

# ELECTRICAL SERVICES

DISCOUNT PRICE DEADLINE DATE  
**08 / 10 / 2021**  
 DD / MM / YYYY

INCLUDE THE EY CENTRE  
 METHOD OF PAYMENT FORM  
 WITH YOUR ORDER

Name of show: Ottawa Fall Home Show Booth #: \_\_\_\_\_

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

For assistance, please call 613-822-8800 to speak to our EY Centre experts.

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)** **ADDITIONAL INFORMATION**

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

**FOR ADVANCE PAYMENT PRICE**  
 Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF: \_\_\_\_\_

**110/120 VOLT (Power to be placed at back-centre of exhibit space)**

	QTY (for show hrs only) SHOW	QTY (for 24 hrs/day double price) 24 HR.	DISCOUNT	REGULAR	TOTAL
750 Watts duplex outlet (40-7-7/8)	_____	_____	\$118.50	\$165.90	=\$ _____
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$149.75	\$209.65	=\$ _____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$163.75	\$229.25	=\$ _____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$209.25	\$292.95	=\$ _____

**MULTIPLE OUTLET LOCATIONS**  
 A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop is not provided prior to show move-in, a location will be determined by EY CENTRE in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**INLINE AND PENINSULA BOOTHS**  
 Power will be placed in the back of the booth unless otherwise specified.

**208 VOLT SINGLE PHASE (Labour Required for Connection)**

20 Amps (40-9-20/21)	_____	_____	\$415.00	\$565.00	=\$ _____
30 Amps (40-9-30/31)	_____	_____	\$545.00	\$708.00	=\$ _____
60 Amps (40-9-60/61)	_____	_____	\$731.75	\$977.25	=\$ _____
100 Amps (40-9-100/101)	_____	_____	\$1037.00	\$1348.45	=\$ _____

**POSITIONING FLOOR WORK**  
 (Installation & Dismantle)  
 If power is to be installed anywhere other than along the back drape of the booth or if power is to be installed under the carpet, there is a charge of \$65 for straight time (\$90 for overtime) per location drop

**24 HOUR SERVICES**  
 If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

Please specify the NEMA code on your plug: \_\_\_\_\_

**208 VOLT THREE PHASE (Labour Required for Connection)**

20 Amps (40-10-20/21)	_____	_____	\$457.25	\$594.95	=\$ _____
30 Amps (40-10-30/31)	_____	_____	\$585.25	\$761.85	=\$ _____
60 Amps (40-10-60/61)	_____	_____	\$825.00	\$1075.50	=\$ _____
100 Amps (40-10-100/101)	_____	_____	\$1200.75	\$1561.00	=\$ _____

**EUROPEAN EQUIPMENT**  
 Please inform us if you are using European equipment and supply technical sheets

Transformer to Boost 208V to Approx. 230V - \$3.75 per Amp (20 Amp Min.)  
 Qty of Amps \_\_\_\_\_ x Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**CANCELLATION**  
 A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

Please specify the NEMA code on your plug: \_\_\_\_\_

**LIGHTING (Price Includes Power & Labour for Installation)\***

Double Light Stand (LED) (40-19-132)	_____	_____	\$85.00	\$119.00	=\$ _____
Power Strip (40-30-5)	_____	_____	\$23.00	\$32.20	=\$ _____
Extension Cord (40-30-15)	_____	_____	\$23.00	\$32.20	=\$ _____

\*For double light stands, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labour and materials. Please contact EY CENTRE for estimated charges.

**OVERHEAD POWER**  
 For exhibitors at the show for the one week period (rs days) the 30 Amp, 120 Volt service will be \$202.00. Minimum 1/2 hour labour on install and 1/2 hr. labour on dismantle is applicable to all RV orders. For 60 Amps/208V three phase service, the cost is \$688.00. If you require your RV to be disconnected the day after the last move-out and staff is NOT on site, additional labour charges are applicable. Prior arrangements are required for this service. If the provided power trips and requires a reset, an additional service charge of \$325.00 is applicable. Exhibitors are not to tamper with the power equipment under any circumstances. Only an authorized EY Centre employee may access the power service.

TOTAL		
( _____ ) + ( _____ ) = _____		
SUBTOTAL	13% HST	TOTAL

Please don't hesitate to contact us at 613-822-8800 or [eventservices@eycentre.ca](mailto:eventservices@eycentre.ca) if you require any additional information and/or special services and/or information.

# ELECTRICAL LABOUR

INCLUDE THE EY CENTRE  
METHOD OF PAYMENT FORM  
WITH YOUR ORDER

Name of show: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

For assistance, please call 613-822-8800 to speak to our EY Centre experts.

LABOUR RATES & SCHEDULE	STRAIGHT TIME: 8:00 am - 4:00 pm Monday through Friday
	OVERTIME: 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday 6:00 am - 12:00 midnight Saturday and Sunday
	DOUBLE TIME: 12:00 midnight to 6:00 am and recognized Holidays

Description: _____	Advance Price/Hr	Show Site Price/Hr
_____	Electrical - ST \$88.25	\$123.50
_____	Electrical - OT \$132.25	\$185.25
_____	Electrical - DT \$176.50	\$247.00

Dismantle labour will be charged at 50% of the total install time rounded to the next half hour

- Show site price applies to all labour orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labour is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the EY Centre service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan please see the following page.

FLOOR WORK	BOOTH WORK
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**FLOOR WORK:**

Floor work is the distribution of electrical under carpet and flooring.

OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints / floor plans for power distribution under carpet.

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

EXHIBITOR SUPERVISION (DO NOT PROCEED)

**Booth work is any of the following. Please check all that apply**

- Distribution of electrical overhead (*more than one drop location in your booth*)
- Distribution of electrical through booth structure.
- Connection or hard wiring of all exhibitor equipment
- Assembly and Installation of all lighting from truss or beams (*including assembly and hanging of truss*).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other

**LABOUR REQUEST**

DATE: _____	TIME: _____	# ELECTRICIAN(S) _____	EST. # HRS _____	FLOOR WORK _____	BOOTH WORK _____
DATE: _____	TIME: _____	# ELECTRICIAN(S) _____	EST. # HRS _____	FLOOR WORK _____	BOOTH WORK _____
DATE: _____	TIME: _____	# ELECTRICIAN(S) _____	EST. # HRS _____	FLOOR WORK _____	BOOTH WORK _____
DATE: _____	TIME: _____	# ELECTRICIAN(S) _____	EST. # HRS _____	LIFT TYPE _____	
DATE: _____	TIME: _____	# ELECTRICIAN(S) _____	EST. # HRS _____	LIFT TYPE _____	

Name of ON-SITE contact: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Special instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INCLUDE THE EY CENTRE  
METHOD OF PAYMENT FORM  
WITH YOUR ORDER**

## ELECTRICAL INSTRUCTIONS

- Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- A minimum charge of one hour is applicable to all labour requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- Labour charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved

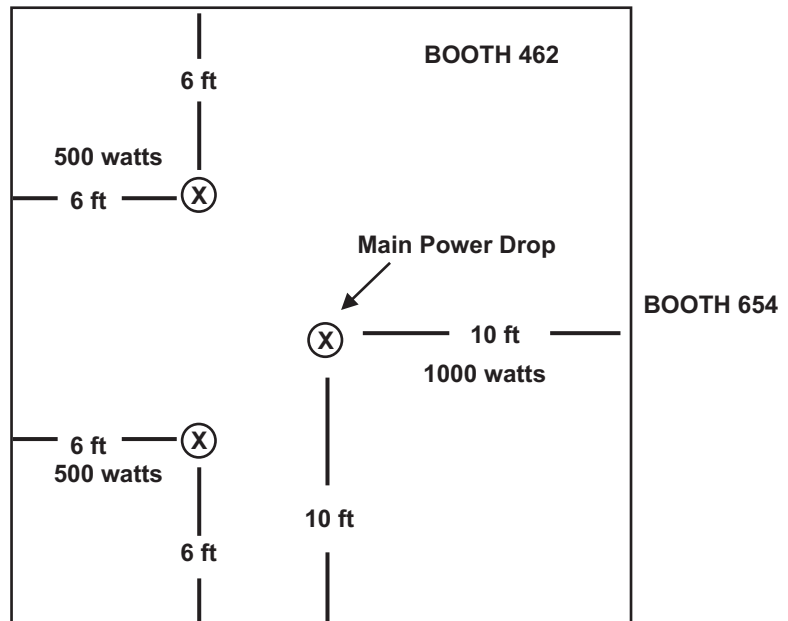
### CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

- Location and load of main power drop - please provide specific dimensions and wattages/amperages.
- Location and load of alt outlets - please provide specific dimensions and wattage, amperage and voltage.
- Booth orientation - please provide surrounding aisle and/or booth numbers.



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## ELECTRICAL INSTRUCTIONS

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. Please do not simply place an X where power is required.
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient-your booth to the overall floor plan so that the diagram does not have to be rotated.

Name of show: \_\_\_\_\_

Dates: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

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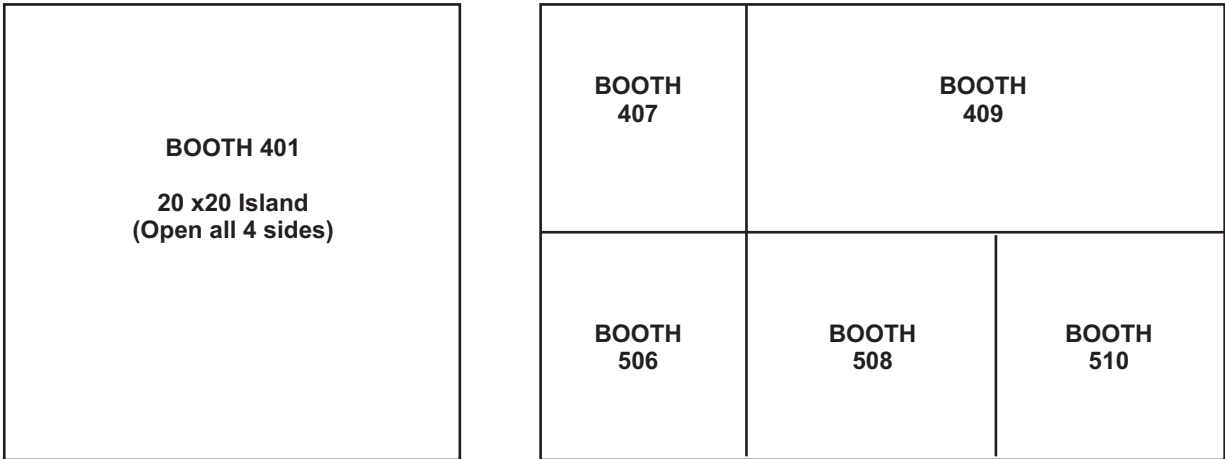
## ELECTRICAL INSTRUCTIONS

### ISLAND BOOTHS

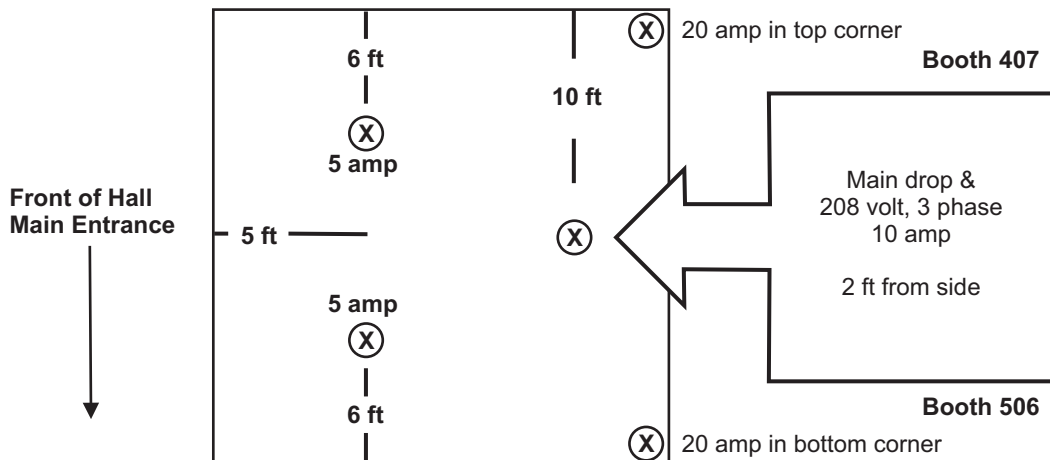
Electrical layouts are always required for island booths and must include the following information

- Main Drop.**  
Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than 2' x 2') will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.
- Location and load of all outlets.**  
Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.
- Booth orientation.**  
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

#### Section of Show Floor Plan



**20 x 20 Island - Booth # 401**  
Order = 1 x 208 volt, 3 phase, 10 amp+ 120 volt, 2 x 20 amp+ 2 x 5 amp outlets



## HOW TO DETERMINE ELECTRICAL REQUIREMENTS

### For Equipment

All electrical equipment is stamped or labelled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

### For Lighting

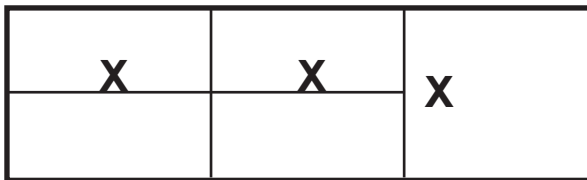
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

## LOCATION OF POWER IN YOUR BOOTH

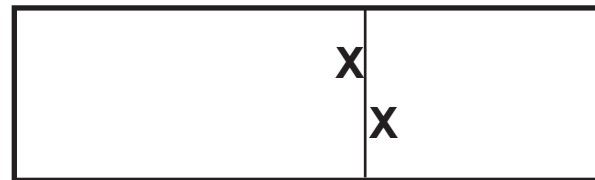
### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams:

(We cannot guarantee that the outlet will be specifically located in the middle.)



**In-Line Booths / Peninsula**

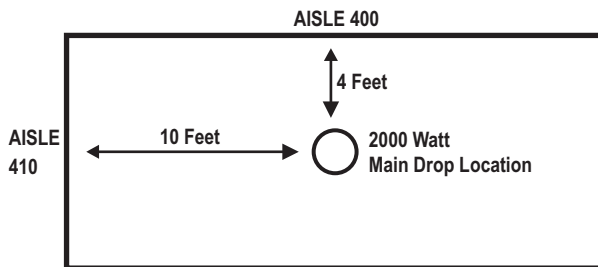


**Back to Back Peninsula**

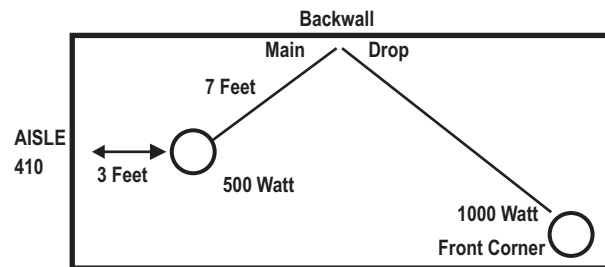
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by EY CENTRE in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [eycentre.ca](http://eycentre.ca) to print as a base layout.



**Island Booth with one outlet**



**10 x 20 Booth with multiple outlets - Labour Required**

### OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by EY Centre is for rental purposes only and remains the property of EY Centre. All equipment will be removed at the close of the show by EY Centre
4. All equipment regardless of power source, must comply with Federal, State and local codes. EY Centre reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. EY Centre is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to EY Centre receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

PLEASE ACCURATELY FILL IN  
ALL YOUR INFORMATION  
ON THE FORM BELOW

# CREDIT CARD AUTHORIZATION FORM

Name on your card: \_\_\_\_\_  
(Please print)

Phone number: ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

## CREDIT CARD DETAILS

Credit Card Type:  Mastercard  Visa  Other: \_\_\_\_\_  
(Please print)

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
(Found on back of card)

## Billing Information

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED AMOUNT

\$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD / MM / YYYY