



**WINNIPEG
CONVENTION
CENTRE**

UTILITY SERVICE RATES ORDER FORM ELECTRICAL SERVICES

1

PRE ORDER DISCOUNT RATE

- APPLICABLE TO ORDERS RECEIVED 7 DAYS PRIOR TO OPENING OF EVENT

ELECTRICAL SERVICES

SERVICE DESCRIPTION (IMPORTANT): Please read the Electrical Rules and Regulations on reverse side. All electrical orders must comply with these rules and regulations. (C.S.A. or local approval)	RATES		* SPECIFY IF NEUTRAL (/) IS REQUIRED	QUANTITY	TOTAL \$
	PRE ORDER DISCOUNT RATE	REGULAR RATE			
Standard 15 Amp - 120 Volt Double Outlet	\$80.00	\$105.00			
20 Amp Single Phase - 120 Volt Single Outlet	\$95.00	\$139.00			
30 Amp Single Phase - 120 Volt Single Outlet *	\$126.00	\$172.00			
20 Amp Single Phase - 208 Volt *	\$121.00	\$172.00			
30 Amp Single Phase - 208 Volt *	\$150.00	\$215.00			
40 Amp Single Phase - 208 Volt *	\$200.00	\$257.00			
50 Amp Single Phase - 208 Volt *	\$205.00	\$298.00			
60 Amp Single Phase - 208 Volt *	\$244.00	\$330.00			
20 Amp 3 Phase - 208 Volt *	\$166.00	\$226.00			
30 Amp 3 Phase - 208 Volt *	\$177.00	\$234.00			
40 Amp 3 Phase - 208 Volt *	\$205.00	\$257.00			
50 Amp 3 Phase - 208 Volt *	\$237.00	\$347.00			
60 Amp 3 Phase - 208 Volt *	\$268.00	\$376.00			
70 Amp 3 Phase - 208 Volt *	\$366.00	\$523.00			
100 Amp Single or 3 Phase - 208 Volt *	\$447.00	\$650.00			
200 Amp Single or 3 Phase - 208 Volt *	\$586.00	\$832.00			
400 Amp Single or 3 Phase - 208 Volt *	\$1,113.00	\$1,594.00			
30 Amp 3 Phase - 600 Volt *	\$231.00	\$462.00			
60 Amp 3 Phase - 600 Volt *	\$400.00	\$572.00			
100 Amp 3 Phase - 600 Volt *	\$591.00	\$844.00			
200 Amp 3 Phase - 600 Volt *	\$912.00	\$1,308.00			
400 Amp 3 Phase - 600 Volt *	\$1,466.00	\$2086.00			

NOTE:

- Before any equipment can be hooked up electrically, all equipment must have a CSA approval sticker or a local approval from the Department of Labour, Mechanical and Engineering Division, Room 500 Norquay Building, Winnipeg, Manitoba, R3C 0P8 Phone 945-3373.
 - The Centre requires a drawing of your exhibit space detailing machine positions and electrical connections prior to installations of 208 or 600 volt service. This cost includes installation, maintenance, electrical energy and removal of service at the conclusion of event. This cost does not include connecting or disconnecting to exhibitor's equipment.
 - One standard Double Electrical Service supplies a maximum of 15 amps of electrical power at 120 volts. When exhibitor requirements exceed 15 amps additional units must be ordered to prevent overloading. The cost of each Standard Double Electrical Service Unit includes installation to one specific point, maintenance, electrical energy and removal of service at the conclusion of the event.
 - Connection Charges cover the cost of electrical conditions, temporary lines and bringing power lines to booth. Service includes bringing power to one point and one connection in booth. Charges include maintenance during show, removal after show and current consumption. **Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.**
 - Motor Service Connections - One-half horsepower or larger must be 208 or 600 volt. (Minimum charges range from one-half to four hours.)

Labour Rates:	Monday - Friday	8:00 a.m. - 4:30 p.m.	\$57.50/hour	Sunday - Thursday	Midnight to 8:00 a.m.	\$172.00/hour
	Monday - Sunday	4:30 p.m. - Midnight	\$114.00/hour	Civic & Statutory Holidays		\$172.00/hour
- ELECTRICAL SERVICE WILL BE PROVIDED AS ORDERED. ANY CHANGES TO ORIGINAL ORDER WILL RESULT IN ADDITIONAL CHARGES.
 - NO REFUNDS WILL BE ISSUED ON ORIGINAL ORDERS.
 - CREDIT OR REFUND WILL NOT BE ISSUED FOR ELECTRICAL SERVICE PROVIDED AND NOT USED.

SUB TOTAL	\$	_____
PROVINCIAL SALES TAX	7%	_____
GST REG #R121426019	6%	_____
TOTAL	\$	_____

Company Name _____ Event _____ Date of Event _____

Company Address _____ City _____ Prov or State _____ Postal Code _____

Phone Number - Head Office _____ Phone Number - Local _____ Fax No. _____

Name of Representative (Please Print) _____ Title _____

Signature _____ Date _____

Supplying of services by outside contractors within the Winnipeg Convention Centre may result in a fee charged to the supplier or client.

PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS
 IF PAYING BY CREDIT CARD, PLEASE SPECIFY:
 CREDIT CARD: _____ EXPIRY DATE _____
 CARD NUMBER: _____
 CARD HOLDER NAME _____

BOOTH NO.



ELECTRICAL RULES AND REGULATIONS

ALL electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, provincial, and local electrical and fire codes.

ALL equipment regardless of source of power must comply with all safety codes.

EXHIBITORS SHALL BE PROHIBITED from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "W.C.C. Electrician" has checked equipment for source of problem and corrected malfunction.

UNDER NO CIRCUMSTANCES shall anyone other than the "W.C.C. Electrician" or a licensed electrical contractor who has been given permission by the Convention Centre Corporation, make electrical connections or disconnections.

EXHIBITORS SHALL BE PROHIBITED from using equipment not properly protected by some type of overload circuit breaking devise. Such devise to be a part of the equipment or may be installed as part of the initial installation. When approved by a "W.C.C. Electrician" normal circuit protection will be adequate.

USE OF open clip sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited.

The Winnipeg Convention Centre Corporation reserves the right to check and inspect any and all electrical connections, equipment and facilities which any customer uses while in the Centre. "W.C.C. Electrician" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.

All complaints must be presented by the exhibitor before the close of the exhibition in order to be properly investigated.

SPECIAL EQUIPMENT requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "W.C.C. Electrician", however, all service connections and overload protection to such equipment must be made by "W.C.C. Electrician" only.

ALL EQUIPMENT must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

ALL MATERIAL and equipment furnished by the Centre for this service order shall remain the Centre's property and shall be removed ONLY by the Centre at the close of the show.

WALL, COLUMN and permanent building utility outlets are not part of booth space and are not to be used by the exhibitor unless specified otherwise.

ELECTRICAL POWER for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.

UNLESS OTHERWISE DIRECTED, Convention Centre electricians are authorized to cut floor coverings to permit installation of service.

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE.

CREDIT WILL NOT BE GIVEN FOR ELECTRICAL SERVICE INSTALLED AND NOT USED.

Important - Please Note Payment Conditions

1. All orders must be accompanied by a cheque to the full amount of the order which must include the Manitoba Revenue Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. (The accepted credit cards are American Express, Visa, Master Card, and En Route).
3. All utility rates charged will be in accordance with the Pre Order Discount Rate or Regular Rate on the reverse side.
4. Pre Order Discount Rate will be in effect if for reasons not within the control of the Winnipeg Convention Centre this form is mailed less than 14 days prior to the show/event date.

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO: (Phone: (204) 957-4538 Fax: (204) 957-4576)
WINNIPEG CONVENTION CENTRE
EVENT SERVICES
375 YORK AVENUE WINNIPEG, MANITOBA R3C 3J3



SPECIAL SERVICES COMMUNICATIONS USE OF CONTRACTED SERVICE PROVIDERS

Telephone/Data:

The Winnipeg Convention Centre is the sole supplier of telephone, internet & data services.

Specialized services such as, Centrex/data lines and connections to your Intranet provider, can be provided by your contracted service provider. In cases where these services are contracted to an outside service supplier, the contracted company is responsible for full services and equipment and must complete the work within the approved standards of the Winnipeg Convention Centre.

The Winnipeg Convention Centre does not provide additional technical support services and/or equipment where outside companies have been contracted for these specialized services.

Should Convention Centre technicians be requested to support contracted providers, fees will be charged to the clients master account in accordance with the Convention Centre's published rates and arrangements must be made in advance.

Facility fee:

The Centre charges a facility fee of \$75.00 per connection for Centrex/data lines that are installed by your contracted service provider. This fee allows outside service providers access to the Centre only, it does not include allowance for support service by Centre technicians.

To obtain further information, rate schedules, contact your Event Coordinator or visit our website at: www.wcc.mb.ca



TELEPHONE AND INTERNET SERVICES ORDER FORM

COMPLETE AND FORWARD THIS ORDER ALLOWING AT LEAST 14 DAYS NOTICE
TO ENSURE INSTALLATION OF SERVICE BY THE DATE REQUIRED.

LATE SERVICE CHARGES MAY BE APPLICABLE ON ORDERS RECEIVED LESS THAN 14 DAYS PRIOR TO THE REQUIRED DATE.

PLEASE PRINT

NAME OF SHOW OR EVENT	DATE OF EVENT	LOCATION OF SERVICE FLOOR # BOOTH #
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TELEPHONE & FAX SERVICE ONLY

<p style="text-align: center;">VOICE TELEPHONE SERVICE</p> <p># OF LINES: _____ # OF PHONE SETS: _____ FOR BANK MACHINE Y / N</p> <p><input type="checkbox"/> COST PER LINE - \$175.00 PLUS APPLICABLE TAXES; <input type="checkbox"/> PLEASE SEE (NOTE RE DEPOSIT BELOW</p> <p><input type="checkbox"/> TOUCH TONE TELEPHONE INCLUDED; <input type="checkbox"/> LONG DISTANCE CHARGES EXTRA</p> <p><input type="checkbox"/> CLIENTS RELOCATING AN MTS CENTREX SERVICE TO THE WINNIPEG CONVENTION CENTRE</p> <p style="text-align: center;">WILL BE CHARGED A FEE OF \$75.00 PER CONNECTION; <input type="checkbox"/> VOICE MAIL EXTRA \$25.00 EACH PHONE</p> <p><input type="checkbox"/> SPEAKER PHONE EXTRA \$10.00 EACH; <input type="checkbox"/> ADDITIONAL FEATURES AVAILABLE, PLEASE CALL FOR RATES AND FEATURES</p>	<p style="text-align: center;">FAX SERVICE</p> <p># OF LINES: _____</p>
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DATA OR COMPUTER SERVICE ONLY

<p style="text-align: center;">HI SPEED INTERNET ACCESS - 10 MBPS</p> <p># OF ETHERNET JACKS: _____ (PRIMARY) _____ (ADDITIONAL) (HARDWIRED)</p> <p>WIRELESS: _____ (PRIMARY) _____ (ADDITIONAL)</p>	<p style="text-align: center;">COST FOR EACH HARDWIRED COMPUTER CONNECTION:</p> <p style="text-align: center;"><i>Primary Single Line - \$210.00 (per line) Plus Applicable Taxes</i></p> <p style="text-align: center;"><i>Hub/split lines - \$75.00 per computer plus applicable taxes</i></p> <p style="text-align: center;">SEE OVER RE CONNECTION INSTRUCTIONS</p> <p style="text-align: center;">Wireless Cost:</p> <p>1st Single connection</p> <p>§ \$100 per event duration</p> <p>§ Additional connection, \$75 each.</p> <p>For a minimum of 5 connections:</p> <p>§ \$25 per day per connection, total cost \$125.</p> <p>§ \$75 per week per connection, total cost \$375.</p>
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Your Requirements For Access Are:

§ a PC or obtain	§ a 10 base/T	§ TCP/IP installed, set to
Laptop	AND	Ethernet Card
		AND
an IP address automatically		

ORGANIZER'S NAME	Area Code	Telephone Number
NAME OF ALTERNATE WE MAY CONTACT	Area Code	Telephone Number
COMPANY'S NAME	SPECIAL REQUIREMENTS:	
MAILING ADDRESS		
CITY OR TOWN		

INTERNET INFORMATION

- Ø Please see our A/V technicians for a user name and password
- Ø If you have any questions, **please contact our IT Department at (204) 957-4518**
- Ø **LABOUR CHARGE**, (if required)
Labour rates for IT Technician **\$70.00** per hour, minimum 1 hour

POLICIES

- ⇒ The Winnipeg Convention Centre is the sole provider of hardwired high speed and wireless internet service in the facility
- ⇒ Use of each paid connection is to be used by one computer only
- ⇒ No connection can be resold
- ⇒ Splitting of each connection for additional computers is subject to an additional charge of **\$75.00** per connection
- ⇒ Use of wireless network components is not allowed except for the express purpose of demonstrating a product in an exhibit booth. In such cases, all wireless network components must be secured to prevent general public access. Customer installed equipment is not allowed to provide wireless internet access.
- ⇒ Other additional charges may be incurred if the above policies are not abided by.

INCLUDE: (**\$275.00 (CANADIAN FUNDS)** ADVANCE PAYMENT FOR EACH TELEPHONE LINE ORDERED. COST OF SERVICE, I.E. PHONE SERVICE PLUS LONG DISTANCE CHARGES TO BE CHARGED AGAINST DEPOSIT. DIFFERENCE WILL BE REFUNDED. PLEASE PROVIDE CREDIT CARD INFORMATION, OR YOUR MONEY ORDER OR CHEQUE SHOULD BE MADE PAYABLE TO THE CONVENTION CENTRE CORPORATION.

PAYMENT IN FULL MUST ACCOMPANY ORDER.

MAIL TO: Winnipeg Convention Centre
Tradeshow Services
375 York Avenue
Winnipeg, Manitoba, R3C 3J3

or

FAX TO: (204) 957-4576
E-MAIL: maryf@wcc.mb.ca
CALL: (204) 957-4538

PLEASE PROVIDE CREDIT CARD INFORMATION

If paying by credit card, please specify:

CREDIT CARD NAME & NUMBER: _____ EXPIRY DATE: _____

CARD HOLDER NAME: _____ CARD HOLDER SIGNATURE: _____

1. All telephones and other equipment (the "Equipment") provided by the Winnipeg Convention Centre or designate ("WCC") to the customer specified above (the "Customer") will remain the property of WCC at all times, and must not be removed from the Convention Centre premises. **The Customer is responsible for all applicable LONG DISTANCE charges as well as the Equipment at all times while the Equipment is under the care, custody or control of the Customer.**
2. The Winnipeg Convention Centre will pick up telephone equipment at the conclusion of the event.
3. Failure to return the Equipment to The WCC will result in The WCC billing the customer for the cost of the Equipment.
4. There will be a minimum charge of \$50.00 to move/change location (**if possible**) of already installed lines.
5. Services ordered, installed but not used, will **NOT** be refunded.
6. All claims or discrepancies must be settled at the Convention Centre site prior to the show closing.

IF WE CAN BE OF FURTHER HELP CALL US AT AREA CODE 204-957-4538

Ø RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

