

# ORDER FORM

# Mechanical



For Mechanical Products and/or Service please complete this form

Client/ Contact Information				
Name of Show/Event			Booth(s) #	
Contact Name			Company Name	
Address			Province / State	Postal / Zip Code
City			Phone Number	
Email			Fax Number	
Compressed Air – Maximum 110 PSI (CFM Rating is Required for All Compressed Air Services)				
Quantity	Description	Discount Price	Regular Price	Amount
	0 TO 4.5 CU. FT./MINUTE	\$350	\$450	
	5 TO 9 CU. FT./MINUTE	Call for quote		
	10 TO 15 CU. FT./MINUTE	Call for quote		
Drain				
	GRAVITY DRAIN CONNECTION	Call for Availability & Quote		
	PUMPED DRAIN CONNECTION	Call for Availability & Quote		
Water				
	FILL AND DRAIN CONTAINER: 1 GALLON - 50 GALLONS	\$60	\$120	
	FILL AND DRAIN CONTAINER: 51 GALLON - 250 GALLONS	\$115	\$180	
	FILL AND DRAIN CONTAINER: 251 GALLON - 500 GALLONS	\$225	\$285	
	FILL AND DRAIN CONTAINER: 501 GALLON - 1000 GALLONS	\$455	\$515	
	FILL AND DRAIN CONTAINER: 1,001 GALLONS and Over	Call for Quote	Call for Quote	
	1/2 IN. VALVED COLD WATER CONNECTION	\$285	\$395	
Sink				
	SINK/TUB COMPLETE WITH HOT/COLD WATER AND DRAIN CONNECTION	Call for Availability & Quote		
	DBL SINK/TUB COMPLETE WITH HOT/COLD WATER AND DRAIN CONNECTION	Call for Availability & Quote		
Additional Air/Water/Drain Services				
	ADDITIONAL AIR, WATER OR DRAIN SERVICES (SPLIT SERVICE)	Call for Availability & Quote		
	40GAL HOT WATER (ELECTRIC) HEATER	Call for Availability & Quote		
Special Requirements				
SPECIALTY ITEMS SUCH AS HOT WATER TANKS, SINKS OR SPECIAL CONNECTIONS, PLEASE CONTACT US AT LEAST 3-WEEKS PRIOR TO MOVE-IN FOR QUOTATIONS!	Qty.	Item/Service Description	Quote	Amount
Method of Payment			Sub-Total	\$
Credit Card Name			HST 13%	\$
Credit Card #			Total Paid	\$
Expiry Date			<i>This is your official Receipt/Invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. The Scotiabank Convention Centre reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline</i>	
Cardholder's Name	As appears on Credit Card			
Cardholder's Signature				
Client/ Contact Information				

# Booth Layout Form

**DO NOT USE THIS FORM** If you have ordered power to be placed at the 'Back of Booth'

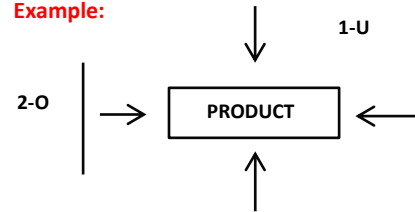
Name of Show/Event		Booth(s) #	
Contact Name		Company Name	
Address		Province / State	Postal / Zip Code
City		Phone Number	
Email		Fax Number	
<b>Authorized Contact Name</b>	PLEASE PRINT	<b>Authorized Contact Signature</b>	
Date			

The Scotiabank Convention Centre must receive this Booth Layout Form along with your completed Electrical Order Form to ensure proper placement of services in your booth.

Use the grid below to indicate placement of Scotiabank Convention Centre services and your product.

- Use bold lines to indicate the outline of your booth
- Circle the correct booth type and fill in the proper orientation around your booth.  
**INLINE BOOTH PENINSULA BOOTH ISLAND BOOTH**
- Indicate the dimensions of your booth \_\_\_\_\_  
**10x10: 1 square = 1 foot; 20x20: 1 square = 2 feet; 40x40: 1 square = 4 feet etc.**
- Overhead or Undercarpet outlets: Draw an 'O' for Overhead or 'U' for Undercarpet placement

**Example:**



**BACK OF BOOTH** Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

Adjacent Booth or Aisle Number: \_\_\_\_\_


Adjacent Booth or Aisle Number: \_\_\_\_\_

**FRONT OF BOOTH** Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

All orders are governed by the Scotiabank Convention Centre Payment Policy and Terms Conditions of Contract as specified on order form or website.

# Mechanical Services

## SPECIFICATIONS:

1. Compressed air pressure is approximately 110 PSI and available in most spaces by ordering from the Scotiabank Convention Centre. Please use the SCCN's Mechanical Order Form to order this service.
2. The Scotiabank Convention Centre does have floor ports equipped with water and drain.
3. Air lines are distributed from floor ports.
4. Only 1/2in. (Half Inch) air lines can be run under carpet in booths.
5. If you are in an Island booth, please indicate a main air drop location on the SCCN's Booth Layout Form and submit with your Mechanical Order Form. The SCCN will distribute any under carpet requirements from that location.
6. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from the SCCN's Mechanical Order Form.
7. If you require hot water for your booth, an electric hot water tank will need to be installed by the SCCN within your booth space. Please plan accordingly and notify us in the Special Requirements space on the bottom of the SCCN Mechanical Order Form or call us for assistance: 905-357-6222.
8. Sanitary floor drains are located in various locations within the facility. Please check with the Scotiabank Convention Centre (905-357-6222) as soon as possible if you require a drain connection
9. Prices subject to change without notification.

## Contact Info:

### Scotiabank Convention Centre

6815 Stanley Avenue  
Niagara Falls, ON L2G 3Y9  
Tel. 905-357-6222  
Fax. 905-357-6212  
Toll Free: 1-888-997-6222

For more information, please visit our Website: [fallsconventions.com](http://fallsconventions.com)