



**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.

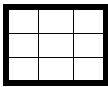
- This duly completed order form in block letters **& the appropriate payment** must be received **before the cutoff date by mail or by fax.**
- **After that date, service may not be rendered and a 25% additional charge will be applied to the rates below.**

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

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

Services	Before 4:30 p.m. Friday, October 8		After 4:30 p.m. Friday, October 8		Quantity	Sub-total
	Price	Unit	Price	Unit		
Telephone line (basic)	\$175.00	unit	\$218.75	unit		
Direct inward dialing line	\$190.00	unit	\$237.50	unit		
Long-distance block	\$10.00	unit	\$12.50	unit		
Voice mail	\$15.00	unit	\$18.75	unit		
Analog phone set (single line)	\$30.00	unit	\$37.50	unit		
Digital phone set (multiple lines)	\$50.00	unit	\$62.50	unit		
ISDN connection (128 Kbps)	\$350.00	unit	\$437.50	unit		
Dry copper pair	\$100.00	unit	\$125.00	unit		




- **Telephone line** includes one analog « Touch Tone » line for the connection of a telephone, a fax or a modem. Installation charges are included in the basic fee. Long distance calls are extra. The client must always dial 9 to place an outgoing call.
- **Telephone line (basic):** the incoming calls transit via the Centre's automated switchboard (4-digit extension number).
- **Direct inward dialing line:** the incoming calls do not transit via the Centre's automated switchboard.
- **Digital phone set (multiple lines):** telephones with multiple lines are digital and fax or modem connections are not possible.

<b>Floor plan:</b>	<b>Standard booth</b> yes / no                      Dimensions:                      X	<b>Special instructions:</b>
 Aisle	<b>If island booth, include floor plan</b> - Indicate the place where you want the service. - Indicate the number of the adjacent booths. - All service moved after set-up will be charged. - If no indication on the drawing, we reserve the right to place the service where most appropriate.	

Card holder's signature:

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

**All services are to be paid by credit card only:**

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