

2010 WGW ANNUAL CONFERENCE AND TRADE SHOW

CALGARY, SEPTEMBER 21-24, 2010



EXHIBITOR MANUAL

Welcome the Western Canada Water's Exhibition held in conjunction with our 2010 Annual Conference!

The 62nd Annual WCW Conference provides you with an ideal opportunity to showcase your products and services to over 500 delegates from Western Canada Water marketplace, including Utility Managers and Operators, Provincial and Municipal Government Representatives, and Consulting Engineers. This trade show is an excellent networking venue for presenting leading edge technologies, renewing old acquaintances and establishing new relationships.

Special events are currently being planned to maximize delegate traffic through the trade show area. Starting with our '*Tuesday Evening Super Heroes U-Nite!*' A meet and greet, educational, fun evening honouring our Super Heroes of the Water Industry. There will be over 150 supplier booths and the opportunity for delegates to learn more about the latest innovative products that help 'Protect Our Water'. This evening will be fully hosted with food, beverage and entertainment for all and features the opportunity for attending delegates to win big – **K-POW!**

Benefits of Exhibiting...

- * Dedicated Exhibit Time
There are not other activities happening during the Trade Show
- * Reach Your Target Audience
Water professionals are continually looking for the best tools and technologies that will help them protect public health by providing safe water
- * The WCW Annual Conference and Trade Show is the only conference where representatives from every segment of the water business come together in our region
- * The Tradeshow is the Icebreaker event for the Conference
- * Listing on the WCW website, Conference Show Guide and the Pre Conference Issue of the WCW Magazine
- * Receive delegate list pre and post conference
- * WCW sponsorships are available to companies who want to maximize their exposure at the Conference

Exhibit Fees Include...

- * One 10' x 10' draped booth
- * One 6' skirted table and two padded chairs
- * One 15 amp single phase, 120 volt electrical outlet
- * Material Handling Service on official Move-in & Move-out dates
- * One Company Representative Registration*, Additional representative registrations can be purchased

*Company representative registration includes Tuesday evening Show Reception, Opening Breakfast, Luncheons, and access to all Technical Papers.

Preliminary Program

The following is an outline of the program to date:

Tuesday, September 21, 2010

8:00am – 3:30pm	Trade Show move-in*
12:00pm – 8:00pm	Registration open
4:30pm – 9:00pm	Trade Show Open <i>Super Heroes U-Nite!</i>

Wednesday, September 22, 2010

7:30am – 8:30am	Opening Breakfast
8:30am – 10:00am	Opening Ceremonies, Awards and Key Note
10:00am – 11:00am	Technical Sessions
11:00am – 2:00pm	Trade Show Open
12:00pm – 1:30pm	Lunch and Learn on Tradeshow Floor
2:00pm – 3:00pm	Municipal Service and Suppliers Association AGM/Show Feed Back/2011 Show Sales
2:00pm – 6:00pm	Tradeshow Tear Down *
2:00pm – 5:00pm	Technical Sessions
7:30pm – 10:00pm	YP Pub

Thursday, September 23, 2010

7:00am – 8:00am	WFP Breakfast
8:00am – 5:00pm	Technical Sessions
12:00pm – 1:30pm	WEF Luncheon
6:00pm – 10:00pm	Gala

Friday, September 24, 2010

8:00am – 12:00pm	Technical Sessions
12:00pm – 1:30pm	AWWA Luncheon and Conference Closing

General Information

Cancelations – Exhibitors withdrawing their applications prior to June 1, 2010 will have their payment refunded less an administration fee of \$50 per booth booking. Cancelations received after June 1, 2010 will be subject to full contract price. Cancellations must be made in writing on company letterhead.

Trade Show Services – The official display contractor and exclusive materials handler at the Calgary Telus Convention Centre is ST. George Show Service Inc

Calgary Telus Convention Centre.
120 – 9 Ave SE. Calgary AB T2G 0P3.

Telephone: 403-261-8575

Fax: 403-261-8576.

Website: www.stgeorgeshowservice.com.

Show services information is included in this **Exhibit Manual**.

Hotel Accommodations – Room blocks have been reserved at the Marriott and Hyatt hotels, the convention center is accessible from both facilities indoors. Hotel links are available on our website at <http://www.wcwwa.ca/index.php/233>.

Hyatt Regency Calgary

700 Centre Street SE Calgary
1 888-421-1442

Calgary Marriott Hotel

110 9th Avenue, SE Calgary
1 800 896 6878

Air Travel – We have arranged a 10% discount for travel into Calgary with WestJet. Discount is off of best available regular fare at the time of the booking (excluding web and promotional fares). Flight schedule information is available at www.westjet.com. To book contact WestJet at 1-877-952-4696 or 1-888-493-7853. Booking account **QC5694**.

Municipal Service and Suppliers Association

The WCW Tradeshow application includes a mandatory Municipal Service and Supplier Association (MSSA) membership for the year. The \$225 membership fee goes to help MSSA promote attendance to the tradeshow and our member companies and was instituted by the MSSA Board of Directors.

MSSA membership is a company membership, with one individual selected as primary representative. Additional Company representative can be added to the mailing list for a nominal fee of \$15 each.

The MSSA AGM is held at the WCW Annual Conference. All members are encouraged to attend the meeting Wednesday morning. There will be an opportunity to be first in line for next years WCW Tradeshow September 20-23 in Saskatoon SK. Feedback on member benefits and tradeshow organization are welcome.

For more information on MSSA membership benefits and the association, visit their website at www.wcmssa.net.

WCW'10 Annual Conference & Trade Show
 Calgary TELUS Convention Centre, September 21-22, 2010
 Calgary, Alberta

Contact Name _____
 Company _____
 Mailing Address _____
 City _____ Province _____ Postal Code _____
 Phone _____ Fax _____
 Email _____

Use this form for purchasing Additional Representative Registrations, Water for People Breakfast Tickets and Gala Tickets.

Trade Show Booth Supplemental Order

Additional Representative registration includes:	Additional Representatives	#	Total
Tuesday evening Show Reception, Opening Breakfast, Luncheons, and access to all Technical Papers.	WFP Breakfast Thursday September 22	\$125 x _____	= _____
	GALA Dinner Thursday September 23	\$ 20 x _____	_____
		\$ 75 x _____	_____
		GST 5%	_____
		GRAND TOTAL	_____

Payment Method

Visa MasterCard Cheque (Payable to Western Canada Water)

Cardholder Name _____
 Card Number _____
 Expiry Date _____ Signature _____

Return form and payment to

WCW
 Box 1708 126 3rd Ave W
 Cochrane, AB T4C 1B6
 p 1-877-283-2003 / 403-709-0064
 f 1-877-283-2007 / 403-709-0068

Delegate Information

These names are required for Conference nametags and are required to enter the Exhibit area.

Name of Full Registration (included in Booth fee) _____
 Name of Additional Representative (Additional Price) _____
 Name of Additional Representative (Additional Price) _____
 Name of Additional Representative (Additional Price) _____
 Name of Additional Representative (Additional Price) _____

TERMS AND CONDITIONS

DATES

Western Canada Water (WCW) reserves the right, at its sole discretion, to change the date or dates upon which the show is held or to cancel the show and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Exhibitor to WCW.

ASSIGNMENT

The Exhibitor shall not assign this contract or sublet the space or any part thereof or permit same to be used by any other person, without the prior written consent of WCW. Any attempt to do so is null and void and will result in immediate cancellation of this contract with no refund.

RULES & REGULATIONS

The Exhibitor shall comply with all rules and regulations set by WCW for the show and agrees that WCW's decision to adopt and enforce any such rule or regulation shall be final and binding.

COMPLIANCE

The Exhibitor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and shall ensure that all equipment, materials and goods used by the Exhibitor so comply.

INDEMNITY

The Exhibitor shall indemnify and hold harmless WCW and Telus Convention Centre from and against any loss, injury or damages whatsoever suffered by WCW as a result the Exhibitors failure to comply with the terms and conditions of this contract or as a result of the Exhibitors participation in the show, including without limitation, any third party claim against WCW with respect to loss, injury or damage sustained or suffered by any other exhibitor, the owner of the building, attendees of the exhibition, and their respective directors, officers, agents and employees.

LOSS OR DAMAGE

In consideration of the Exhibitors participation in the show, the Exhibitor hereby releases WCW, Telus Convention Centre, their directors, officers, agents and employees from any and all claims, losses, or damages whatsoever suffered or sustained by the Exhibitor in connection with the show, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business or profits, whether arising from any act of WCW or otherwise.

CANCELLATION

This contract may be cancelled by either party provided written notice is received by the other before June 1, 2010 in which case all monies paid by the Exhibitor will be refunded less an administration fee of \$50.00 per booth. If the Exhibitor cancels after such date, it will be responsible for the full contract price. Cancellations must be made in writing, on company letterhead. MSA membership will not be refunded unless company is not

interested in receiving those member benefits. Cancellation notice should also contain notice of membership cancellation.

CONDUCT

WCW reserves the right at any time to alter or remove exhibits or any part thereof, including printed material, products, signs, lights or sound and to expel exhibitors or their personnel if, in WCW's opinion, their conduct or presentation is objectionable to WCW or to other exhibit participants.

DISPLAY

Exhibitors display must comply with all requirements of WCW and of the owner of the building, including maximum height requirements.

STAFF

Exhibitors must provide at least one person per booth, during exhibition hours. The Exhibitor agrees to confine its presentation to the contracted space only.

SHIPPING

Goods must not be shipped to the show with any shipping charges to be paid on arrival and any such goods will not be accepted by WCW. WCW will assume no responsibility for loss or damage to the Exhibitors goods or property before, during or after the show.

INSURANCE

The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the show. The Exhibitor agrees to furnish immediately to WCW, upon request, certificates of insurance pertaining to all policies of insurance carried by the Exhibitor together with satisfactory evidence from the insurers of the continuation of such policies.

If the Exhibitor fails to comply with any of the foregoing, in addition to any other rights or remedies available to WCW at law or under this contract, WCW shall have the right to take possession of the display space for such purposes as it sees fit and the Exhibitor will be held liable for the full contract price for the said space.

MOVE – OUT

The Exhibitor agrees that no display may be dismantled or goods removed during the scheduled time of the exhibition. The Exhibitor agrees to remove the exhibit, all equipment and accessories from the event building by the final move out time. In the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred by WCW.

TERMS & CONDITIONS

WCW reserves the right to cancel this contract and to withhold possession of the space or to expel the Exhibitor if the Exhibitor fails to comply with any terms and conditions of this contract or the show rules and regulations, in which case the Exhibitor shall forfeit as liquidated damages and not as a penalty all payments made pursuant to this contract, all without limiting WCW other rights and remedies at law under this contract as a result of such failure to comply.



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
www.stgeorghowsservice.com

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WELCOME!

ST.GEORGE Show Service Inc is pleased to be the official display contractor for:

**WESTERN CANADA WATER
TRADE SHOW**
SEPTEMBER 21st - 22nd, 2010

MOVE-IN: Tuesday September 21st 8:00 AM - 3:30 PM

MOVE-OUT: Wednesday September 22nd 2:00 PM - 6:00 PM

**DEADLINE TO RECEIVE DISCOUNTED
PRICING FOR RENTAL ITEMS: Tuesday, September 07, 2010**

Calgary TELUS Convention Centre, Exhibition Hall C-D-E

Your standard 10'x10' booth space includes:

8' high backwall drapery	3' high sidewall drapery
1 - 6' skirted table	2 - padded chairs

Material Handling Service on official Move-in & Move-out dates.

ELECTRICAL - 15 amp single phase, 120 volt
(additional electrical can be ordered through the Calgary TELUS Convention Centre - see order forms)

If you require a different size of table other than what is provided, please indicate your choice in the space provided and return this page to ST.GEORGE Show Service a minimum of two (2) weeks prior to move-in day. Any exchanges made on site are subject to labour charges.

Additional tables may be ordered on the Furnishings Order form.

_____ 8' skirted table	_____ 6' skirted table
_____ 4' skirted table	_____ no table required

COMPANY NAME: _____ BOOTH #: _____



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WELCOME!

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Your standard 10'x10' booth space does not include:

Carpet / appropriate floor covering - MANDATORY	(exhibitors own, or see enclosed form)
Advance Material Handling	(see details on order form & below; using official show carrier can greatly reduce material handling charges)
Additional electrical	(contact Calgary TELUS Convention Centre for additional requirements)

MATERIAL HANDLING - MANDATORY

Hand carried display material can be brought in through the main entrance. All other display material must enter through the loading dock. Material Handling charges will apply (charges will be waived if material is received on official Move-In date of Tuesday September 21st.) Outbound freight pick-ups must be scheduled by the exhibitor for pick-up by your carrier during official Move-out or Post Show Storage fees will apply.

PLEASE ENSURE THAT YOUR COMPANY NAME IS LISTED ON CUSTOMS DOCUMENTATION
AS BOTH THE SENDER AND RECEIVER TO AVOID CUSTOMS DELAYS

PREFERRED CARRIER - YRC REIMER

Using the official carrier can greatly reduce material handling fees and lessen the chance of lost display material. YRC Reimer will have a representative on-site during official move-in and move-out. For further information please contact Andrea Powell at (866) 498-3976 (EXPO) between 7:00 AM PST and 3:00 PM PST - or contact YRC Reimer Exhibit Transportation Services (24/7) "EXPO" line at (800) 531-EXPO (3976) outside of regular business hours.



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

CREDIT CARD AUTHORIZATION FORM

Show Name: **WESTERN CANADA WATER TRADE SHOW**

EARLY ORDER DISCOUNT DEADLINE **Tuesday, September 07, 2010**

COMPANY NAME: _____ BOOTH # _____

VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	AMEX <input type="checkbox"/>	COMPANY CHEQUE <input type="checkbox"/>
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 . Please indicate both the
 Show Name and your Company Name in the e-mail.*

Cardholder Name _____ Cardholder Signature _____
 MAIL ADDRESS: _____ Contact Name: _____
 MAIL ADDRESS: _____ Post/Zip Code: _____
 Phone #: _____ Fax #: _____ Email: _____

PLEASE PRINT LEGIBLY

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		
PAGE 3	IN-BOOTH FORKLIFT SERVICE ORDER FORM	\$	
PAGE 4	FURNISHINGS ORDER FORM	\$	
PAGE 5	CARPET & VACUUMING ORDER FORM	\$	
PAGE 6	SPECIALTY ITEMS ORDER FORM	\$	
PAGE 7	HARDWALL RENTAL ORDER FORM	\$	
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.



EXCLUSIVE SUPPLIER OF MATERIAL HANDLING SERVICES AT THE CALGARY TELUS CONVENTION CENTRE

ST. GEORGE SHOW SERVICE INC.

Phone: 403 261-8575 Fax 403 261-8576
www.stgeorgeshowservice.com

MATERIAL HANDLING ORDER FORM

Show Name: **WESTERN CANADA WATER TRADE SHOW**

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: 527 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.

**Flat rate charge
(up to 200 lbs.) \$116.00**

ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 58.00		

OVER 200 LBS, add \$58 per 100 LBS (or portion thereof)

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

THIS CHARGE CAN BE AVOIDED BY USING THE OFFICIAL CARRIER

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.

THIS SERVICE PROVIDED BY SHOW MANAGEMENT AT NO ADDITIONAL COST TO EXHIBITORS

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.

**Flat rate charge
(up to 200 lbs.) \$76.00**

ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$ 38.00		

OVER 200 LBS, add \$38 per 100 LBS (or portion thereof)

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

THIS CHARGE CAN BE AVOIDED BY USING THE OFFICIAL CARRIER

Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ not ST. GEORGE Show Service Inc. nor the Calgary TELUS Convention Centre.

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	

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)

WESTERN CANADA WATER TRADE SHOW

c/o 705 – 1st Street SE

Calgary, Alberta T2G 2G9

Canada

North Loading Dock (403) 261-8583

COMPANY NAME:

BOOTH #:

ONSITE CONTACT:



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

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



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.stgeorghowservice.com

IN-BOOTH FORKLIFT SERVICE ORDER FORM

Show Name: **WESTERN CANADA WATER TRADE SHOW**

EARLY ORDER DISCOUNT DEADLINE: **Tuesday, September 07, 2010**

COMPANY NAME:	BOOTH #
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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

	DATE REQUIRED: _____		TIME REQUIRED: _____			
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	A _____ x _____ = _____			\$ 100.00	\$ 120.00	_____
	DATE REQUIRED: _____		TIME REQUIRED: _____			
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	B _____ x _____ = _____			\$ 100.00	\$ 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

	DATE REQUIRED: _____		TIME REQUIRED: _____			
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	C _____ x _____ = _____			\$ 130.00	\$ 150.00	_____
	DATE REQUIRED: _____		TIME REQUIRED: _____			
MOVE-OUT	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	D _____ x _____ = _____			\$ 130.00	\$ 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)

	DATE REQUIRED: _____		TIME REQUIRED: _____			
MOVE-IN	# FORKLIFTS	TOTAL HOURS	TOTAL	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	TOTAL COST
	E _____ x _____ = _____			\$ 150.00	\$ 195.00	_____
	DATE REQUIRED: _____		TIME REQUIRED: _____			
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.



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

**FURNISHINGS
ORDER FORM**

Show Name:

WESTERN CANADA WATER TRADE SHOW

EARLY ORDER DISCOUNT DEADLINE:

Tuesday, September 07, 2010

COMPANY NAME:		BOOTH #		
<i>DESCRIPTION</i>	<i>EARLY ORDER DISCOUNT PRICE</i>	<i>REGULAR PRICE</i>	<i>QUANTITY</i>	<i>\$ TOTAL</i>
CHAIRS				
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		\$ -
TABLES				
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) 30" high	\$ 70.00	\$ 90.00		\$ -
6' x 2' skirted table (skirted 3 sides) 30" high	\$ 70.00	\$ 90.00		\$ -
4' x 2' skirted table (skirted 4 sides) 30" high	\$ 70.00	\$ 90.00		\$ -
fourth side of table skirted	\$ 30.00	\$ 40.00		\$ -
SKIRT COLOUR: 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) 40" high	\$ 100.00	\$ 130.00		\$ -
4' x 2' skirted tables (skirted 4 sides) 40" high	\$ 100.00	\$ 130.00		\$ -
fourth side of table skirted	\$ 35.00	\$ 45.00		\$ -
SKIRT COLOUR: blue <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> match show colour <input type="checkbox"/>				
MISCELLANEOUS ITEMS				
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		\$ -
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.
 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:

WESTERN CANADA WATER TRADE SHOW

EARLY ORDER DISCOUNT DEADLINE:

Tuesday, September 07, 2010

COMPANY NAME:	BOOTH #
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**** PLEASE NOTE - FLOOR COVERING IS MANDATORY ****

DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
CARPET				\$
10'x10' booth carpet red <input type="checkbox"/> blue <input type="checkbox"/>	\$ 100.00	\$ 160.00		\$
10'x20' booth carpet red <input type="checkbox"/> blue <input type="checkbox"/>	\$ 200.00	\$ 320.00		\$
10'x10' booth carpet grey <input type="checkbox"/> black <input type="checkbox"/>	\$ 112.00	\$ 180.00		\$
10'x20' booth carpet grey <input type="checkbox"/> black <input type="checkbox"/>	\$ 124.00	\$ 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		\$
FOAM PADDING				
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		\$
POLY COVERING				
bulk area poly covering	price per square foot			
_____ x _____ = _____ SqFt	\$ 0.80	\$ 1.05		\$
BOOTH VACUUMING SERVICE	price per square foot			
_____ x _____ = _____ SqFt	\$ 0.35	\$ 0.45		\$
_____ SqFt x _____ ¢ / SqFt x _____ days =				\$
PLEASE SUPPLY MY BOOTH WITH DAILY VACUUMING FOR THE DAYS INDICATED: Please note that vacuuming is done in the evening(s) after the exhibit area closes.				
MON	TUE	WED	THU	FRI
SAT	SUN			

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 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.



ST. GEORGE SHOW SERVICE INC.

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www.stgeorgeshowservice.com

**SPECIALTY ITEMS
ORDER FORM**

Show Name:

WESTERN CANADA WATER TRADE SHOW

EARLY ORDER DISCOUNT DEADLINE:

Tuesday, September 07, 2010

COMPANY NAME:	BOOTH #			
DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
SPECIALTY ITEMS				\$ -
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 CUPS NOT SUPPLIED	\$ 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		\$ -
				\$ -
PLANTS				\$ -
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		\$ -
floral arrangements	CALL FOR PRICING			\$ -
LIGHTING				
floodlight stand c/w 2 - 120 watt bulbs	\$ 55.00	\$ 70.00		\$ -
DOES NOT INCLUDE POWER				\$ -
CUSTOM BOOTH DRAPERY	price per linear foot			
3' high drapery	\$ 6.00	\$ 8.00		\$ -
8' high drapery	\$ 8.00	\$ 10.00		\$ -
DRAPE COLOUR: black <input type="checkbox"/> silver <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/>				\$ -
				\$ -

SOME ITEMS ARE LIMITED QUANTITY. BOOK EARLY TO AVOID DISAPPOINTMENT.

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

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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.



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**HARDWALL SYSTEM RENTAL
 ORDER FORM**

Show Name:

WESTERN CANADA WATER TRADE SHOW

EARLY ORDER DISCOUNT DEADLINE:

Tuesday, September 07, 2010

COMPANY NAME:	BOOTH #
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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

MODEL 1010	BASIC - 1 straight header sign	\$ 1,450.00	\$ 1,920.00		\$
	DELUXE - 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

MODEL 2010	BASIC - 2 straight header signs	\$ 2,455.00	\$ 3,250.00		\$
	DELUXE - 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, ½m storage below)	\$ 180.00	\$ 230.00		\$ -
	DISPLAY SHOWCASE (¼m glass display area, ¾m 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

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 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
Credit card authorization MUST accompany all orders.



ST. GEORGE SHOW SERVICE INC.

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SIGNAGE ORDER FORM

Show Name:

WESTERN CANADA WATER TRADE SHOW

EARLY ORDER DISCOUNT DEADLINE:

Tuesday, September 07, 2010

COMPANY NAME:	BOOTH #
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DESCRIPTION	EARLY ORDER DISCOUNT PRICE	REGULAR PRICE	QUANTITY	\$ TOTAL
SIGN LAYOUT				
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		\$

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

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
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Phone: 403 261-8575 Fax 403 261-8576

LABOUR SERVICE ORDER FORM

Show Name: **WESTERN CANADA WATER TRADE SHOW**

EARLY ORDER DISCOUNT DATE: **Tuesday, September 07, 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

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

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

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

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

ADVANCE RATE DEADLINE DATE:		SEPTEMBER 7, 2010	
NAME OF SHOW:	WESTERN CANADA WATER AND WASTEWATER ASSOCIATION	Event ID	17513
EXHIBITOR INFORMATION		IMPORTANT – READ CAREFULLY	
Booth #(s): _____ Show Dates: _____ Company Name: _____ Contact Name: _____ Address: _____ City: _____ Province/State _____ Code _____ Phone #: _____ Fax #: _____ E-mail: _____		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: SEPTEMBER 7, 2010

NAME OF SHOW: WESTERN CANADA WATER AND WASTEWATER ASSOCIATION **Event ID** 17513

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

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
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MISCELLANEOUS CHARGES: Description of Charge

EQUIPMENT RENTAL - (DUPLEX 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)	
--	--

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:	SEPTEMBER 7, 2010
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NAME OF SHOW:	WESTERN CANADA WATER AND WASTEWATER ASSOCIATION	Event ID	17513
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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: SEPTEMBER 7, 2010

NAME OF SHOW: WESTERN CANADA WATER AND WASTEWATER ASSOCIATION Event ID **17513**

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 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

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 day. **ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.**

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:		
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

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:		SEPTEMBER 7, 2010		
NAME OF SHOW:	WESTERN CANADA WATER AND WASTEWATER ASSOCIATION	Event ID	17513	
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 #: _____		
Contact Name: _____		(please print numbers clearly)		
Address: _____		Expiry Date (MM/YR): _____		
City: _____		Print Name: _____		
Province/State _____ Postal or Zip Code _____		(as it appears on the credit card)		
Phone #: _____		Authorized Signature: _____		
Fax #: _____				
E-mail: _____				
PAYMENT NOTICE				
<p>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.</p>				
SHIPPING INFORMATION				
<p>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</p>				
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:	SEPTEMBER 7, 2010
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NAME OF SHOW:	WESTERN CANADA WATER AND WASTEWATER ASSOCIATION	Event ID	17513
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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: _____	Postal or Zip Code _____	Authorized Signature: _____	
Province/State _____	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: WESTERN CANADA WATER AND WASTEWATER ASSOCIATION

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.