



Sheraton Centre Toronto  
 123 Queen Street West  
 Toronto Ontario  
 M5H 2M9  
 ph. 416 304 1354 Fax. 416 304 0113  
 sheratontoronto@psav.com

Revised Dec 2009

### Trade Show Power Order Form

Event Name		Load in date			
Event Date(s)		Load in times			
Company Name					
Contact Name		Load out date			
Contact Address		Load out times			
Contact Phone	Email Address	Credit Card Info		<b>Please Complete Credit Card Authorization Form</b>	
Room Name	Booth Number				
<b>Onsite Contact</b>		<b>Onsite Phone</b>			

**Electrical** (includes cost of electricity only)

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)
	15 Amp - 120 Volt Dedicated Circuit- <i>Exhibit set-ups only</i>	\$85.00	\$106.25		\$-
	15 Amp - 120 Volt Dedicated Circuit - 24hour supply	\$120.00	\$150.00		\$-
	15 Amp - 120 Volt Dedicated Circuit - with 2 Point Under Carpet Wiring	\$175.00	\$218.75		\$-
	20 Amp - 120 Volt Dedicated Circuit	\$150.00	\$187.50		\$-

**Lighting and Accessories**

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)
	300 Watt ( 2 x 150 Watt ) Light on Stand	\$65.00	\$81.25		\$-
	150 Watt Light with C-Clamp	\$165.00	\$206.25		\$-
	15' Extension Cord	\$20.00	\$25.00		\$-
	Power Strip	\$20.00	\$25.00		\$-

\* For Any Other Power or Lighting Requests Please Contact (416) 304 1354 for Pricing \*

**Labor Rate**

Please Select the Appropriate Labor Rate in the far left Column. (example: If the setup and dismantle both take place between 900-1700 enter "1" in the " Day Rate " box. If the setup is between 1700 - 900 and the dismantle is on a weekend enter "0.5" in the "Evening/Early Morning Rate" box and "0.5" in the "Weekend/Holiday Rate" box.

Labor Rate	Description	Advance Booking	Onsite Request	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
	Setup/Dismantle Day Rate (0900-1700)	\$67.50	\$101.25	0	\$-
	Setup/Dismantle Evening/Early Morning Rate (1700-0900)	\$101.25	\$151.88	0	\$-
	Setup/Dismantle Weekend/Holiday Rate	\$135.00	\$202.50	0	\$-

\* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM \*

**Additional Comments:**

Subtotal	\$-
Labor	\$67.50
19% Service Charge	\$-
5% GST	\$-
8% PST	\$-
<b>Total Order</b>	<b>\$-</b>

Minimum Labour Charge Shown. Labour Charges will be adjusted on final invoice

I Agree to the above: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return via fax to (416-304-0113) or Email (sheratontoronto@psav.com). Please also include a completed Credit Card Authorization form

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation full charges will apply