

Booth #:

5675 McLaughlin Road, Mississauga, ON L5R 3K5
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Email: info@showtech.ca
Toronto Congress Centre SHOWTECH Office Tel: 416.244.4899

Advance Price Until:

Standard Price:

Exhibitor Information			
Booth #:	Company:	Contact Name: _____	
Address: _____	City: _____	Prov/State: _____	Postal/ZIP: _____
Email: _____	Phone: _____	Fax: _____	

Sign & Banner Information

1. To receive a quotation, please complete this section and email to info@showtech.ca. For assistance, contact our SHOWTECH site office at 416.244.4899.
2. Please check your Exhibitor Manual for any show restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation.
3. All signs or supports must be hung by SHOWTECH prior to aisle carpet placement. All attachments (i.e. sign hanging, support drops) to the facility's ceiling must be completed by SHOWTECH. Large/heavy items must be installed prior to booth set-up.
4. It is your responsibility to ensure the structure of the sign/supported item is designed according to safety codes and assembled by your team before being rigged by SHOWTECH. SHOWTECH does not assemble signs, ceiling structures, etc.
5. Exhibitors must provide all rigging points in advance. SHOWTECH will hang according to your instructions and is not responsible if your sign/supported item does not withstand the rigging points provided by you.
6. Upon show closing, exhibitors must remain in their booths until signage can be removed by SHOWTECH and collected by the exhibitor. SHOWTECH is not responsible for loss or storage of signage at show completion.

Overhead View Of Sign/Banner Location

Back of Booth

Front of Booth

Please Complete the Following Section:

1. Number of signs: _____
2. Height of sign (↑): _____ Feet Inches
3. Width of sign (↔): _____ Feet Inches
4. Weight of sign: _____ lbs.
5. Shape of sign: _____
(Example – Banner, 3D square, 3D triangle, 3D circle)
6. Height from floor to bottom of sign (↑): _____
7. Material of sign: _____
8. Is power required for this sign?: Yes No If yes, amps/volts: _____
9. Does this sign have a motor?: Yes No
10. Has this sign been hung before at Toronto Congress Centre?: Yes No
If yes, which show: _____

Quotation Estimate

Sign Estimate	
Power Cost for Sign	
13% HST	
Total Estimate (Canadian funds)	

Quote Prepared By

A division of GES CANADA LIMITED/GES CANADA LIMITEE HST#:104060264RT0001

Important – Read Carefully

1. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advance Price deadline date.
2. Orders placed on-site (i.e. during move-in) will be charged 20% additional to the Standard Price.
3. To email orders, return completed forms to info@showtech.ca.
4. Orders will only be accepted if paid in full.
5. To pay by credit card, the "Credit Card Authorization" form must be completed in full and returned to SHOWTECH along with your order forms.
6. To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date.
7. To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this

To proceed with sign & banner hanging services, submit this order form and full payment. Sign below to confirm acceptance of the quote and acceptance of the Terms and Conditions (see last page of this kit):

Name (Print): _____ Signature: _____ Date: _____