its internet service provider be liable for any direct, indirect, incidental, special punitive or consequential damages that result in any way from Exhibitor's or its users' use of or inability to use the service or to access the internet or any part thereof, or Exhibitor's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
- 4) **SERVICES AND EQUIPMENT PROCEDURES**
 - a) **Shared High Speed Internet Connection** – The Internet is a shared environment and as such actual speed will vary.
 - b) **Shared Wireless High Speed Internet Connection** – Accessing this connection is dedicated to first computer connected, it is not transferable. The internet is shared environment as such actual speed will vary.
 - c) **Connecting to the Shared High Speed, Shared Wireless High Speed, or E10 Internet Connection** – IP address for the Exhibitor's computer will be issued automatically using DHCP/No Proxy Service. It is the responsibility of the Exhibitor to ensure their computer is properly configured for the internet connection.
 - d) **Additional IP Addresses** – All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the CTCC IT Department. To share the connection with more than one computer a hub is required. Client can provide hub or it can be rented from CTCC.
 - e) **No active network devices i.e. routers, proxy servers or wireless access points or routers, bridges, etc. are permitted on the shared internet connection.** The E10 service must be ordered and any active network devices i.e. routers, proxy services or wireless access points, bridges, etc. must be approved by the CTCC IT Department. Any use of this equipment without approval will have the service disconnected and will be subject to additional charges.
 - f) Any equipment that is found to be causing disruptions to any part of the CTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the CTCC IT Department. Exhibitor may be subject to additional charges to correct problem.
 - g) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. Exhibitors are responsible for the safekeeping of equipment during the show and returning the CTCC rented equipment at the end of the show.
 - h) Only the CTCC personnel are authorized to modify system wiring or cabling. Any damage to cables or equipment will be billed to the exhibiting firm, plus an administration fee.
 - i) If requesting internet connections to be placed in particular locations additional labour charges will apply and a detailed drawing must be provided. If cable(s) need to be run under carpets, arrangements must be made with the show services provider to have carpet cut.
 - j) Internet Service requirements/client responsibilities – It is the responsibility of the client to provide the following:
 - i. Computers, workstations, etc. Electrical services for your booth, room or service location.
 - ii. Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) or wireless 802.11G network interface card for each computer. Network Driver: (TCP/IP). Proper configuration of computer equipment for TCP/IP Connection.
 - iii. Up-to-date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being suspended until software is installed or activated.
- 5) **PAYMENT PRICING, REFUNDS, AND SERVICE CHARGE**
 - a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services, at the conclusion of the show.
 - b) **PRICING:** The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
 - c) **CREDIT CARD: Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered.**
 - d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheques must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
 - e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
 - f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques declined or incorrect credit card information.
- 6) **CANCELLATION, CLAIMS AND DISCREPANCIES POLICY**
 - a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
 - b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.
- 7) **EXCLUSIVITY AND LEGAL ENTITY**
 - a) The CTCC is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling and satellite services), sign banner installation, utility services within our facility.
 - b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581
 The Calgary TELUS Convention Centre is the exclusive provider of all telecommunication services.
 (See reverse/next page - CTCC Instructions and Conditions - Telecommunication)

ADVANCE RATE DEADLINE DATE:
MARCH 15, 2010
NAME OF SHOW:
IEEE - ESTMP
Event ID
20843
EXHIBITOR INFORMATION
METHOD OF PAYMENT (GST # R122089576)

Booth #(s): _____ Show Dates: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____

Province/State _____ Postal or Zip Code _____

Phone #: _____

Fax #: _____

E-mail: _____

 Check one MasterCard Visa Amex Diners Cheque

 Account #: _____
 (please print numbers clearly)

Expiry Date (MM/YR): _____

 Print Name: _____
 (as it appears on the credit card)

Authorized Signature: _____

PAYMENT NOTICE

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TELEPHONE SERVICES

Quantity	Service Type	Advance Rate	Regular Rate	Total
	<u>Telephone Line (Only)</u> – Local/800 calling only, does not include handset. (Line is an analog, Must dial "9" to make outgoing calls. Incoming calls go directly to local assigned)	\$150.00	\$200.00	
	<u>Telephone Set</u> (single line)	\$25.00	\$35.00	
	<u>Programming Charge to have Long Distance Access</u>	\$10.00	\$20.00	

*Long distance charges (This area will be completed by the Facilities Department). If paying by company cheque a \$100.00 deposit is required for each line for long distance services. Unused portion of deposit will be refunded within 30 days.

ISDN SERVICES

	<u>ISDN Line</u> used primarily for videoconferencing, occasionally for Internet (check with IT Department before ordering)	300.00	N/A	
	<u>ISDN Line Long Distance Charges</u> Long distance for ISDN will be billed two weeks following the last day of the month in which your event occurred. A credit card number must be provided to process long distance charges or services will not be installed.			

LABOUR – (SEE REVERSE/NEXT PAGE – CTCC INSTRUCTIONS AND CONDITIONS - TELECOMMUNICATION)

Labour Charge, if required (minimum 1 hr) - (See reverse/next page – CTCC Instructions and Conditions – Telecommunication - point 2c and 4e	\$90.00	\$135.00	
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MISCELLANEOUS CHARGE

Miscellaneous Charge: Description of Service Provided:		
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For additional information or services contact Facilities Department at 403.261.8559 or visit our web-site at www.calgary-convention.com	Subtotal	
	(5%) GST	
	Total	

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS – TELECOMMUNICATION

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

2) ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities Department, at 403.261.8559, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department at the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. No exceptions.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
- c) **Labour Rates** – Will be charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) REGULATIONS

- a) Exhibitors are not permitted to share telecommunication services. All orders must be placed individually.
- b) All electronic equipment must conform to all federal, provincial and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.

4) SERVICES AND EQUIPMENT PROCEDURES

- a) Exhibitors will be required to check-in at the Guest Services desk in order to receive dial tone and/or pick-up telephones.
- b) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC.
- c) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Any damage done to cables or equipment will be billed to the exhibiting firm, plus an administration fee. There will be a \$250.00 charge for lost or damaged telephone sets and a \$10.00 charge for connector cords.
- d) Only the CTCC personnel are authorized to modify system wiring or cabling.
- e) There will be a labour charge to move/change location of already installed services.

5) PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services; at the conclusion of the show.
- b) **PRICING:** The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment made by company or personal cheque will only be accepted 14 days prior to first scheduled move-in day. Personal cheques must be certified. Exhibitors requesting long distance on telephone lines must include a deposit of \$100.00 per telephone line ordered in the total of the cheque or include with the cheque a completed credit card authorization form. The balance due over and above the amount of the deposit must be settled at the end of the show. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** Services ordered, installed but not used will not be refunded. Deposits paid by a company cheque will be refunded within thirty (30) days of the show closing. Refunds will be made payable to the exhibiting firm name.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.

6) CANCELLATION, CLAIMS AND DISCREPANCIES POLICY

- a) Any telecommunication services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
- b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

7) EXCLUSIVITY AND LEGAL ENTITY

- a) The CTCC is the exclusive supplier of all electrical, telecommunication (data, internet, telephone, cabling and satellite services), sign banner installation and utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority

SIGN/BANNER INSTALLATION & DISMANTLING ORDER FORM

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581
 The Calgary TELUS Convention Centre is the exclusive provider of signage/banner installation & dismantling.
 (See reverse/next page – CTCC Instructions and Conditions – Sign/Banner)

ADVANCE RATE DEADLINE DATE:	MARCH 15, 2010
------------------------------------	-----------------------

NAME OF SHOW:	IEEE - ESTMP	Event ID	20843
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EXHIBITOR INFORMATION	METHOD OF PAYMENT (GST # R122089576)
Booth #(s): _____ Show Dates: _____	Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Cheque
Company Name: _____	Account #: _____ (please print numbers clearly)
Contact Name: _____	Expiry Date (MM/YR): _____
Address: _____	Print Name: _____ (as it appears on the credit card)
City: _____	Authorized Signature: _____
Province/State _____ Postal or Zip Code _____	
Phone #: _____	
Fax #: _____	
E-mail: _____	

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. **ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.**

SHIPPING INFORMATION

All shipments must have the information listed below attached to the outside of each piece of your shipment. Sign/banners must arrive at the CTCC three working days prior to exhibit set-up. Sign/banners to be shipped to:
 Exhibitor's Company Name, Booth Number and Name of Show
 c/o Calgary TELUS Convention Centre, Attention: Sign for Maintenance Department
 705 - First Street Southeast, Calgary, Alberta, Canada T2G 2G9

SIGN/BANNER HANGING INSTALLATION

Description	Quantity	Advance Rate	Regular Rate	Total
Technician and Lift to Hang Banner (minimum 1 hour charge) (Scale drawing must be supplied stating location of signage)	_____ # of hrs required	\$100.00 per hr (min 1 hr)	\$140.00* per hr (min 1 hr)	
Rental of Trusses and/or Chain Fall Rental (price to be quoted) – Description of Equipment:				
Miscellaneous Charges (if required) Description of Charge:				
Number of banners to be hung				
Is sign to be illuminated? Yes / No				
Size of sign/banner				
Weight of sign/banner				
Is sign/banner equipped for hanging? Yes / No				
Scale Drawing Sent? Yes / No				
The above prices do not include hardware. *REGULAR – ADDITIONAL LABOUR CHARGES MAY APPLY			Subtotal	
			(5%) GST	
			Total	

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS – SIGN/BANNER

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
 - a) Exhibitor information and method of payment must be filled out completely and clearly.
 - b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

- 2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities Department at 403.261.8559, for pricing.)**
 - a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department of the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. No exceptions.
 - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
 - c) **Labour Rates** – Will be charged in one-hour increments. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

- 3) **REGULATIONS**
 - a) The CTCC reserves the right to refuse service for situation it deems as unsafe.
 - b) All illuminated signage, assembles, motors or electronic equipment must conform to all federal, provincial and local electrical and fire codes.
 - c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.

- 4) **SERVICES AND EQUIPMENT PROCEDURES**
 - a) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Additional charges will apply for rental equipment that is damaged or not returned.
 - b) Only the CTCC personnel are authorized to modify or move signs/banners. Any damage to rented equipment will be billed to the exhibiting firm, plus an administration fee.
 - c) There will be a minimum charge of \$150.00 to move/change location of already installed sign/banners.

- 5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**
 - a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services, at the conclusion of the show.
 - b) **PRICING:** The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
 - c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered.
 - d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in date. Personal cheques must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre
 - e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
 - f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques declined or incorrect credit card information.

- 6) **CANCELLATION, CLAIMS AND DISCREPANCIES**
 - a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
 - b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

- 7) **EXCLUSIVITY AND LEGAL ENTITY**
 - a) The CTCC is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling and satellite services), sign banner installation, utility services within our facility.
 - b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581
 The Calgary TELUS Convention Centre is the exclusive provider of all utility services. (See next/reverse pages – CTCC Instructions & Conditions - Utilities)

ADVANCE RATE DEADLINE DATE:	MARCH 15, 2010
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NAME OF SHOW: IEEE - ESTMP	Event ID	20843
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EXHIBITOR INFORMATION	METHOD OF PAYMENT (GST # R122089576)
Booth #(s): _____ Show Dates: _____	Check one <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Cheque
Company Name: _____	Account #: _____ (please print numbers clearly)
Contact Name: _____	Expiry Date (MM/YR): _____
Address: _____	Print Name: _____ (as it appears on the credit card)
City: _____	Authorized Signature: _____
Province/State _____ Postal or Zip Code _____	
Phone #: _____	
Fax #: _____	
E-mail: _____	

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. **ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.**

CABLE TV

Quantity	Description	Advance Rate	Regular Rate	Total
	Cable TV Connection (if cable or balin not returned, additional charges will be applied)	\$150.00	\$200.00	

WATER AND DRAIN

	Cold water hook-up to booth – connection up to ½" (price does not include hoses and fittings to equipment).	\$100.00	\$130.00	
	Special connections for water: please contact Facilities Department at 403.261.8559 for pricing. Description of fitting: _____			
	Drainage – 2 ½" drain line (Only available in Exhibition Halls CDE and Annex)	\$75.00	\$100.00	

COMPRESSED AIR

	Compressed air in Exhibition Halls CDE & Annex only – regulated to a maximum of 90 psi. Requirements beyond this maximum, contact Facilities Department for quotation.	\$100.00	\$130.00	
	Compressed Air Fittings must connect to ¼" basic, female quick connect coupler. There will be a \$50.00 charge for each hose connection fittings that is not returned			
	Scale drawing must be provided for location of air connection. Additional labour charges may apply on location of connection			

LABOUR (SEE NEXT/REVERSE PAGE - CTCC INSTRUCTIONS AND CONDITIONS – UTILITIES - POINT 2 & 2c)

	Technician Labour (rate to be quoted)			
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MISCELLANEOUS CHARGES OR SPECIAL REQUIREMENTS

*SPECIAL REQUIREMENTS OR MISCELLANEOUS CHARGE (Please Print)		
	Subtotal	
	(5%) GST	
	Total	

*Note: Extra charges will apply for special connections. Connection prices listed above cover bringing service from the main line to the booth. All work performed within the booth in attaching lines to equipment, if required, will be charged on a time and materials used basis. Please contact Facilities Department 403.261.8559 or fax 403.261.8581 for rates

1) **INSTRUCTION FOR PROCESSING THE ORDER FROM**

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities Department at 403.261.8559 for pricing.)**

- a) **Advance Rate** – In order to receive the advance rate a completed order form with payment must be received by the Facilities Department of the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. No exceptions.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
- c) **Labour Rates** – Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the overtime rate. Services are provided in the most convenient manner for the CTCC Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) **REGULATIONS**

- a) Exhibitors are not permitted to share services. All orders must be placed individually
- b) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
- d) All equipment must conform to all federal, provincial, and local regulations and fire codes.

4) **EQUIPMENT PROCEDURES**

- a) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC.
- b) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Additional charges will apply for rental equipment that is damaged or not returned.
- c) There will be a labour charge to move/change location of already installed utilities.

5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services, at the conclusion of the show.
- b) **PRICING:** The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in date. Personal cheques must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques declined or incorrect credit card information.

6) **CANCELLATION, CLAIMS AND DISCREPANCIES POLICY**

- a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
- b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

7) **EXCLUSIVITY AND LEGAL ENTITY**

- a) The CTCC is the exclusive supplier of all electrical, telecommunication (data, internet, telephone, satellite services and cabling), sign banner installation and utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581

1) EXCLUSIVE SERVICES

- a) Electrical: For tradeshow all electrical requirements will be coordinated through the Facilities Department at the Calgary TELUS Convention Centre (CTCC) at 403.261.8559. Sharing of power between exhibitors is not allowed. Each exhibitor must order their own power. The CTCC reserves the right to refuse service for situations deemed unsafe. Current rates will be charged to the exhibitor, see electrical order form for pricing and conditions
- b) Telecommunications Services: The CTCC is the exclusive provider of all telecommunication services including installation, networking of telephone, data, ISDN, internet, cable TV, fibre optic and satellite connections. Arrangements for these services can be made through the IT Department. See the telephone, internet or utility order form.
- c) Utility Services: The CTCC has compressed air and cold water hook-ups available in Exhibition Halls C,D,E and Annex only. Connections for these services in Exhibition Hall C, D, E and Annex, see utilities order form for pricing and conditions.
- d) Security: The CTCC will provide all security requirements in the facility. Security arrangements for tradeshow are coordinated through the Show Manager. If individual exhibitors wish to arrange for security for their booth, please contact the Facilities Department at 403.261.8559.
- e) Business Services: The Business Services Centre is located on the main level of the north building and can be reached by dialing 333 from any house phone. The Business Services Centre provides various services including photocopying, transparencies, word processing and faxing at a charge.
- f) Banner Hanging and Rigging: In protection of the CTCC facility, no materials of any kind may be affixed to the ceiling or to any walls, whether painted, wooden, vinyl or glass, by any method whatsoever without CTCC approval. See Sign Banner Installation & Dismantling Order Form.
- g) Material Handling: St. George Show Service Inc. is the exclusive materials handler for the CTCC.
- h) Catering: The Calgary Marriott Hotel is the exclusive caterer to the CTCC. No outside food and/or beverage may be brought in the facility by the Show Manager, its exhibitors, participants or suppliers. For menu selection contact the Catering Department at 403.261.8559.

2) PREFERRED SERVICES

- a) Audio Visual Services: Evolution Presentation Technologies is the in-house supplier of all audio visual equipment and lighting within the CTCC. All arrangements should be made through the Technical Services Manager, at 403.261.8555. The CTCC reserves the right to determine maximum sound levels and minimum lighting levels used in any room.
- b) Show Services: St. George Show Service Inc. is the in-house supplier of show services. All arrangements for show services can be made by contacting their office at 403.261.8575.

3) ORDERING OF SERVICES AND ORDER FORMS

- a) Order forms are available from the CTCC website at www.calgary-convention.com or by calling Facilities Department at 403.261.8559.
- b) The CTCC on-site order desk is located on the main level of the north building at the Business Services Centre.

4) BOOTH SET UPS AND DISPLAYS

- a) Booth construction must conform to applicable building codes including electrical, plumbing, etc.
- b) All work carried out on booths on-site must conform to Occupational Health and Safety and WCB regulations.
- c) Exhibitors must remain within the space assigned. A minimum aisle of eight feet (8') (2 1/2 m) must be maintained at all times. Aisles must be kept clear and uncluttered at all times.
- d) Fire exits, hose cabinets and pull stations are to be in full view and kept clear at all times.
- e) All material used for draping or decorations must be fire resistant and have a flameproof rating as approved by the Fire Inspector for the City of Calgary. Exhibitors must have documentation; on-site, proving material has been treated. Dust covers for display must be fire resistant or treated with a flame retardant solution. The companies listed below provide services to treat your materials with a flame retardant solution:
McKinnon Coal & Wood 403.243.7975 or Rosedale Cleaners 403.276.8224
- f) Packing materials, such as plastic wrap, shredded paper and the like, must be returned to the empty cartons. Accumulation of these materials is prohibited in the booth area. A holding area for storage must be arranged through the Show Manager.
- g) The CTCC does not provide tools or ladders for the set-up or dismantling of your booth.

5) SHIPMENTS, DELIVERIES, STORAGE, ELEVATORS

- a) COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments must be prepaid and addressed as:

Exhibitor's Company Name
 Booth Number and Room Name
 Name of Show and Date
 c/o Calgary TELUS Convention Centre North Loading Dock
 705 – 1st Street S.E. Calgary, Alberta T2G 2G9 CANADA

- b) **All shipments delivered to the CTCC loading docks are subject to a material handling charge from St. George Show Service Inc.** Exhibitors may be subject to a transportation fee for freight brought from a Hotel or the Parkade. Shipments sent to the CTCC more than 3 days prior to the first scheduled move-in day may be refused unless prior arrangements have been made with St. George Show Service Inc.
- c) Exhibitors are responsible for all courier, customs, brokerage services, etc. for their booth.
- d) Exhibitor materials, equipment etc. left from a booth will be charged a storage fee before items will be released. If the items are left more than 30 days the items will be disposed of at the CCTC's discretion.
- e) **The loading dock areas are for loading and unloading only; vehicles left unattended will be towed at the expense of the individual.**
- f) Freight Elevators, when in use, will be manned and controlled by operators with St. George Show Service Inc. or CTCC.

BUILDING REGULATIONS FOR EXHIBITORS

- 6) **SPECIAL FOOD EVENT PERMIT**
 - a) A Special Food Event Permit is required for Trade Shows that bring food samples into the facility. A Special Organizer Application Form has to be submitted to the Environmental Health Division of Calgary Health Services two months prior to the event. Contact the Calgary Regional Health Authority (CRHA) at 403.943.8060 or your Event Manager for details.
- 7) **COOKING/SAMPLES**
 - a) Must have approval from the CTCC prior to any cooking or supplying of food samples in the booth.
 - b) Exhibitor is responsible for obtaining all necessary food permits and all CRHA regulations must be followed.
 - c) All cooking equipment must meet all fire and safety standards and is subject to City of Calgary Fire Department and the CTCC approval.
 - d) Deep fat frying is prohibited in the facility.
 - e) Open flames are not permitted.
 - f) Must have a fire extinguisher in booth. If you require one please contact the Facilities department at 403.261.8559 for rental prices.
- 8) **HOUSEKEEPING**
 - a) Trade/Consumer Shows: Booth cleaning can be arranged through your Show Service Contractor.
 - b) All tape that is used to mark booth space and/or to hold down carpet must be removed at completion of the show. Any tape residue left from Exhibitor's carpet will be subject to a clean-up charge.
 - c) All garbage must be put in plastic bags and placed in the large waste containers provided for pick-up by the cleaning staff at the end of each set-up/move-in day.
- 9) **VEHICLES**
 - a) Load Limits: The authorized load limit for vehicles is a maximum of 30,000 lbs in Exhibition Hall B for all other Halls please contact the Facilities Department at 403.261.8559. If a GVW is not available, it may be necessary to obtain document from the nearest weigh scale.
 - b) Cleaning of Vehicles: Cars, trucks and machinery for display must be washed and cleaned before being admitted to the building. Protective sheets of plastic must be placed underneath to prevent stains. The use of Armor All or other silicone-based products is prohibited. Polishing of vehicle(s), including tires, is not permitted at the CTCC unless the vehicle is placed on plastic sheets and the floor is protected. The cleaning/removing of any polishing/cleaning product residue from the floor will be charged directly to the Show Manager. Acceptable polishing product is available at the CTCC Business Services Centre located on the main level of the north building.
 - c) Fuel Tank Levels: Fuel tanks will be kept at less than one-half (1/2) in each vehicle. All fuel tank caps must be locked or be properly sealed with approved tape i.e. masking tape, cloth.
- 10) **HELIUM AND OTHER HAZARDOUS MATERIAL**
 - a) Helium-filled balloons are permitted in the facility. Helium tanks must be stored at the loading dock. Helium and compressed air tanks, while in use and/or being transported to the room(s), are to be secured on an appropriate cart.
 - b) An hourly labour charge will be levied for removal of balloons that have risen to the ceiling.
 - c) No hazardous display of any nature will be permitted in any areas of the CTCC. This includes open flames, hot coals, candles, LPG lighters, charcoal grills, flammable liquids, LPG containers, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solid or gas of a similar nature.
 - d) Propane is prohibited in the facility.
 - e) MSDS (Material Safety Data Sheets) may be needed for products brought into the facility. Please contact the Facilities Department for additional information.
- 11) **FIRST AID, SAFETY AND SECURITY**
 - a) Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
 - b) Children under the age of 16 are prohibited from being in the event space during move-in or move-out.
 - c) Use extreme caution if you are in tradeshow areas where forklifts and vehicle traffic are operating during move-in and move-out.
 - d) The CTCC has an unattended First Aid Room located in each building. Arrangements can be made, at an additional charge, on behalf of the convener/guest for a qualified nurse/first aid person to be on duty during the time of the event(s). Please contact Facilities Department at 403.261.8559 to arrange this service.
 - e) All Exhibitors and their service providers must adhere to the Occupational Health and Safety Act of Alberta.
- 12) **SIGNS/BANNERS/ POSTERS**
 - a) Arrangements can be made to have your sign or banner installed in your booth (see sign/banner installation/dismantling form).
 - b) To protect the CTCC facility, no materials of any kind may be affixed to the ceiling or to any walls, whether painted, wooden or vinyl by a method whatsoever without the approval of the CTCC.
- 13) **MISCELLANEOUS**
 - a) In accordance with City of Calgary Smoking by-law 57M92, all indoor spaces are non-smoking.
 - b) In accordance with Alberta Gaming and Liquor Act 89(1) person(s) in possession of alcoholic beverage in public spaces may be subject to personal fine(s).
 - c) All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To inquire about lost and found items, please contact the CTCC Security department at 403.261.8573.
- 14) **HARASSMENT POLICY**

The Calgary TELUS Convention Centre is committed to providing a work environment that is safe, healthy and free of discrimination. Any form of discrimination, harassment or violence is unacceptable and will not be tolerated at the Centre.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3 PH # 403.261.8559 FX # 403.261.8581

1. PRIME CONTRACTOR

The Occupational Health and Safety Act of Alberta requires that a "prime contractor" be designated for a work site if there are two or more employers working at the work site at the same time. The role of Prime Contractor for Safety is assigned to the Calgary TELUS Convention Centre (CTCC) unless another party is designated by agreement.

2. OCCUPATIONAL HEALTH and SAFETY

Everyone must comply with the Occupational Health and Safety Act of Alberta, the Regulations, the Occupational Health and Safety Code of Alberta and Calgary TELUS Convention Centre regulations. Written pre-job hazard assessments may be required for workers, contractors and service providers coming into the building.

3. AGE REQUIREMENTS

Due to safety concerns when forklifts and vehicles are in operation, persons under the age of sixteen (16) are prohibited from being in the event space during move-in and move-out.

4. PRE-JOB HAZARD ASSESSMENTS

Due to significant hazards present with particular types of work, a written pre-job hazard assessment may be required as determined by the CTCC. Where required, it is the responsibility of the CTCC to complete pre-job hazard assessments for CTCC workers, and the responsibility of other employers to complete pre-job hazard assessments for their workers.

Pre-job hazard assessments may be required for the following (but not limited to):

- Assembly of booths over 8 feet in height;
- Movement of large exhibits, pieces of equipment or vehicles within the Convention Centre;
- Use of forklifts, scissor lifts or other vehicular machinery;
- Use of ladders;
- Assembly of staging;
- Use of tools (such as saws, hammers, etc.); and
- Rigging.

5. GENERAL SAFETY OBLIGATIONS

- Everyone must take reasonable care and co-operate with CTCC and OH&S policies to protect the health and safety of themselves and other workers.
- Only perform work, handle chemicals or operate equipment if trained & authorized to do so.
- If a worker is not competent to perform work that may endanger themselves or others, that worker must not perform the work except under the direct supervision of another worker who is competent to perform the work.
- All injuries, unsafe acts and conditions, including "near miss" incidents, are to be reported to CTCC Security immediately. **Emergency contact number: 403-261-8573 or ext. 8573.**
- If qualified to do so, correct hazards immediately. Then report incident to CTCC Security.
- Consuming or being in possession of alcohol or illegal drugs on CTCC property is prohibited.
- Fighting, horseplay, or otherwise interfering with other workers is prohibited.
- Theft, vandalism or any other abuse or misuse of CTCC property is prohibited.
- Appropriate personal protective clothing and equipment will be worn at all applicable times, particularly concerning fall protection while working at elevated heights where a fall protection system is installed.
- All work shall be carried out in a safe manner as per the job procedure or the completed pre-job hazard assessment.
- Use extreme caution and move away from areas where forklifts and vehicles are operating during move-in and move-out.
- Do not remove, damage, alter or destroy any safeguard, safety device, notice or warning signage used in the CTCC.

Everyone has an obligation to immediately report any equipment that:

- Is in a condition that will compromise the health or safety of workers using or transporting it;
- Will not perform the function for which it is intended or was designed;
- Is not strong enough for its purpose; or
- Has an obvious defect.

6. EMERGENCY PROCEDURES

In the event of an emergency, all work shall cease until further notice. Please listen to instructions via the public address system.

The facility has fire alarm pull boxes located near all designated exits. Smoke detectors are also located throughout the Convention Centre's ventilation system. An alarm will sound at the first sign of a problem and is considered a "first stage" alarm. When there is a "first stage" alarm, no action is immediately necessary. It means all individuals are to standby for further instructions from the public address system. In almost all cases, the cause of the problem is identified and rectified at this point (usually in 1 - 4 minutes). The alarm will stop sounding, and activity can proceed as usual.

In the rare case that a problem goes beyond a first stage alarm, the alarm continues to ring but changes into a highly audible, rapid alarm known as a "stage two" alarm. This stage is accompanied by instructions over the public address system, and may include evacuation instructions.

7. EVACUATION

If for any reason the facility or one part of the facility must evacuate, instructions will be given via the facility's public address system. Once the announcement is made, please exit in a calm & quick fashion - using the nearest emergency exit. If possible, proceed to the CTCC's evacuation assembly area (muster point) where CTCC staff will be positioned. The **evacuation assembly area (muster point)** is the alcove in front of the **Epcor Centre of the Performing Arts Building: 205 – 8th Avenue S.E.** Please remain at this location until CTCC staff advises that it is safe to return to the facility.

8. FIRST AID

The CTCC has unattended first aid rooms located on the lower level of the South Building and the Plus 15 level of the North Building. First aid boxes are located in the service corridor of Exhibition Hall CDE. **Contact CTCC Security at 403-261-8573 (or ext. 8573 on any house phone) for any first aid incident that occurs in the facility.**

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, T2G 0P3

PH:(403) 261-8555 FX (403) 261-8584

NAME OF SHOW: IEEE - ESTMP

EXHIBITOR INFORMATION	METHOD OF PAYMENT (GST # R89066 6209)
Booth #(s): _____ Show Dates: _____	Payment is made to: Evolution Presentation Technologies
Delivery Time (Client on site): _____	Check one <input checked="" type="checkbox"/> <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Cheque
Company Name: _____	Account #: _____
Contact Name: _____	<small>(please print numbers clearly)</small>
Address: _____	Expiry Date (MM/YR): _____
City: _____ Province: _____ Postal Code: _____	Print Name: _____
Phone #: _____	<small>(as it appears on the credit card)</small>
Fax #: _____	Authorized Signature: _____
E-mail: _____	

PAYMENT NOTICE

Fax to Evolution Presentation Technologies (403) 261-8584. All Orders will be Confirmed via fax. Below is a partial list of our inventory, please call (403) 261-8555 for information and pricing on additional equipment. Prices subject to change without notice.

AUDIO VISUAL EQUIPMENT DETAIL

Equipment Required	Quantity	Daily Rate	Show Days	Total
VHS OR DVD PLAYER		\$50.00		
20" LCD MONITOR		\$125.00		
22" LCD MONITOR		\$150.00		
27" SONY TRINITRON VIDEO MONITOR		\$75.00		
26" WIDESCREEN COMPUTER/VIDEO MONITOR		\$200.00		
42" PLASMA SCREEN		\$350.00		
50" PLASMA SCREEN		\$550.00		
84" Plasma Wall		\$2000.00		
LAP TOP COMPUTER		\$160.00		
LCD PROJECTOR, 2200 LUMENS, XGA RESOLUTION		\$350.00		
LCD PROJECTOR, 5000 LUMENS, XGA RESOLUTION		\$850.00		
Plasma Floor Stand		\$60.00		
OTHER				
*SPECIAL REQUIREMENTS (Please Print)				
Labour (Delivery, setup, removal)		\$60.00 / Hr		
			Subtotal	
			(5%) GST	
			Total	

*Note: Extra charges will apply for special connections. Connection prices listed above cover bringing service from the main line to the booth. All work performed within the booth in attaching lines to equipment, if required, will be charged on a time and materials used basis. Please contact Evolution Presentation Technologies at 403. 261.8555 or fax: 403.261.8584 for rates.