

General guidelines to complete order forms

List of services offered by the Québec City Convention Centre for your event

- Cleaning
- Electricity
- Handling
- Hanging
- Security
- Storage - during
- Telephony
- Temporary personnel

Instructions

- For personalised order forms, please fill out the following information (you do not have to send us back this sheet):

Company:		Booth #:	
		Your company order #:	
Address:		On-site contact:	
		Cellphone:	
City:		Country:	
Province:		Postal code:	
Telephone / ext.:		E-mail:	
		Fax:	

Click on the tab at the bottom of the screen to select the requested service(s)
and follow the instructions below.

- Fill up the form on screen with the required information. (The total amount and the taxes will be automatically calculated.)
- The duly completed order form **and the required payment must be received before the cutoff date**.
- Cutoff date: **Before 4:30 p.m.** **Friday,** **30/Sep/16**
- Any forms received after this deadline will be subject to additional charges of 25%.
- Return the form back by e-mail at services@convention.qc.ca or by fax at 418 649-5266 or by mail.
- On site, a service-counter clerk will help you with the latest demands. We cannot guarantee on-site orders.

For more information

- **By e-mail:** services@convention.qc.ca
- **By phone:** 418 649-7711, ext. 4066
1 888 679-4000, ext. 4066
- **By fax:** 1 418 649-5266

General Conditions / Order Form

General Conditions

Any labour not included on the order form will be charged at applicable rate.

The customer is responsible for the rented and/or leased equipment for the duration of the event, set-up and dismantling included, and will be billed for any damaged or stolen equipment.

Any complaint for failure or malfunction, must be immediately reported to a Centre representative. In case of a claim, a detailed written report must be received within 10 days following the end of the event

The order form(s) duly completed in capital letters as well as the appropriate payment must be received before the cutoff date by E-mail, fax or mail.

Any request received after this deadline will be subject to additional charges of 25%.

On-site requests cannot be guaranteed.

Electricity

Ordered services cannot be shared with other exhibitors

Material Handling

All shipments must be sent to the Québec City Convention Centre by the date reserved and foreseen by the promoter.

No merchandise will be accepted before this date. See the "Exhibitor's Handbook".

The services offered include:

1. Upon arrival: From the loading dock to your booth.
2. During event: Identification of your boxes and transportation to the storage area.
3. Upon dismantling: Return of your empty boxes to your booth.
4. Upon departure: Boxes transported from your booth to the loading dock.

Telephony

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): Incoming calls transit via the Centre's automated switchboard (4-digit extension number).

Direct inward dialing line: 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.

Order Form
Official Invoice
No other invoice will be issued

Booth Cleaning




Cutoff date before 4:30 p.m.:	Friday, September 30, 2016	Event number:	003964-01
For administrative use only:		Sector:	2000C

Name of event:		2016 CSChE Conference		From:	Sunday, October 16, 2016
				To:	Tuesday, October 18, 2016
Company:		Booth #:			
		Your company order #:			
Address:		On-site contact:			
		Cellphone:			
City:		Country:		Ordered by:	
Province:		Postal code:		E-mail:	
Telephone / ext.:		Fax:			

Rate : general cleaning (vacuuming and dusting) / booth / day				
	Before 4:30 p.m.	After 4:30 p.m.		Amount
	Friday, September 30	Friday, September 30		
0 to 300 square feet	\$30.00	\$37.50		Minimum
301 to 500 square feet	\$0.10	\$0.13		/ square foot
501 to 1,000 square feet	\$0.09	\$0.11		/ square foot
1,001 square feet and more	\$0.08	\$0.10		/ square foot
Square footage:	rate: \$	-	X No. day:	= Total

Special instructions:	

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016 GST #: 13613 7569 RT-0001 QST #: 1015815911 TQ 0001	Sub-total	
	GST 5%	+
	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:		Select	  
Expiration date:		Card holder's name:	Card holder's signature:

<input type="checkbox"/> Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
Applicable rates will be determined according to the reception date by the Québec City Convention Centre.	Date <input type="text"/> yyyy-mm-dd

**Order Form
Official Invoice**
No other invoice will be issued

Electricity

Exclusive service

Cutoff date before 4:30 p.m.: Friday, September 30, 2016	Event number: 003964-01
For administrative use only:	Sector: 2000C

Name of event: 2016 CSChE Conference		From: Sunday, October 16, 2016	
		To: Tuesday, October 18, 2016	
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.		After 4:30 p.m.		Quantity	Sub-total
	Friday, September 30		Friday, September 30			
Outlet 120 V, 15A "Exhibit" activity	\$115.00	unit	\$143.75	unit		
Outlet 120/208V, 30A, 1ph	\$190.00	unit	\$237.50	unit		
Outlet 120/208V, 30A, 3ph	\$190.00	unit	\$237.50	unit		
Outlet 120/208V, 50A, 1ph	\$250.00	unit	\$312.50	unit		
Outlet 120/208V, 50A, 3ph	\$250.00	unit	\$312.50	unit		
Electrician	\$65.00	hr	\$81.25	hr		




Services offered where available.

Ordered services cannot be shared with other exhibitors.

Other services	Rate	Quantity	Sub-total

<input type="checkbox"/>	Booth 100 sq. ft. and less The service will be installed at the back of the booth unless otherwise indicated.	Special instructions:
<input type="checkbox"/>	Booth over 100 sq. ft.: attach floor plan and indicate the number of the adjacent booths or alleyways, if needed. Electrical services from the ceiling may incur additional costs. If the plan is not attached, we reserve the right to install the service where most appropriate. Labour, equipment and material used for the connection of appliances without plugs will be charged.	

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016	Sub-total	
GST #: 13613 7569 RT-0001	GST 5%	+
QST#: 1015815911 TQ 0001	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:	Select	  
Expiration date:	Card holder's name:	Card holder's signature:

<input type="checkbox"/>	Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
	Applicable rates will be determined according to the reception date by the Québec City Convention Centre.	Date _____ yyyy-mm-dd

Order Form
Official Invoice
No other invoice will be issued

Material Handling

Exclusive service

Cutoff date before 4:30 p.m.:	Friday, September 30, 2016	Event number:	003964-01
For administrative use only:		Sector:	2000C

Name of event:		2016 CSChE Conference		From: Sunday, October 16, 2016	
				To: Tuesday, October 18, 2016	
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 transportation to the storage area; for storage, the MANDATORY storage service order form has to be completed.
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.		After 4:30 p.m.		Quantity (minimum 1 hour)	Sub-total
	Friday	September 30	Friday	September 30		
Dolly handling	\$57.00	hr	\$71.25	hr		
Fork-lift (including operator)	\$110.00	hr	\$137.50	hr		

If weight exceeds 8,000 lbs (3,628 kg), please contact us.

Special instructions:	
------------------------------	--

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016	Sub-total	
GST #: 13613 7569 RT-0001	GST 5%	+
QST #: 1015815911 TQ 0001	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:		Select	  
Expiration date:		Card holder's name:	Card holder's signature:

<input type="checkbox"/>	Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
Applicable rates will be determined according to the reception date by the Québec City Convention Centre.		Date <input type="text"/>
		yyyy-mm-dd

**Order Form
Official Invoice**
No other invoice will be issued

**Sign and Banner
Hanging**
Exclusive service

Cutoff date before 4:30 p.m.:	Friday, September 30, 2016	Event number:	003964-01
For administrative use only:		Sector:	2000C

Name of event:		2016 CSCHE Conference		From:	Sunday, October 16, 2016
				To:	Tuesday, October 18, 2016
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, September 30		After 4:30 p.m. Friday, September 30		Quantity (minimum 1 hour)	Sub-total
	\$	hr	\$	hr		
Hanging of structured banners - hour	\$110.00	hr	\$137.50	hr		




Services offered where available.

Items to be suspended	Quantity	Size	Shape	Weight

For security reasons, the Center reserves the right to refuse the installation of inappropriate hanging elements.

Special instructions and description of the hanging elements	
--	--

No refund without a written notice received before 4:30 p.m. on:	Sub-total	
Tuesday, October 11, 2016	GST 5%	+
GST #: 13613 7569 RT-0001	QST 9.975%	+
QST #: 1015815911 TQ 0001	Grand total (\$ CA)	=

Card #:		Select	  
Expiration date:	Card holder's name:	Card holder's signature:	

<input type="checkbox"/>	Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
Applicable rates will be determined according to the reception date by the Québec City Convention Centre.		Date <input type="text"/> yyyy-mm-dd

Order Form Official Invoice

No other invoice will be issued

Security




Cutoff date before 4:30 p.m.: Friday, September 30, 2016	Event number: 003964-01
For administrative use only:	Sector: 2000C

Name of event: 2016 CSChE Conference		From: Sunday, October 16, 2016	
		To: Tuesday, October 18, 2016	
Company:	Booth #:		
	Your company order #:		
Address:	On-site contact:		
	Cellphone:		
City:	Country:	Ordered by:	
Province:	Postal code:	E-mail:	
Telephone / ext.:	Fax:		

Hourly rate: \$29.00 (minimum 4 hours)				
Date(s)	Schedule(s) – hours		Number Security Officer(s)	Sub-total (no. hour(s) X no. Security Officer(s) X hourly rate)
	Start 0:00	Finish 0:00		

Special instructions:	
------------------------------	--

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016	Sub-total	
GST #: 13613 7569 RT-0001	GST 5%	+
QST #: 1015815911 TQ 0001	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:		Select	  
Expiration date:	Card holder's name:	Card holder's signature:	

<input type="checkbox"/> Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
Applicable rates will be determined according to the reception date by the Québec City Convention Centre.	Date <input style="width: 100px;" type="text"/> yyyy-mm-dd

Order Form Official Invoice

No other invoice will be issued

**Storage
during the event**
Exclusive service

Cutoff date before 4:30 p.m.: Friday, September 30, 2016	Event number: 003964-01
For administrative use only:	Sector: 2000C




Name of event: 2016 CSCHe Conference		From: Sunday, October 16, 2016
		To: Tuesday, October 18, 2016
Company:	Booth #:	
	Your company order #:	
Address:	On-site contact:	
	Cellphone:	
City:	Country:	Ordered by:
Province:	Postal code:	E-mail:
Telephone / ext.:		Fax:

It's MANDATORY to also complete the material handling service order form

Booth size	Rate for the duration of the event		Amount
	Before 4:30 p.m. Friday, September 30	After 4:30 p.m. Friday, September 30	
Minimum	\$30.00	\$38.00	
Up to 200 square feet	\$0.30	\$0.38	/ square foot
From 201 to 500 square feet	\$0.25	\$0.31	/ square foot
501 square feet and more	\$0.20	\$0.25	/ square foot
Square footage:	Rate : \$	-	= Total

Special instructions:	
------------------------------	--

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016	Sub-total	
GST #: 13613 7569 RT-0001	GST 5%	+
QST #: 1015815911 TQ 0001	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:		Select	  
Expiration date:	Card holder's name:	Card holder's signature:	

<input type="checkbox"/> Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
Applicable rates will be determined according to the reception date by the Québec City Convention Centre.	Date yyyy-mm-dd

**Order Form
Official Invoice**
No other invoice will be issued

Telephony
Exclusive service

Cutoff date before 4:30 p.m.: Friday, September 30, 2016	Event number: 003964-01
For administrative use only:	Sector: 2000C

Name of event: 2016 CSChE Conference	From: Sunday, October 16, 2016
	To: Tuesday, October 18, 2016
Company:	Booth #:
	Your company order #:
Address:	On-site contact:
	Cellphone:
City:	Country:
Province:	Postal code:
Telephone / ext.:	Ordered by:
	E-mail:
	Fax:

Services	Before 4:30 p.m. Friday, September 30		After 4:30 p.m. Friday, September 30		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		
Phone set	\$35.00	unit	\$43.75	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.

<input type="checkbox"/>	Booth 100 sq. ft. and less The service will be installed at the back of the booth unless otherwise indicated.	Special instructions:
<input type="checkbox"/>	Booth over 100 sq. ft.: attach floor plan and indicate the number of the adjacent booths or alleyways, if needed. If the plan is not attached, we reserve the right to place the service where most appropriate. After installation, any move will be charged.	

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016	Sub-total	
GST #: 13613 7569 RT-0001	GST 5%	+
QST#: 1015815911 TQ 0001	QST 9.975%	+
	Grand total (\$ CA)	=

Telephony services are to be paid by credit card only:		
Card #:	Select	  
Expiration date:	Card holder's name:	Card holder's signature:

<input type="checkbox"/>	Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
	Applicable rates will be determined according to the reception date by the Québec City Convention Centre.	Date _____ yyyy-mm-dd

**Order Form
Official Invoice**
No other invoice will be issued

**Temporary
Personnel**




Cutoff date before 4:30 p.m.: Friday, September 30, 2016	Event number: 003964-01
For administrative use only:	Sector: 2000C

Name of event: 2016 CSChE Conference		From: Sunday, October 16, 2016	
		To: Tuesday, October 18, 2016	
Company:	Booth #:		
	Your company order #:		
Address:	On-site contact:		
	Cellphone:		
City:	Country:	Ordered by:	
Province:	Postal code:	E-mail:	
Telephone / ext.:	Fax:		

Hourly rate: \$28.00 (minimum 4 hours)	
Date(s)	Schedule(s) – hours Start 0:00 Finish 0:00
	Number Greeting Personnel(s)
	Sub-total (no. hour(s) X no. Greeting Personnel (s) X \$28)
Bilingualism required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Training required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Dress code: black pants and white shirt / blouse.	

Special instructions:	
------------------------------	--

No refund without a written notice received before 4:30 p.m. on: Tuesday, October 11, 2016	Sub-total	
GST #: 13613 7569 RT-0001	GST 5%	+
QST #: 1015815911 TQ 0001	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:	Select	  
Expiration date:	Card holder's name:	Card holder's signature:

<input type="checkbox"/>	Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
	Applicable rates will be determined according to the reception Date	
	date by the Québec City Convention Centre.	yyyy-mm-dd

Order Form
Official Invoice
No other invoice will be issued

Miscellaneous




For administrative use only:		Event number:	003964-01
		Sector:	2000C

Name of event:		2016 CSChE Conference		From:	Sunday, October 16, 2016
				To:	Tuesday, October 18, 2016
Company:		Booth #:			
		Your company order #:			
Address:		On-site contact:			
		Cellphone:			
City:		Country:		Ordered by:	
Province:		Postal code:		E-mail:	
Telephone / ext.:		Fax:			

Services	Unit Price	Quantity	Sub-total

Special instructions:

No refund without a written notice received GST #: 13613 7569 RT-0001 QST #: 1015815911 TQ 0001	Sub-total	
	GST 5%	+
	QST 9.975%	+
	Grand total (\$ CA)	=

Card #:		Select	  
Expiration date:		Card holder's name:	Card holder's signature:

<input type="checkbox"/>	Click here as understanding and acceptance of all the above clauses and to the terms and conditions applicable to all services (please refer to the red tab for full details on terms and conditions).	For administrative use only
Applicable rates will be determined according to the reception date by the Québec City Convention Centre.		Date <input type="text"/> yyyy-mm-dd