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UTILITIES ORDER FORM 2016

Saskatoon Prairieland Park Corporation

Prairieland Park is the exclusive provider of all gas hook-up service.

EMAIL completed order to forms@saskatoonex.com or FAX to Prairieland Park (306) 931-7886

EXHIBITOR INFORMATION

NAME OF EVENT:

BOOTH #(s):

COMPANY NAME:

CONTACT NAME:

ADDRESS:

PHONE NUMBER:

FAX NUMBER:

EMAIL:

METHOD OF PAYMENT

PLEASE SELECT PAYMENT METHOD:

☐ MASTERCARD ☐ VISA ☐ CHEQUE

OTHER

ACCOUNT #:

EXPIRY DATE (MM/YR):

PRINT NAME:

(as it appears on the card)

SECURITY CODE #:

SIGNATURE: _____

DATE:

PAYMENT DETAILS

This form is your office invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. **TO QUALIFY FOR BELOW PRICING ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO EVENT DAY. ORDERS RECEIVED AFTER THE DEADLINE - ADD 25%.** Any services or special ordered items cancelled within 5 days of the show opening will be charged a 25% cancellation fee. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.

PLUMBING SERVICES

DESCRIPTION	14-DAY ADVANCE	AFTER DEADLINE	QUANTITY	TOTAL
Cold water service - 1st Connection	$75	$100		
Each additional connection (same booth)	$50	$75		
Sink unit with water heater and water connection	$200	$250		
Holding tank - 10 gallon capacity	$60	$75		

Water and Drains are not available in all locations

Booth number must be supplied in order to check availability

Cold water fill & drain (per unit)				
Up to 300 gallons	$125	$150		
Over 300 gal/less than 1000 gal	$200	$250		

Exhibitors are responsible to provide necessary hoses and connections

GAS HOOK-UP

Gas hook-up is available in Hall D and E ONLY. Your booth must be located adjacent to or near the designated manifold. Manifolds will be placed strategically along the gas line. It is the responsibility of the exhibitor to supply the line from the manifold to your booth. Your equipment must adapt to the manifold, direct hook-up to the gas line and/or alterations to the existing manifold is prohibited. Fines will be administered to exhibitors who do not comply with these regulations. The show producer must be aware of your requirements for access to the gas line as they are responsible for booth placement. It is the exhibitor's responsibility to arrange for required permits.

CHARGES FOR GAS HOOK-UP ARE BASED ON THE NUMBER OF PIECES OF EQUIPMENT WHICH REQUIRE GAS SUPPLY.

DESCRIPTION	14-DAY ADVANCE	AFTER DEADLINE	QUANTITY	TOTAL
1 Unit	$125	$175		
Additional Units	$75	$100		

LABOUR RATES

Special requests may have additional labour rates. Please contact Prairieland Park for more information.

We reserve the right to adjust orders calculated inaccurately or received after the deadline.	Subtotal:	
	12167 6126RT (5%) GST:	
	Total:	

Effective: 01/01/16 **FOR SPPC USE ONLY:** Date Received: _____ Amount Received: $ _____

SASKATOON PRAIRIELAND PARK CORPORATION INSTRUCTIONS & CONDITIONS

1) INSTRUCTIONS FOR PROCESSING THE ORDER FORM

a) Exhibitor information and method of payment must be filled out completely and clearly

b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

3) REGULATIONS

a) Prairieland Park reserves the right to refuse service for a situation if it deems as unsafe.

b) Equipment must conform to all federal,provincial, and local regulations.

4) SERVICES AND EQUIPMENT PROCEDURES

a) Material and equipment provided by Prairieland Park for this order shall remain the property of Prairieland Park. Exhibitors will be responsible for the protection, safekeeping, and return of any equipment rented from Prairieland Park. Additional charges will apply for rental equipment that is damaged or not returned

b) Only Prairieland Park personnel are authorized to modify or move service orders. Any damage to rented equipment will be billed to the exhibiting firm, plus an administration fee.

5) PAYMENT, PRICING, REFUNDS, AND SERVICE CHARGE

a) To qualify for the listed pricing, orders must be received 14 days prior to event day. Orders received after the deadline - **ADD 25%**

b) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services, prior to service being provided.

c) **PRICING**: Prairieland Park reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate. We also reserve the right to adjust pricing as necessary.

d) **CREDIT CARD:** Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered

e) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior the first scheduled move-in date. Personal cheques must be certified. **Make cheque payable to Prairieland Park.**

f) **REFUNDS:** Services ordered, installed but not used will not be refunded.

g) **SERVICE CHARGE(S)**: There will be a $40.00 service charge for NSF cheques declined or incorrect credit card info provided.

6) CANCELLATION, CLAIMS AND DISCREPANCIES

a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a 25% cancellation fee. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.

b) All claims or discrepancies must be presented by the Exhibitor to the Prairieland Park staff, prior to the show closing. Claims will not be considered once the show has closed.

7) EXCLUSIVITY

a) Prairieland Park is the exclusive supplier of all electrical, internet, cabling, sign/banner installation, and utility services within our facility.

Effective: 01/01/16

Saskatoon Prairieland Park Corporation

Mail: P.O. Box 6010, Saskatoon, SK S7K 4E4 **Street:** 503 Ruth Street West, Saskatoon, SK

Ph: (306) 931-7149 Fax: (306) 931-7886 Email form to forms@saskatoonex.com