



General Conditions

- Labour not included on the order form will be charged.
- Clients are responsible for rented material and equipment throughout the event including set-up and dismantling and will be charged for any damaged or stolen equipment.
- All damage and malfunction complaints must be immediately reported to a Centre representative and a **detailed** written report must be received within 10 days following the end of the event.

- This duly completed order form in block letters **& the appropriate payment** must be received **before the cutoff date by mail or by fax.**
- **After that date, service may not be rendered and a 25% additional charge will be applied to the rates below.**

Cutoff date before 4:30 p.m.	Friday, October 8, 2010
Event number:	003282-15
Sector:	400AB
For administrative use only:	

Name of event:	Événement bâtiment Contech	From:	Tuesday, October 26, 2010
		To:	Wednesday, October 27, 2010
Company:		Booth #:	
		Your company order #:	
Address:		On-site contact:	
		Cellphone:	
City:	Country:	Ordered by:	
Province:	Postal code:	E-mail:	
Telephone / ext.:		Fax:	

All shipments must be sent to the Québec City Convention Centre at the date reserved and foreseen by the promoter. No merchandise will be accepted before this date. See the "Exhibitor's Handbook".

The services offered below include :

1. Upon arrival: from the loading dock to your booth.
2. During event: identification of your boxes and storage.
3. Upon dismantling: return of your empty boxes to your booth.
4. Upon departure: boxes transported from your booth to the loading dock.

Services	Before 4:30 p.m. Friday, October 8		After 4:30 p.m. Friday, October 8		Quantity	Sub-total
	\$	h	\$	h		
Dolly handling	\$50.00	h	\$62.50	h		
Fork-lift (including operator)	\$100.00	h	\$125.00	h		

If over 8,000 lbs (3,628 kg), please contact the officer in charge.

Special instructions:

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 19, 2010 GST #: 13613 7569 RT-0001 QST #: 1015815911 TQ 0001	Sub-total	
	GST 5% of the sub-total	+
	Partial sum	=
	QST 7.5% of the partial sum	+
	Grand total (\$ CA)	=

<input type="checkbox"/> Company check made out to the Société du Centre des congrès de Québec		(Please indicate booth & event numbers)	
Card #:	Select		
Expiration date:	Card holder's name:	Card holder's signature:	

I hereby declare having read, understood and agreed freely to all the above clauses. Applicable rates will be determined according to the reception date by the Québec City Convention Centre.

For administrative use only

Signature _____ Date _____
yyyy-mm-dd