



# ST. GEORGE SHOW SERVICE INC.

at the Calgary TELUS Convention Centre  
 120 Ninth Avenue SE  
 Calgary, AB T2G 0P3  
 Phone: 403 261-8575 Fax 403 261-8576  
[NANCYF@calgary-convention.com](mailto:NANCYF@calgary-convention.com)

## CREDIT CARD AUTHORIZATION FORM

Show Name: **I E E E - ESTMP**

EARLY ORDER DISCOUNT DEADLINE **Monday, March 15, 2010**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

VISA     MASTERCARD     AMEX     COMPANY CHEQUE   
 Card Number \_\_\_\_\_ EXP: \_\_\_\_ / \_\_\_\_

**NOTE: CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS SIGNED & COMPLETED CREDIT CARD AUTHORIZATION FORM.**

*Confirmation that we've received your order may be requested by e-mail (only).  
 E-mail request to: [NANCYF@calgary-convention.com](mailto:NANCYF@calgary-convention.com) . Please indicate both the  
 Show Name and your Company Name in the e-mail.*

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_  
 Company Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 City, Prov/State: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**CREDIT CARD RECEIPT(S) ARE AVAILABLE FOR PICK UP AT THE ST. GEORGE ONSITE OFFICE DURING THE TRADE SHOW. IF YOU PREFER THAT YOUR RECEIPT BE MAILED, PLEASE INDICATE BELOW AND ENSURE YOUR MAILING ADDRESS (ABOVE) IS COMPLETE.**

I WILL PICK UP MY RECEIPT                       PLEASE MAIL MY RECEIPT  
**ANY RECEIPTS NOT PICKED UP DURING THE TRADE SHOW ARE MAILED AT THE CLOSE OF THE SHOW IF A COMPLETE ADDRESS HAS BEEN PROVIDED.**

**THIS AUTHORIZATION ALLOWS ST. GEORGE SHOW SERVICE INC. TO CHARGE ANY FEES OUTSTANDING AFTER THE SHOW CLOSING TO THIS CREDIT CARD AUTHORIZATION (INCLUDING FEES OWED DUE TO A CHEQUE RETURNED NSF - A \$ 25.00 SERVICE CHARGE APPLIES.)**

### Credit card authorization must accompany all orders.

PAGE 1	MATERIAL HANDLING ORDER FORM	\$	
	SHIPPING LABEL		
PAGE 2	LIMITS OF LIABILITY & RESPONSIBILITY		
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PAGE 4	FURNISHINGS ORDER FORM	\$	
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PAGE 8	SIGNAGE ORDER FORM	\$	
PAGE 9	LABOUR ORDER FORM	\$	
	OTHER: _____	\$	
	OTHER: _____	\$	
	SUB TOTAL	\$	-
	G.S.T.	\$	-
	TOTAL AMOUNT DUE	\$	-

*Save a tree!  
Print & return only those forms from which you wish to order.*



**ST. GEORGE SHOW SERVICE INC.**

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# MATERIAL HANDLING ORDER FORM

Show Name: **I E E E - ESTMP**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

**SHIPPING ADDRESS:** ALL shipments MUST be addressed to:  
**NAME OF SHOW, Your Company Name & Booth #**  
**c/o 705 - 1st Street SE, Calgary, Alberta T2G 2G9**

*This address is the Calgary TELUS Convention Centre's North Loading Dock*

Rates are based on each 100 lbs. of weight for your shipment. To calculate charges please round up to the next 100 lbs.  
 Example: 537 lbs = 600 lbs. **FOR SHIPMENTS over 2,000 lbs., special arrangements must be made - please contact our office prior to completing form.**

**ADVANCE SHIPMENTS TO SHOW SITE/PRE-SHOW STORAGE Services Include:**

Receiving materials within 3 business days prior to the official move-in date, stored at the show site and delivered directly to your booth upon move-in. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.

**OVER 200 LBS, add \$57 per 100 LBS (or portion thereof)**

<b>Flat rate charge (up to 200 lbs.) \$114.00</b>		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
<b>\$ 57.00</b>		

NUMBER OF PIECES \_\_\_\_\_ TOTAL WEIGHT \_\_\_\_\_ CHARGEABLE WEIGHT \_\_\_\_\_ (round-up to next 100 lbs.)

**SHIPMENTS TO SHOW SITE DURING OFFICIAL MOVE-IN Services Includes:**

Shipments will be unloaded and delivered directly to your booth. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.

**OVER 200 LBS, add \$47 per 100 LBS (or portion thereof)**

<b>Flat rate charge (up to 200 lbs.) \$94.00</b>		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
<b>\$ 47.00</b>		

NUMBER OF PIECES \_\_\_\_\_ TOTAL WEIGHT \_\_\_\_\_ CHARGEABLE WEIGHT \_\_\_\_\_ (round-up to next 100 lbs.)

**POST SHOW STORAGE Services Include:**

Post show storage arrangements MUST BE made prior to the show closing. Your repacked freight will be held until the next business day and then returned to the loading dock and outbound vehicles. For any shipments left after this time, St. George Show Service Inc. will force out "collect" using our choice of transport company.

**OVER 200 LBS, add \$37 per 100 LBS (or portion thereof)**

<b>Flat rate charge (up to 200 lbs.) \$74.00</b>		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
<b>\$ 37.00</b>		

NUMBER OF PIECES \_\_\_\_\_ TOTAL WEIGHT \_\_\_\_\_ CHARGEABLE WEIGHT \_\_\_\_\_ (round-up to next 100 lbs.)

**Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ not ST. GEORGE Show Service Inc. or the Calgary TELUS Convention Centre.**

**LOST PACKAGES AND MISSING SHIPMENTS ARE GREATLY REDUCED BY USING THE OFFICIAL CARRIER.  
 THE OFFICIAL CARRIER USUALLY HAS AN ONSITE REPRESENTATIVE DURING MOVE-IN/MOVE-OUT TIMES (INCLUDING EVENINGS & WEEKENDS).**

**ATTENTION SHIPPERS:** All shipments must be accompanied with a bill of lading indicating the number of pieces, weight and description of contents. If shipment is from outside of Canada, please ensure all Customs Documentation is included with shipment. Once shipped, copies of the bill of lading must be immediately faxed to ST. GEORGE Show Service Inc. along with the name of your on-site representative in order to plan for your shipment.

AMOUNT DUE:	\$
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE	

**OFFICE USE ONLY:**

**TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:**

All shipments must be sent pre-paid. Any collect shipments will not be accepted. ST. GEORGE Show Service Inc. is not responsible for any concealed damage, damage to loose or inadequately packed shipments, and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. It is the exhibitor's sole responsibility to secure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. Any and all claims must be settled at the ST. GEORGE Show Service's Desk prior to the show closing. Orders will only be processed once payment in full has been received. Materials must be loaded in and out through the designated loading dock. Please refer to the "Limits of Liability and Responsibility" on page 2. ST. GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculations. Credit card authorization MUST accompany all orders.



Please find below a pre-addressed mailing label for the Calgary TELUS Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. Our shipping and contact information is included for your convenience - however we ask you please fill in the remaining sections, especially your EXHIBITOR COMPANY NAME and your BOOTH NUMBER (if available)

**I E E E - ESTMP**

**c/o 705 – 1<sup>st</sup> Street SE  
Calgary, Alberta T2G 2G9  
Canada**

**North Loading Dock (403) 261-8583**

COMPANY NAME:

BOOTH #:

ONSITE CONTACT:



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# **LIMITS OF LIABILITY & RESPONSIBILITY**

1. It is understood that the following Limits of Liability and Responsibility are applicable to all subcontractors of ST.GEORGE Show Service Inc. and apply to all of ST.GEORGE Show Service Inc.'s locations and employees.
2. ST.GEORGE Show Service Inc. shall not be liable for damages, losses or delays due to strikes, lockouts or work stoppages of any kind.
3. ST.GEORGE Show Service Inc. shall not be responsible for loss or damage due to water, windstorm, theft, fire, vandalism, acts of God, mysterious dissipation, common wear and tear in handling of equipment or other factors beyond their control.
4. ST.GEORGE Show Service Inc. shall not be held liable for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
5. There may be a lapse of time between the placement of in-coming shipment(s) in the booth by ST.GEORGE Show Service Inc. and the arrival of the Exhibitor's representative at the booth. There is a possibility that some time may pass between the pick-up of materials from the booth for loading on a carrier and the completion of packing. It is understood that if these circumstances occur, the shipment(s) will be left in the booth unattended. If, after the placement of exhibitor's materials in their booth, there is a loss or disappearance of any goods, it is agreed that ST.GEORGE Show Service Inc. is not liable. The same is applicable if there is a loss or disappearance of any material from the booth prior to ST.GEORGE Show Service Inc. picking up the shipment after the show. As a result, where discrepancies exist on outgoing shipping documents, St. George Show Service Inc. will make the necessary corrections upon pickup of material from the booth.
6. ST.GEORGE Show Service Inc. does not provide for full liability should loss or damage occur. ST.GEORGE Show Service Inc. is not an insurer; therefore, the exhibitor should obtain insurance. **All materials should be insured from the time they leave the Exhibitor's firm until they are returned after the show. All risk coverage can usually be arranged with riders to existing policies. Contact your insurance company to make arrangements for coverage during transit and return of materials, during storage and at show site.** Any amounts payable by ST.GEORGE Show Service Inc. are based on the scope of responsibility set forth herein and are unrelated to the value of the Exhibitor's property. If ST.GEORGE Show Service Inc. is found liable for disappearance or damages to Exhibitor's material, it is agreed that liability will be limited to that specific article only. Liability will be restricted to a settlement equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Compensations outlined in this paragraph shall apply if loss or damage occurs, regardless of cause or origin, results directly or indirectly to property through execution or non-execution of obligations.
7. A minimum of 10 days notification must be given to ST.GEORGE Show Service Inc. in order to obtain any special equipment necessary to properly handle shipment for loading, placing or reloading. St. George Show Service Inc. shall not be held responsible for any damages incurred unless written notification is issued within the time period stated above.
8. ST.GEORGE Show Service Inc. shall not be held responsible to any degree for any current, possible or anticipated loss of profit or revenues or for any related costs that may result from any loss or damage to Exhibitor's materials which may make it inconceivable or unfeasible to exhibit materials.
9. Claims for loss or damage must be submitted to ST.GEORGE Show Service Inc. by the close of the applicable show or event. No suit or action shall be brought against ST.GEORGE Show Service Inc. more than one year after the cause of action.
10. All parties agree relevant to receiving, handling, temporary storage and reloading of materials, that ST.GEORGE Show Service Inc. will provide these services as the Exhibitor's agent. ST.GEORGE Show Service Inc. is not a bailee or shipper. ST.GEORGE Show Service Inc.'s signing of a delivery receipt, bill of lading or other document is done so as an agent of the Exhibitor only and the Exhibitor accepts all responsibility thereof.
11. ST.GEORGE Show Service Inc. shall not be responsible for shipments received without receipts, freight bills or specified piece counts on receipts or freight bills such as a courier or van line. Such shipments will be delivered to the booth without guarantee of piece count or condition.
12. Empty storage labels are available from ST.GEORGE Show Service Inc.'s service desk. Affixing the labels is the sole responsibility of the Exhibitor. It is understood that these labels are for "Empty Storage Only". ST.GEORGE Show Service Inc. will not assume responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.
13. If designated carriers fail to pick-up shipments on time, ST.GEORGE Show Service Inc. shall have the authority to change carriers in order to accelerate removal of goods from the show site. Where the Exhibitor makes no arrangement, materials will be taken to a warehouse to await Exhibitor's shipping instructions. The Exhibitor agrees to be responsible for payment of charges incurred with such handling and transporting to the warehouse. ST.GEORGE Show Service Inc. assumes no liability pertaining to such re-routing or handling.
14. The Exhibitor agrees that they will not withhold payment in any amount due to ST.GEORGE Show Service Inc. for material handling or any other service provided by ST.GEORGE Show Service Inc. as an offset against the amount of an alleged loss or damage to any material or equipment. The Exhibitor agrees to pursue any claim against ST.GEORGE Show Service Inc. independently as a completely separate transaction to be resolved on its own merit.

Acceptance of the above terms and conditions will be construed upon consignment or delivery of a shipment to ST.GEORGE Show Service Inc. by an exhibitor or by any shipper on behalf of the Exhibitor.

EXCLUSIVE SUPPLIER OF IN-BOOTH FORKLIFT SERVICES AT THE CALGARY TELUS CONVENTION CENTRE



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# IN-BOOTH FORKLIFT SERVICE ORDER FORM

**Show Name:**  **IEE - ESTMP**

**EARLY ORDER DISCOUNT DEADLINE:** Monday, March 15, 2010

<b>COMPANY NAME:</b>	<b>BOOTH #</b>
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**This service is NOT PROVIDED by show management. Exhibitors requiring assistance with the installation of exhibit booth components, movement or placement of products within their exhibit booth space must order this service.**

Minimum charge is ONE (1) HOUR per call, with increments of 30 minutes after the first hour.  
 To have forklift(s) assigned, please check in at ST.GEORGE Show Service's order desk prior to your requested time.

STRAIGHT TIME (Monday to Friday - 8:00 AM - 4:00 PM) with a minimum charge of ONE (1) hour per call

	<b>DATE REQUIRED:</b> _____		<b>TIME REQUIRED:</b> _____			
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	A _____ x _____ = _____			\$ 90.00	\$ 120.00	_____
	<b>DATE REQUIRED:</b> _____		<b>TIME REQUIRED:</b> _____			
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	B _____ x _____ = _____			\$ 90.00	\$ 120.00	_____

OVERTIME (Monday to Friday - 4:00 PM - Midnight, Saturday & Sunday 8:00 AM - Midnight) with a minimum charge of ONE (1) hour per call

	<b>DATE REQUIRED:</b> _____		<b>TIME REQUIRED:</b> _____			
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	C _____ x _____ = _____			\$ 120.00	\$ 150.00	_____
	<b>DATE REQUIRED:</b> _____		<b>TIME REQUIRED:</b> _____			
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	D _____ x _____ = _____			\$ 120.00	\$ 150.00	_____

DOUBLE-TIME (Monday to Sunday - Midnight-8:00 AM, all day on Statutory Holidays with a minimum charge of FOUR (4) hours per call)

	<b>DATE REQUIRED:</b> _____		<b>TIME REQUIRED:</b> _____			
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	E _____ x _____ = _____			\$ 150.00	\$ 195.00	_____
	<b>DATE REQUIRED:</b> _____		<b>TIME REQUIRED:</b> _____			
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	F _____ x _____ = _____			\$ 150.00	\$ 195.00	_____

	AMOUNT DUE: \$ _____
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE	

**TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:**  
 Orders will only be processed once payment in full has been received. A 25% cancellation fee will be applied to all orders cancelled 2 business days prior to the official move-in date. Cancellations within 2 business days of the official move-in date are non-refundable. ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation. Credit card authorization MUST accompany all orders.



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**FURNISHINGS  
ORDER FORM**

Show Name:

**I E E E - ESTMP**

EARLY ORDER DISCOUNT DEADLINE:

**Monday, March 15, 2010**

COMPANY NAME:	BOOTH #			
DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
<b>CHAIRS</b>				\$ -
padded side chair	\$ 25.00	\$ 30.00		
office reception chair	\$ 60.00	\$ 80.00		\$ -
leather executive chair	\$ 90.00	\$ 120.00		\$ -
stool with back (gas lift, reg height to bar height)	\$ 80.00	\$ 105.00		\$ -
directors chair (reg table height)	\$ 50.00	\$ 75.00		\$ -
directors chair (bar height)	\$ 80.00	\$ 105.00		\$ -
<b>TABLES</b>				\$ -
round pedestal table, 30" high (unskirted)	\$ 55.00	\$ 75.00		
round pedestal table, 42" high (unskirted)	\$ 75.00	\$ 95.00		\$ -
8' x 2' skirted table (skirted 3 sides) <b>30" high</b>	\$ 70.00	\$ 90.00		\$ -
6' x 2' skirted table (skirted 3 sides) <b>30" high</b>	\$ 70.00	\$ 90.00		\$ -
4' x 2' skirted table (skirted 4 sides) <b>30" high</b>	\$ 70.00	\$ 90.00		\$ -
fourth side of table skirted	\$ 30.00	\$ 40.00		\$ -
<b>SKIRT COLOUR:</b> blue <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> match show colour <input type="checkbox"/>				
6' x 2' skirted tables (skirted 3 sides) <b>40" high</b>	\$ 100.00	\$ 130.00		\$ -
4' x 2' skirted tables (skirted 4 sides) <b>40" high</b>	\$ 100.00	\$ 130.00		\$ -
fourth side of table skirted	\$ 35.00	\$ 45.00		\$ -
<b>SKIRT COLOUR:</b> blue <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> match show colour <input type="checkbox"/>				
<b>MISCELLANEOUS ITEMS</b>				
wastebasket w/ bag	\$ 20.00	\$ 26.00		\$ -
5-pocket folding literature rack	\$ 90.00	\$ 120.00		\$ -
easel	\$ 40.00	\$ 50.00		\$ -
sign holder (holds 22"w x 28" h sign)	\$ 55.00	\$ 75.00		\$ -
posterboard, 4'x8'	\$ 125.00	\$ 152.00		\$ -
<b>FOR ADDITIONAL ITEMS NOT FOUND ON THESE ORDER FORMS, PLEASE CONTACT OUR OFFICE FOR AVAILABILITY AND PRICING</b>	AMOUNT DUE: \$			
	PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE			

**TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:**

Orders will only be processed once payment in full has been received.  
 A 25% cancellation fee will be applied to all orders cancelled 2 business days prior to the official move-in date.  
 Cancellations within 2 business days of the official move-in date are non-refundable.  
 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation.  
 If skirt colour is not chosen, ST.GEORGE Show Service Inc will choose a colour for you. A labour charge may be assessed for on-site changes.  
 Exhibitor is responsible for all items for the duration of the show.  
 No refunds on cancelled items once placed.  
 Charges are for rental of equipment only. All items remain the property of ST.GEORGE Show Service Inc.  
 Credit card authorization MUST accompany all orders.



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# CARPET & VACUUMING ORDER FORM

**Show Name:** I E E E - ESTMP

**EARLY ORDER DISCOUNT DEADLINE:** Monday, March 15, 2010

<b>COMPANY NAME:</b>	<b>BOOTH #</b>			
<i>DESCRIPTION</i>	<i>EARLY ORDER DISCOUNT PRICE</i>	<i>REGULAR PRICE</i>	<i>QUANTITY</i>	<i>\$ TOTAL</i>
<b>CARPET</b>				\$
10'x10' booth carpet red <input type="checkbox"/> blue <input type="checkbox"/>	\$ 125.00	\$ 160.00		\$
10'x20' booth carpet red <input type="checkbox"/> blue <input type="checkbox"/>	\$ 250.00	\$ 320.00		\$
10'x10' booth carpet grey <input type="checkbox"/> black <input type="checkbox"/>	\$ 140.00	\$ 180.00		\$
10'x20' booth carpet grey <input type="checkbox"/> black <input type="checkbox"/>	\$ 280.00	\$ 360.00		\$
bulk area carpet (10'x10' increments only)	price per square foot			
_____ x _____ = _____ SqFt	\$ 1.50	\$ 1.95		\$
bulk area carpet (custom cut size)	price per square foot			
_____ x _____ = _____ SqFt	\$ 2.40	\$ 3.10		\$
<b>FOAM PADDING</b>				
10'x10' foam padding	\$ 100.00	\$ 130.00		\$
10'x20' foam padding	\$ 200.00	\$ 260.00		\$
bulk area foam padding (10'x10' increments only)	price per square foot			
_____ x _____ = _____ SqFt	\$ 1.25	\$ 1.65		\$
<b>POLY COVERING</b>				
bulk area poly covering	price per square foot			
_____ x _____ = _____ SqFt	\$ 0.80	\$ 1.05		\$
<b>BOOTH VACUUMING SERVICE</b>	price per square foot			
_____ x _____ = _____ SqFt	\$ 0.35	\$ 0.45		\$
_____ SqFt x _____ ¢ / SqFt x _____ days =				\$
<b>PLEASE SUPPLY MY BOOTH WITH DAILY VACUUMING FOR THE DAYS INDICATED:</b> <i>Please note that vacuuming is done in the evening(s) after the exhibit area closes.</i>				
<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
<b>SAT</b>	<b>SUN</b>			

AMOUNT DUE: <span style="font-size: 1.2em;">\$</span>
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE

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 Cancellations within 2 business days of the official move-in date are non-refundable.  
 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscaculation.  
 If carpet colour is not chosen, ST.GEORGE Show Service Inc will choose a colour for you. A labour charge may be assessed for on-site changes.  
 Exhibitor is responsible for all items for the duration of the show.  
 No refunds on cancelled items once placed.  
 Charges are for rental of equipment only. All items remain the property of ST.GEORGE Show Service Inc.  
 A surcharge may be applied for damages incurred after installation.  
**Credit card authorization MUST accompany all orders.**



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**SPECIALTY ITEMS  
ORDER FORM**

Show Name:

**IEEE - ESTMP**

EARLY ORDER DISCOUNT DEADLINE:

**Monday, March 15, 2010**

COMPANY NAME:				BOOTH #		
DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL		
<b>SPECIALTY ITEMS</b>				\$	-	
lounge chair (armless)	\$ 125.00	\$ 216.00		\$	-	
loveseat (2 seater, fabric)	\$ 260.00	\$ 330.00		\$	-	
coffee table (approx 27" x 45" x 18"h)	\$ 115.00	\$ 150.00		\$	-	
end table (approx 27" x 27" x 18"h)	\$ 85.00	\$ 112.00		\$	-	
Bar fridge	\$ 125.00	\$ 165.00		\$	-	
Water cooler c/w 1 -15L water bottle <b>CUPS NOT SUPPLIED</b>	\$ 125.00	\$ 165.00		\$	-	
- Additional water bottles (15L)	\$ 15.00	\$ 25.00		\$	-	
Coat Tree	\$ 35.00	\$ 50.00		\$	-	
Full-length Mirror	\$ 35.00	\$ 50.00		\$	-	
				\$	-	
<b>PLANTS</b>				\$	-	
seasonal flowering plant (approx 1' high)	\$ 39.00	\$ 51.00		\$	-	
1½' high live tropical plant	\$ 47.00	\$ 62.00		\$	-	
3' - 4' high live tropical plant	\$ 67.00	\$ 92.00		\$	-	
5' - 6' high live tropical plant	\$ 97.00	\$ 122.00		\$	-	
floral arrangements	CALL FOR PRICING			\$	-	
				\$	-	
<b>LIGHTING</b>						
floodlight stand c/w 2 - 120 watt bulbs	\$ 55.00	\$ 70.00		\$	-	
<b>DOES NOT INCLUDE POWER</b>				\$	-	
<b>CUSTOM BOOTH DRAPERY</b>	price per linear foot					
3' high drapery	\$ 6.00	\$ 8.00		\$	-	
8' high drapery	\$ 8.00	\$ 10.00		\$	-	
<b>DRAPE COLOUR:</b> black <input type="checkbox"/> silver <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/>				\$	-	
				\$	-	
<b>SOME ITEMS ARE LIMITED QUANTITY. BOOK EARLY TO AVOID DISAPPOINTMENT.</b>						
<b>FOR ADDITIONAL ITEMS NOT FOUND ON THESE ORDER FORMS, PLEASE CONTACT OUR OFFICE FOR AVAILABILITY AND PRICING</b>			AMOUNT DUE: \$			
			PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE			

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 Cancellations within 2 business days of the official move-in date are non-refundable.  
 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculations.  
 Exhibitor is responsible for all items for the duration of the show.  
 No refunds on cancelled items once placed.  
 Charges are for rental of equipment only. All items remain the property of ST.GEORGE Show Service Inc.  
**Credit card authorization MUST accompany all orders.**



**ST. GEORGE SHOW SERVICE INC.**

Calgary TELUS Convention Centre  
 120 Ninth Avenue SE  
 Calgary, AB T2G 0P3  
 Phone: 403 261-8575 Fax 403 261-8576  
[www.stgeorgeshowservice.com](http://www.stgeorgeshowservice.com)

**HARDWALL SYSTEM RENTAL  
 ORDER FORM**

Show Name:

**IEEE - ESTMP**

EARLY ORDER DISCOUNT DEADLINE:

**Monday, March 15, 2010**

<b>COMPANY NAME:</b>	<b>BOOTH #</b>
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DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
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**10' x 10' BOOTH PACKAGES** Base package includes aluminum structure, white hardwall panels, company name in block text, carpet and installation & dismantle

<b>MODEL 1010</b>	<b>BASIC</b> - 1 straight header sign	\$ 1,450.00	\$ 1,920.00		\$
	<b>DELUXE</b> - basic, plus 2 lights*, 1 white counter (*power not included)	\$ 1,745.00	\$ 2,315.00		\$

**10' x 20' BOOTH PACKAGES** Base package includes aluminum structure, white hardwall panels, company name in block text, carpet and installation & dismantle

<b>MODEL 2010</b>	<b>BASIC</b> - 2 straight header signs	\$ 2,455.00	\$ 3,250.00		\$
	<b>DELUXE</b> - basic, plus 4 lights*, 2 white counters (*power not included)	\$ 2,775.00	\$ 3,675.00		\$

**OPTIONS & INFORMATION**

CARPET:	blue	black	grey	red				
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HEADER 1:

HEADER 2:

*Each header up to 20 characters, black block text.*

**POP-UP / PORTABLE BOOTHS**

POP-UP BOOTH, 8' high x 8' long	BLUE	BLACK	LT GREY	\$ 675.00	\$ 890.00	\$ -
POP-UP BOOTH, 8' high x 10' long	BLUE	BLACK	LT GREY	\$ 705.00	\$ 920.00	\$ -
<i>Include 2 arm lights* (* power not included)</i>						

**ACCESSORIES**

* SEE NOTE *	SHELF, ¼m deep, 1 m long	\$ 45.00	\$ 65.00	\$ -
* SEE NOTE *	ANGLED SHELF, ¼m deep, 1 m long	\$ 60.00	\$ 80.00	\$ -
* SEE NOTE *	FABRIC PANEL INSERT: blue black grey (per panel)	\$ 50.00	\$ 75.00	\$ -
* SEE NOTE *	SLATWALL PANEL INSERT: white (per panel)	\$ 125.00	\$ 160.00	\$ -
	HEADER SIGN LOGO or COLOUR CHANGE	<i>call for pricing</i>		\$ -
	STORAGE COUNTER UNIT 1m h x 1m w x ½m d	\$ 150.00	\$ 195.00	\$ -
	COMPUTER COUNTER 1m h x 1m w x ½m d	\$ 175.00	\$ 220.00	\$ -
	PEDESTAL DISPLAY 30"h X 20"w x 20"d	\$ 145.00	\$ 185.00	\$ -
	DISPLAY SHOWCASE (½m glass display area, ¼m storage below)	\$ 180.00	\$ 230.00	\$ -
	DISPLAY SHOWCASE (¼m glass display area, ¼m storage below)	\$ 160.00	\$ 210.00	\$ -
	150 w chrome arm light* (* power not included)	\$ 65.00	\$ 85.00	\$

**\* NOTE: IF ORDERING ANY STYLE OF SHELF or PANEL INSERT, PLEASE PROVIDE A DIAGRAM TO AVOID ONSITE CHANGES and/or LABOUR CHARGES.**

**FOR ADDITIONAL ITEMS NOT FOUND ON THESE ORDER FORMS, PLEASE CONTACT OUR OFFICE FOR AVAILABILITY AND PRICING**

AMOUNT DUE: \$  
 PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE

**TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:**

Orders will only be processed once payment in full has been received.  
 A 25% cancellation fee will be applied to all orders cancelled 2 business days prior to the official move-in date  
 Cancellations within 2 business days of the official move-in date are non-refundable.  
 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation  
 Exhibitor is responsible for all items for the duration of the show  
 No refunds on cancelled items once placed  
 Charges are for rental of equipment only. All items remain the property of ST.GEORGE Show Service Inc  
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# SIGNAGE ORDER FORM

Show Name:

**I E E E - ESTMP**

EARLY ORDER DISCOUNT DEADLINE:

**Monday, March 15, 2010**

<b>COMPANY NAME:</b>	<b>BOOTH #</b>
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DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
<b>SIGN LAYOUT</b>				
9" x 12" sign	\$ 35.00	\$ 50.00		\$
11" x 14" sign	\$ 35.00	\$ 50.00		\$
11" x 28" sign	\$ 40.00	\$ 60.00		\$
22"w x 28"h sign (standard size for sign holders)	\$ 80.00	\$ 120.00		\$
7" x 44" sign	\$ 40.00	\$ 75.00		\$
28" x 44" sign	\$ 90.00	\$ 135.00		\$
3' x 8' banner	\$ 240.00	\$ 315.00		\$
3' x 10' banner	\$ 300.00	\$ 390.00		\$
4' x 8' banner	\$ 320.00	\$ 420.00		\$
4' x 10' banner	\$ 400.00	\$ 520.00		\$
<i>other sizes available - please call for pricing.</i>				

**SIGN SIZE**

\_\_\_\_\_ x \_\_\_\_\_  
 inches wide x inches high

OTHER OPTIONS AVAILABLE			
Additional copy colour	\$10.00/colour/sign		\$
Variations in lettering	\$ 10.00 / sign		\$
Additional words	CALL FOR QUOTE		\$
Change copy colour	\$ 25.00 / sign		\$
Easel Backing	\$ 20.00 / sign		\$
Emblems, trademarks or logos	CALL FOR QUOTE		\$
Other sizes/materials/banners	CALL FOR QUOTE		\$

<b>RATES ARE BASED ON THE FOLLOWING:</b>	AMOUNT DUE: <b>\$</b>
Ten (10) words or less. Black text in block letters on white background. All very small text is black only.	<b>PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE</b>

**TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:**

Orders will only be processed once payment in full has been received.  
 There are NO REFUNDS on signs  
 ST.GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation.  
 Exhibitor is responsible for all items for the duration of the show.  
 All claims or discrepancies must be settled with ST.GEORGE Show Service Inc. prior to show closing.  
**Credit card authorization MUST accompany all orders.**



**ST. GEORGE SHOW SERVICE INC.**

at the Calgary TELUS Convention Centre  
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Calgary, AB T2G 0P3  
Phone: 403 261-8575 Fax 403 261-8576

**LABOUR SERVICE ORDER FORM**

Show Name: **IEEE - ESTMP**

EARLY ORDER DISCOUNT DATE: **Monday, March 15, 2010**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

Labour rates are charged PER PERSON at a MINIMUM CHARGE OF TWO (2) HOURS. Labour over 2 hours is charged in 1/2 hour increments.  
If ST.GEORGE Show Service Inc. supervision is required, add 40% to the total labour cost.

**To have staff assigned, please check in at ST. GEORGE Show Service's order desk prior to your requested time.**

**STRAIGHT TIME (Monday to Friday - 8:00 AM - 4:00 PM) with a minimum charge of TWO (2) hours per call**

INSTALL	DATE REQUIRED:			TIME REQUIRED:		
	# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST
A	x	=		\$ 70.00	\$ 110.00	\$
DISMANTLE						
DATE REQUIRED:			TIME REQUIRED:			
# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST	
B	x	=	\$ 70.00	\$ 110.00	\$	

Supervision by exhibitor (must be present to supervise) Name: \_\_\_\_\_ Supervisor provided by ST.GEORGE Show Service Inc. Add 40% to above charge \$

**OVERTIME (Monday to Friday - 4:00 PM - Midnight, Saturday & Sunday 8:00 AM - Midnight) with a minimum charge of TWO (2) hours per call.**

INSTALL	DATE REQUIRED:			TIME REQUIRED:		
	# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST
A	x	=		\$ 110.00	\$ 150.00	\$
DISMANTLE						
DATE REQUIRED:			TIME REQUIRED:			
# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST	
B	x	=	\$ 110.00	\$ 150.00	\$	

Supervision by exhibitor (must be present to supervise) Name: \_\_\_\_\_ Supervisor provided by ST.GEORGE Show Service Inc. Add 40% to above charge \$

**DOUBLE-TIME (Monday to Sunday - Midnight-8:00 AM, all day on Statutory Holidays with a minimum charge of FOUR (4) hours per call.**

INSTALL	DATE REQUIRED:			TIME REQUIRED:		
	# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST
A	x	=		\$ 140.00	\$ 180.00	\$
DISMANTLE						
DATE REQUIRED:			TIME REQUIRED:			
# STAFF	HOURS	TOTAL	EARLY ORDER DISCOUNT	REGULAR PRICE	TOTAL COST	
B	x	=	\$ 140.00	\$ 180.00	\$	

Supervision by exhibitor (must be present to supervise) Name: \_\_\_\_\_ Supervisor provided by ST.GEORGE Show Service Inc. Add 40% to above charge \$

PLEASE PROVIDE DRAWINGS and/or INSTRUCTIONS IF NO CLIENT SUPERVISION IS ORDERED. AMOUNT DUE: \$ \_\_\_\_\_ PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE.

**TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:**  
Orders will be processed once payment in full has been received. Payments received after the deadline date will be processed at regular prices.  
A 25% cancellation fee will be applied to all orders cancelled 2 business days prior to the official move-in date.  
Cancellations within 2 business days of the official move-in date are non-refundable.  
If no Client Supervision is noted, we will assign a St. George supervisor and charge accordingly.  
ST. GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculation.  
We reserve the right to change labourers and/or rates as shifts change.