

Scotiabank Convention Centre  
 6815 Stanley Avenue  
 Niagara Falls, Canada, L2G 3Y9  
 905.357.6222 | fallsconventions.com



# Electrical Order Form

For electrical, parking, janitorial, and internet services please complete this form. Save, print and fax completed forms to the Scotiabank Convention Centre at **905.357.6212** or email to **randerson@fallsconventions.com**

Client/Contact Information						
Name of Show/Event		Booth(s) #		Event ID#		
Contact Name		Company Name				
Address		Prov/State		Postal/Zip		
City		Phone				
Email		Fax				
Standard/Household Outlets <i>(Power Supplied at Back of Booth - No Layout Required)</i> Additional charges will apply for 24 hour power requirements. Please advise an SCCN representative as power is turned off after show hours. <b>All orders received within 3 weeks of event are subject to Standard pricing.</b>						
Quantity	Description	Discount Price	Standard Price	Amount		
	120 Volt 15 amp standard duplex outlet (1500 watts)	\$115	\$175			
	120 Volt 15 amp standard powerbar with surge protection	\$120	\$180			
	120 Volt 20 amp standard duplex outlet (2000 watts)	\$130	\$190			
Service Connections - additional charges will apply for 24 hour power Overhead Power (Booth Layout Form Required) - Custom Quote Required based on specifications						
	120 VOLT 15 AMP SINGLE PHASE (1PH) SERVICE CONNECTION	\$145	\$205			
	120 VOLT 20 AMP SINGLE PHASE (1PH) SERVICE CONNECTION	\$155	\$215			
	120 VOLT 30 AMP SINGLE PHASE (1PH) SERVICE CONNECTION	\$175	\$235			
	208 VOLT 15 AMP SINGLE PHASE (1PH) SERVICE CONNECTION	\$185	\$245			
	208 VOLT 20 AMP SINGLE PHASE (1PH) SERVICE CONNECTION	\$195	\$255			
	208 VOLT 30 AMP SINGLE PHASE (1PH) SERVICE CONNECTION	\$215	\$275			
	208 VOLT 15 AMP THREE PHASE (3PH) SERVICE CONNECTION	\$245	\$305			
	208 VOLT 20 AMP THREE PHASE (3PH) SERVICE CONNECTION	\$255	\$315			
	208 VOLT 30 AMP THREE PHASE (3PH) SERVICE CONNECTION	\$275	\$335			
Special Under carpet Power Placement - (Booth Layout Form Required) Service Connections - additional charges will apply for 24 hour power						
	120 VOLT 15 AMP STANDARD (FLAT CABLE) DUPLEX OUTLET	\$135	\$195			
	120 VOLT 15 AMP STANDARD (FLAT CABLE) SERVICE CONNECTION	\$140	\$200			
Power Accessories						
	15 FT. EXTENSION CORD(s)	\$25	\$35			
	30 FT. EXTENSION CORD(s)	\$30	\$40			
	2 Head Horizontal LED Stand Light (includes power to operate light)	\$135	\$155			
	Exhibit LED Arm Light (includes power to operate light) (hard wall booth req.)	\$80	\$90			
Special Requirements						
<b>Building Voltage: 120-208-600 Volts</b> (other voltages available upon request). Ratings placed on the equipment will indicate voltage, amps/watts/hp/kw and phasing. SCCN can provide the correct connector for your equipment. It may be necessary for the SCCN to place a transformer within your booth space depending on the service required. CONTACT US 3-WEEKS PRIOR TO MOVE-IN FOR QUOTATIONS! Pricing subject to change without notification.	Specs.	Volts	Amps/Watts	Phase	KW/HP	Amount
Method of Payment			Subtotal			
Credit Card type			<b>HST 13%</b>			
Credit Card #	Expiry Date	/	<b>Total Paid</b>			
Cardholder Name	As appears on credit card		This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Scotiabank Convention Centre reserves the right to adjust orders not calculated accurately or received after the discount price deadline.			
Cardholder Signature						
Date						

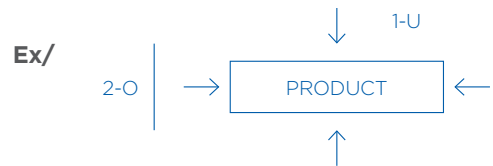
# Booth Layout Form

Do not use this form if you have ordered power to be placed at the 'Back of Booth'.

The Scotiabank Convention Centre must receive this Booth Layout Form along with your completed Electrical Order Form to ensure proper placement of services in your booth. (Only Required for Under Carpet or Specialty Electrical)

**Use the grid below to indicate placement of Scotiabank Convention Centre services and your product.**

- Use bold lines to indicate the outline of your booth
- Check off the correct booth type and fill in the proper orientation around your booth  
 Inline booth  Peninsula booth  Island booth
- Indicate the dimensions of your booth \_\_\_\_\_  
 10x10: 1 square = 1 foot; 20x20: 1 square = 2 feet; 40x40: 1 square = 4 feet etc.
- Overhead or Undercarpet outlets:  
 Draw an 'O' for Overhead or 'U' for Undercarpet placement



**Back of Booth** Indicate adjacent booth or aisle number \_\_\_\_\_


**Front of Booth** Indicate adjacent booth or aisle number \_\_\_\_\_

# Electrical Services

## Important facts & helpful hints for exhibitors

### Specifications:

1. The Scotiabank Convention Centre has 120VAC/208VAC/600VAC Single and Three Phase 60HZ Power Available. Please check with your SCCN technical coordinator to verify your equipment compatibility.
2. The Scotiabank Convention Centre can provide other voltage and amperage requirements with the use of a transformer. Transformers must be placed within your booth space, so please allow for the transformer when you do your space plan/layout. Approximate size can be provided by your SCCN technical coordinator (see below for contact info).
3. The Scotiabank Convention Centre shall require the use of transformers for 208 Volt Single and Three Phase power connections greater than 30 Amps.
4. The Scotiabank Convention Centre does not require the use of transformers for 600 Volt Single and Three Phase power connections.
5. If you have an Island Booth, please indicate a main power drop location on the Booth Layout Form and submit it with your Electrical Order Form. The SCCN will distribute under carpet outlets from that location.
6. Sharing of power between booths is strictly prohibited.

### Regulations:

*Please Note:* Ontario's Electrical Safety Authority (ESA) requires that all equipment be electrically approved for use by a recognized certification agency acceptable to the Electrical Safety Authority before it can be displayed and/or powered during an event.

If electrical certification is required, exhibitors are responsible to obtain 'Permission to Show/Energize' from the Electrical Safety Authority (ESA) directly. The Scotiabank Convention Centre cannot be responsible for this permission. To apply for permission/approval from the ESA 'Permission to Show/Energize', please visit: [www.esasafe.com/assets/files/esasafe/pdf/Electrical\\_Product\\_Safety/Application\\_for\\_Permission\\_to\\_Show\\_Energize.pdf](http://www.esasafe.com/assets/files/esasafe/pdf/Electrical_Product_Safety/Application_for_Permission_to_Show_Energize.pdf)  
Apply as soon as possible to avoid complications!

### Helpful hints:

1. Only Scotiabank Convention Centre electricians or authorized electrical contractors can connect and disconnect power to equipment. Borrowing power from an adjoining booth is NOT permitted.
2. The Scotiabank Convention Centre reserves the right to inspect any and all customer/client electrical connections, equipment and service requirements.
3. Check the equipment nameplate for all electrical specifications.
4. Contact your SCCN technical coordinator for all 24-hour power requirements (ex/ refrigerators and freezers etc.).
5. All equipment must have a 3-wire grounded cord installed prior to energizing.
6. A Ground Fault Circuit Interrupter (GFI) shall be installed to protect all 120 Volt electrical equipment within 10 feet of a water and/or liquid source.