



# EXHIBITOR FORM

Please Complete and Email to: [info@rbcplacelondon.com](mailto:info@rbcplacelondon.com)  
 Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function: _____	Date: _____	Booth No: _____
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

<b>ELECTRICAL SERVICES ORDER FORM – E100</b>	<b>FMS/GSC</b>
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A. ELECTRICAL OUTLETS	PRE-ORDER	ON-SITE	Qty.	AMOUNT
120 V Outlet, approx. 15 Amps	\$85.00 + HST = <b>\$96.05</b>	\$100.00 + HST = <b>\$113.00</b>		\$
120 V Outlet, approx. 20 Amps	\$100.00 + HST = <b>\$113.00</b>	\$115.00 + HST = <b>\$129.95</b>		\$
<b>Section A Subtotal</b>				\$

B. HYDRO CONNECTIONS (Wired On-Site)	PRE-ORDER	ON-SITE	Qty.	AMOUNT
For any of the following hydro connections please provide more information on the connection required and the item(s) being powered by the requested drop in Section C (below) for review by Facilities.				
120/208 V 30A 3 Phase	\$200.00 + HST = <b>\$226.00</b>	N/A		\$
120/208 V 100A 3 Phase	\$625.00 + HST = <b>\$706.25</b>	N/A		\$
120/208 V 200A 3 Phase	\$725.00 + HST = <b>\$819.25</b>	N/A		\$
120/208 V 50A 1 Phase	\$265.00 + HST = <b>\$299.45</b>	N/A		\$
120/208 V 60A 1 Phase	\$290.00 + HST = <b>\$327.70</b>	N/A		\$
<b>Section B Subtotal</b>				\$

**C. SPECIAL ELECTRICAL CONNECTIONS (By quotation, includes stove and RV plugs)**

**Please provide the unit specifications and a picture of the unit and receptacle.** The RBC Place London Facilities Team will review your needs and will reach out for any additional information or questions.

**All equipment is subject to inspection by RBCPL and the Electrical Safety Authority. RBCPL has the right to deny power to any equipment that is not compliant or in good working order.**

<b>Section C Subtotal</b>		\$
To be completed by RBC Place London...	Total (Section A + B + C) Including HST (13%) (#R136385242)	\$

**IMPORTANT** - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

**\*\*SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM\*\***



## **EXHIBITOR FORM ELECTRICAL SERVICES – E100**

### **CONDITIONS & REGULATIONS**

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. **All equipment MUST be approved by an agency ACCREDITED by the STANDARDS COUNCIL OF CANADA and be acceptable for use by the Electrical Safety Authority (ESA).**

**UNAPPROVED ELECTRICAL PRODUCTS MAY BE DISPLAYED at TRADESHOWS when “PERMISSION to SHOW” is granted by the ELECTRICAL SAFETY AUTHORITY. A nominal fee is charged for this service. Fines of up to \$5,000.00 may result for failure to comply with this regulation. For more information, please contact the ESA at 1-877-421-2228. Recognized Certification Markings: [esasafe.com](http://esasafe.com)**

3. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
4. Credit will not be provided for connections installed and not used.
5. It is the exhibitor’s responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

#### **DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH**

6. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
7. Payment Terms:
  - a. Advanced “Pre-Order” rates apply to orders received up to **3 business days prior** to the “move-in time” or the show. Orders received after this time shall be considered as “On-Site orders” and shall be subject to the “On-Site” rate noted.
  - b. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
  - c. Visa, Debit and all major cards are accepted. No cash transactions.
  - d. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Electrical Services Order Form – E100, the ES Permission to Show at Tradeshow Brochure, the Ontario Electrical Safety Code – Bulletin and the Ontario’s Electrical Product Approval Requirements document, and I agree to comply with the responsibilities and requirements outlined.

**Name (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_