



VICTORIA  
CONFERENCE  
CENTRE

Show Name: 2009 APEG Conference

Show Date: October 14 - 17, 2009

Discount Advance Order Cut Off: September 30, 2009

Payment by Cheque (Attached) or Credit Card

Cheque Attached \_\_\_ (X)

Visa \_\_\_ MasterCard \_\_\_ AMEX \_\_\_ (X)

Exhibitor: \_\_\_\_\_

Card Number: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

3 or 4 Digit Security Code: \_\_\_\_\_

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

Name on Card: \_\_\_\_\_

City & Province: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** Orders and Payments received less than fourteen days prior to the Exhibitor Move-In day will be charged at the Standard Order rates.

**NOTE:** If Orders have been received and processed, 25% of the order is non-refundable.

If the Service has been provided, 100% of the order is non-refundable.

**NOTE:** If any form is calculated incorrectly, we reserve the right to correct the amount on the order.

**DISPLAY ORDERS**

	Quantity	Discounted Advance Order	Standard Order (2 weeks)	Total
8' Table, topped & skirted on 3 sides		\$ 55.00	\$ 60.00	
6' Table, topped & skirted on 3 sides <b>(1 provided in Booth Package)</b>		\$ 50.00	\$ 55.00	
4' Table, topped & skirted		\$ 45.00	\$ 50.00	
Counter height 8' Table, topped & skirted on 3 sides		\$ 65.00	\$ 70.00	
Counter height 6' Table, topped & skirted on 3 sides		\$ 60.00	\$ 65.00	
Counter height 4' Table, topped & skirted		\$ 55.00	\$ 60.00	
Pedestal Table (36" round, 30" high) topped & skirted		\$ 30.00	\$ 35.00	
Counter height Pedestal Table (36" round, 40" high) topped & skirted		\$ 40.00	\$ 45.00	
8' High Drape and Metal - price per lineal foot		\$ 4.50	\$ 5.00	
3' High Drape and Metal - price per lineal foot		\$ 3.75	\$ 4.25	
Padded Folding Chair <b>(2 provided in Booth Package)</b>		\$ 7.50	\$ 10.00	
Counter height Stool		\$ 25.00	\$ 30.00	
Waste Basket		\$ 6.25	\$ 8.00	
Metal Easel		\$ 15.00	\$ 18.00	
Literature Rack		\$ 50.00	\$ 60.00	
Freestanding 3-Tier Brochure Holder - 8 1/2" wide		\$ 10.00	\$ 15.00	
Freestanding 3-Tier Brochure Holder - 4" wide		\$ 10.00	\$ 15.00	
Potted Mum		\$ 25.00	\$ 30.00	
Floral Arrangement		\$ 60.00	\$ 75.00	
			Subtotal	
			5% GST	
			7% PST	
			Total	

**FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY FAX, EMAIL OR MAIL**

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7 GST #122206394

Phone: (250) 361-1015 Fax: (250) 361-1030 alisonc@victoriainconference.com



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Name on Card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

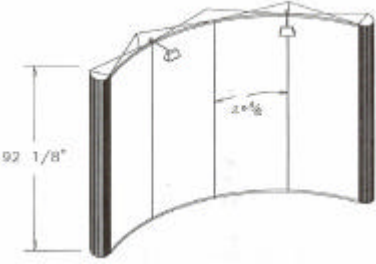
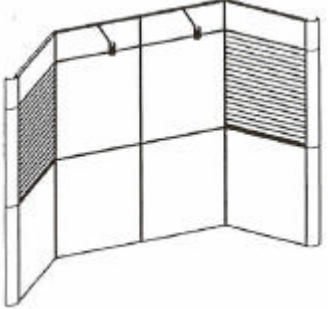
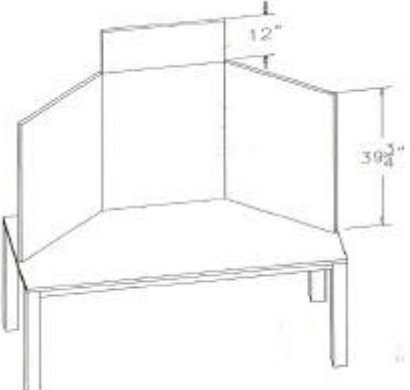
**NOTE:** Orders must be placed no later than 2 weeks prior to the event to allow for delivery. Please see the "Order Cut Off" date above.

**NOTE:** Cancelled orders are subject to a re-stocking charge

**NOTE:** If the display has been ordered and delivered to the booth, 100% of the order is non-refundable.

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**MODULAR DISPLAY RENTALS**

	Quantity	Rental Price per Unit	Total
<b>8' or 10' Matrix Display Rental: Cost includes installation and dismantle</b>		\$ 650.00	
			
<b>8ft Advantage 8-Panel Display Rental: Cost includes installation and dismantle</b>		\$ 675.00	
			
<b>Table Top 3-Panel Display Rental: Cost includes installation and dismantle</b>		\$ 295.00	
			
		Shipping Charge	\$ 45.00
		Subtotal	
		5% GST	
		7% PST	
		Total	

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Show Name: 2009 APEG Conference  
 Show Date: October 14 - 17, 2009  
 Exhibitor: \_\_\_\_\_  
 Booth #(s): \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & Province: \_\_\_\_\_  
 Email: \_\_\_\_\_

Payment by Cheque (Attached) or Credit Card

Cheque Attached \_\_\_\_ (X)  
 Visa \_\_\_\_ MasterCard \_\_\_\_ AMEX \_\_\_\_ (X)

Card Number: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_  
 3 or 4 Digit Security Code: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Cardholder Signature: \_\_\_\_\_

**NOTE:** Full Payment, including applicable taxes, is due in advance of the event set up and Exhibitor Move-In.

**NOTE:** The Victoria Conference Centre reserves the right to charge the Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor.

**NOTE:** In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided, 100% of original fee will be applied.

LABOUR RATES		
Regular Time	8:00AM - 4:00PM Monday to Friday	\$71.00 per Hour (minimum 1 hour)
Over Time	4:00PM - 6:00PM Monday to Friday	\$98.00 per Hour (minimum 1 hour)
	8:00AM - 4:00PM Saturday	
Double Time	All other hours including Sundays and Statutory Holidays	\$112.00 per Hour (minimum 1 hour)

ESTIMATED INSTALLATION REQUIREMENTS				
Regular Time	____ Labourers	____ Hours	\$71.00 per Hour	\$ _____ Total
Over Time	____ Labourers	____ Hours	\$98.00 per Hour	\$ _____ Total
Double Time	____ Labourers	____ Hours	\$112.00 per Hour	\$ _____ Total
				Date Required:
				Start Time:

ESTIMATED DISMANTLE REQUIREMENTS				
Regular Time	____ Labourers	____ Hours	\$71.00 per Hour	\$ _____ Total
Over Time	____ Labourers	____ Hours	\$98.00 per Hour	\$ _____ Total
Double Time	____ Labourers	____ Hours	\$112.00 per Hour	\$ _____ Total
				Date Required:
				Start Time:

FORKLIFT SERVICES		
Regular Time	\$50.00 per Hour (minimum 1 hour)	\$ _____ Total
Over Time	\$75.00 per Hour (minimum 1 hour)	\$ _____ Total
Double Time	\$100.00 per Hour (minimum 1 hour)	\$ _____ Total
		Date Required:
		Start Time:
		Subtotal
		5% GST
		7% PST
		Total

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Email: \_\_\_\_\_

**NOTE:** Prices include installation, maintenance throughout the show and post-show removal. Power is dropped at rear of booth. Spike protection is the responsibility of the exhibitor.

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**ELECTRICAL SERVICES**

	Quantity	Discounted Advance Order	Standard Order (2 weeks)	Total
<b>120 VOLTS</b>				
750 Watt-7 Amp-Single Receptacle(1 plug)(1 provided in Booth Package)		\$ 60.00	\$ 70.00	
1500 Watt - 15 Amp - Double Receptacle (2 plugs)		\$ 68.00	\$ 78.00	
<b>120 VOLTS - Specialty</b>				
2000 Watt - 20 Amp - Single Receptacle		\$ 90.00	\$ 100.00	
<b>208 VOLTS</b>				
15 Amp - Single Phase		\$ 120.00	\$ 135.00	
20 Amp - Single Phase		\$ 130.00	\$ 150.00	
30 Amp - Single Phase		\$ 175.00	\$ 200.00	
50 Amp - Single Phase		\$ 200.00	\$ 225.00	
30 Amp - Three Phase		\$ 225.00	\$ 250.00	
60 Amp - Three Phase		\$ 375.00	\$ 410.00	
100 Amp - Three Phase		\$ 500.00	\$ 540.00	
200 Amp - Three Phase		\$ 600.00	\$ 650.00	
<b>LIGHTING DOES NOT COME WITH POWER - ORDER POWER SEPARATELY</b>				
Single Flood light on stand		\$ 45.00	\$ 50.00	
Double Flood light on stand		\$ 50.00	\$ 55.00	
			Subtotal	
			5% GST	
			7% PST	
			Total	

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Victoria Conference Centre GST #122206394

# TELEPHONE SERVICE REQUEST

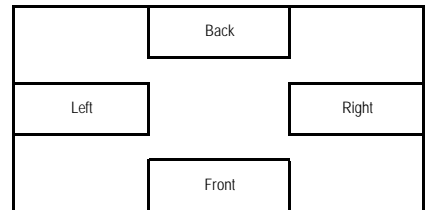
## Victoria Conference Centre

*Please read the entire form carefully, including the Terms and Conditions. By completing this form you understand and agree to the guidelines set below.*

Event Name:	Event Date:	
Contact Name:	Company Name:	
Address:	City:	
Province/State:	Postal/Zip Code:	
Telephone Number:	Fax Number:	
Email Address:	Room/Location:	Booth #:
In-Service Date:	Time:	
Disconnect Date:	Time:	

Please indicate the approximate location of service placement within the booth with an X and note any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of service(s). If a location is not provided two days before show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services.

**Please note: there will be a \$50 setup/installation fee to change line location once on site.**



SERVICES REQUIRED	QUANTITY	ADVANCED RATE		STANDARD RATE		TOTAL
		14 days prior to show move-in		Less than 14 days to show move-in		
Telephone Line with Single Line Handset <input type="checkbox"/> Long Distance	# of Lines		\$150.00		\$200.00	
Telephone Line for Standard Computer Modems/Fax/Interac/Conference Call (line only) <input type="checkbox"/> Long Distance (required for Interac and toll free)	# of Lines		\$125.00		\$175.00	
Speaker Phone (for up to four (4) people)	# required		\$175.00		\$225.00	
Conference Line - must order conference call unit from Sharp's Audio-Visual 250.361.1095	# of Lines		\$125.00		\$150.00	
Deposit for Long Distance *deposit waived for VCC contracted clients; unused portion will be refunded within 30 days			\$50.00		\$50.00	

<b>PAYMENT INFO:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		<b>Subtotal:</b>	
Cardholder's Name:	<input type="checkbox"/> Bill to Master Account	<b>5% GST:</b>	
Credit Card Number:	Expiry Date:	<b>7% PST:</b>	
Cardholder's Signature:	Date:	<b>AMOUNT PAYABLE:</b>	

<b>PAYABLE TO:</b>	Amount payable is subject to prevailing taxes and is payable in Canadian Funds
Victoria Conference Centre 720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA <a href="http://www.victoriacentre.com">www.victoriacentre.com</a>	Phone 250.361.1000 Fax 250.361.1099 GST Registration #R122206394

I hereby authorize the Victoria Conference Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges including lost or stolen equipment and additional labour charges which may exceed the amount payable made herewith.

**VCC Technician Labour Rates** \*Telus service requires a VCC technician for coordination and connection within VCC  
 Monday through Friday 08:00 to 17:00 - \$70.00 per hour (minimum 2 hour call-out)  
 Weekends & Evenings 17:00 to 08:00 - \$90.00 per hour (minimum 2 hour call-out)

INTERNAL USE ONLY	10/04	VCC Event Manager _____	VCC Event # _____
ASSIGNED PHONE NUMBER(S):	361- _____	361- _____	
	361- _____	361- _____	

Client Services  
 Facility Operations  
 Sharp's A/V  
 Diagram Location

# TELEPHONE SERVICE REQUEST

Victoria Conference Centre

## TERMS AND CONDITIONS

1. Telephone system, cabling and equipment are property of the Victoria Conference Centre.
2. Conference and/or trade show requests for more than ten (10) telephone lines, telephone lines with handsets, or special services which require coordination with an outside provider (eg. TELUS) must be received a minimum of thirty (30) days in advance of the scheduled in-service date.  
  
**Victoria Conference Centre contracted client is responsible for the additional VCC Technician Labour costs related to the coordination of these special services.**
3. Complete information must be provided on the Telephone Services Request form to ensure prompt processing of your order; incomplete information will delay processing.
4. Conditions for processing service request forms:
  - (a) Payment for service and the deposit for long distance access must accompany service requests. (Contracted VCC clients will be invoiced for services rendered.)
  - (b) Unused portions of a deposit will be refunded by mail within 30 days following the disconnect date.
5. A \$50.00 cancellation fee will apply for all orders cancelled within 48 hours of the scheduled installation time; credit will not be given for service installed and not used.
6. Equipment management:
  - (a) **If service is required before 08:00 or after 17:00** it is the client's responsibility to confirm arrangements with the Victoria Conference Centre by contacting the VCC Event Manager listed on the request form.
  - (b) The customer will be fully responsible for the safe-keeping and prompt return of the telephone equipment to the Facility Operations Office at the Victoria Conference Centre on the date and time specified for disconnection.
7. It is understood that if the Victoria Conference Centre must change a pre-assigned telephone number the customer has no recourse for compensation against the Victoria Conference Centre. Every effort will be made to maintain the originally assigned number.
8. Only Victoria Conference Centre personnel are authorized to modify system wiring or cabling.
9. Material and equipment furnished by the Victoria Conference Centre for this service order shall remain property of the Victoria Conference Centre.
10. The Victoria Conference Centre is not liable for any indirect, special or consequential damages arising out of this agreement even if Sharp's Audio-Visual has been advised of the possibilities thereof, including but not limited to loss of profits, loss of business revenue, failure to realize expected savings or any claim against the customer by a third party.
11. If you require special data circuits or centrex lines, contact TELUS a minimum of fourteen (14) days in advance of the event. Please advise the Victoria Conference Centre as soon as possible if these services have been arranged.

01/08



Victoria Conference Centre  
720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA  
Phone 250.361.1000 Fax 250.361.1099 Toll Free 1.866.572.1151  
[www.victoriainconference.com](http://www.victoriainconference.com)

