

**Sommet mondial Écocité 2011 (15773)**  
**Ecocity Group**  
**From 2011/08/22 to 2011/08/26**

**ORDER FORMS KIT**  
**APRIL 1<sup>ST</sup> 2011 / DECEMBER 31<sup>ST</sup> 2011**



## **Orders**

**Electrical services**  
**Plumbing services**  
**Telecommunications services**  
**Sign installation**  
**Booth cleaning**  
**Security services**

Please complete and return by e-mail or fax.  
Phone orders are not accepted.

Event: Sommet mondial Écocité 2011 (15773) Ecocity Group			
Activity dates: 2011/08/22 to 2011/08/26		Booth n°:	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:
Authorized signature :			Date:

We have read and accept the conditions on pages 1 & 2 of this order form

PRICES IN EFFECT FROM APRIL 1 <sup>ST</sup> 2011 TO DECEMBER 31 <sup>ST</sup> 2011		Anticipated price up to 2011/08/12	Regular price	Price during set-up and event	AMOUNT
DESCRIPTION	QUANTITY				
3500-106	15 amperes / 120 volts / 1 500 watts	x	115,00 \$	144,00 \$	173,00 \$ =
3500-110	15 amperes / 208 volts / 1 phase	x	233,00 \$	291,00 \$	349,00 \$ =
3500-111	15 amperes / 208 volts / 3 phases	x	233,00 \$	291,00 \$	349,00 \$ =
3500-112	20 amperes / 120 volts / 1 phase	x	171,00 \$	214,00 \$	257,00 \$ =
3500-113	20 amperes / 208 volts / 1 phase	x	316,00 \$	395,00 \$	474,00 \$ =
3500-116	30 amperes / 208 volts / 1 phase	x	384,00 \$	480,00 \$	576,00 \$ =
3500-117	30 amperes / 208 volts / 3 phases	x	384,00 \$	480,00 \$	576,00 \$ =
3500-129	60 amperes / 208 volts / 3 phases	x	479,00 \$	599,00 \$	719,00 \$ =
3500-132	100 amperes / 208 volts / 3 phases	x	685,00 \$	856,00 \$	1 027,00 \$ =
3500-135	200 amperes / 208 volts / 3 phases	x	890,00 \$	1 113,00 \$	1 336,00 \$ =
3500-138	400 amperes / 208 volts / 3 phases	x	1 235,00 \$	1 544,00 \$	1 853,00 \$ =
3500-102A	Double quartz 300-watt floods on stand	x	107,00 \$	134,00 \$	161,00 \$ =
		x			=
		x			=

**NOTE:** Orders and final plan must be received at least prior to 2011/08/12. Any orders placed after this date will be charged at the regular price.



Orders placed after the beginning of set-up will be subject to approval and additional fees.

<b>ADVANCED PAYMENT REQUIRED</b> Payment required with order form. Payment reception date determines pricing used.		AMOUNT :	=
Telephone : 514 871-5871 Toll free : 1 888 871-5871 Fax : 514 868-6622 infotechno@congresmtl.com	Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	FEDERAL TAX (5%) :	=
		SUB TOTAL :	=
		PROVINCIAL TAX (8,5%) :	=
		TOTAL :	=

Cheque (CAD or USD) <input type="checkbox"/>	Pay to the order of <b>Société du Palais des congrès de Montréal</b>
Credit Card <input type="checkbox"/>	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Diner's Club

Card no.     -     -     -

Expiration date (MMYY)   /

Cardholder :

Cardholder's signature :

Please inform us if you are using European equipment and supply technical sheets.  
Calculate your electrical needs; specify the kind of material you would like to plug in (see explanation page 2(a)):

**All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.**  
GST : R121570600 – PST : 1006 388 422

Continuation on page 2...

Please complete and return by e-mail or fax.  
Phone orders are not accepted.

<b>Sample plan to be provided</b>	Dimensions of your booth: _____	Your booth no : _____																																																																																																																																				
<p><b>SPECIAL REQUIREMENTS OR BOOTH OF 20 x 20 ft (6,10 x 6,10 m) AND LARGER</b></p> <ul style="list-style-type: none"> <li>If a plan is not included, the service will be placed at the discretion of the Palais' Master Electrician (ex. 10 x 10 ft (3,05 x 3,05 m))</li> <li>Indicate your booth dimensions (plan required for 20 x 20 ft (6,10 x 6,10 m) and over )</li> <li>Indicate electrical outlet positioning</li> <li>Indicate adjacent booth or aisle</li> </ul> <p>Scale: 1 square = 2 ft<sup>2</sup> Please indicate if a different scale is used: 1 square = _____</p>	<p>Adjacent booth or aisle n<sup>o</sup> _____</p> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>Adjacent booth or aisle n<sup>o</sup> _____</p>																																																																																																																																					<p>Adjacent booth or aisle n<sup>o</sup> _____</p>
<b>TERMS AND CONDITIONS</b>																																																																																																																																						
<ul style="list-style-type: none"> <li>Prices quoted are in effect for the duration of the event. Other services are available, prices upon request.</li> <li><b>An outlet cannot be shared with another booth or exhibit.</b> Power rented by the exhibitor or by a supplier on behalf of an exhibitor or by any customer is for the use of the booth or the exhibit only. <b>The exhibitor or company that ordered the power will be charged for the power supplied to other booths as well as for the electrical power originally ordered.</b></li> <li>The client is responsible for the rented material during the event, including during set-up and dismantling, and will be charged for any broken, damaged, lost or stolen material supplied by the Palais.</li> </ul> <p><b>(a) How to calculate your electrical needs:</b></p> <ul style="list-style-type: none"> <li>Lighting: Check the wattage of your lamps and multiply it by the number to be installed.</li> </ul> <p>Equipment: Read the ratings from the specification stickers attached to each unit (power, voltage, wattage and phase). All electrical outlets will be placed at the discretion of the Palais's electrician if no information is included with the initial order. If a special positioning is required or <b>for any booth of 20 x 20 ft (6,10 x 6,10 m) and larger</b>, you must provide a final positioning plan of electrical outlets or the drawing above in order to benefit of the anticipated price.</p> <p><b>(b) Labour fee:</b> Applied to changes, re-positioning of electrical outlets during set-up and special requirements. Minimum fee of one (1) hour. To be billed after delivery of services (current labour rates).</p> <ul style="list-style-type: none"> <li>For rooms on the fifth floor, except 517, additional fees may apply for electrical installation.</li> <li>Any electrical connection from the ceiling will be subject to a 20% increase charge and is subject to approval by the Palais' Master Electrician.</li> <li>Connections from outlets to equipment must be performed by Palais personnel and may include additional labour and equipment pricing.</li> </ul> <p><b>Cancellations, claims:</b></p> <ul style="list-style-type: none"> <li>Cancellations placed during set-up will be billed at 50% of the cost.</li> <li>No refund will be issued for outlets or lights installed and not used during the event.</li> <li>Any claims of installation fees must be placed before the exhibition's closure.</li> </ul> <p><b>Voltage, amperage:</b></p> <p>Voltagages are 120, 208 and 600 V (60 Hz). Other voltagages are available upon request.</p> <ul style="list-style-type: none"> <li>For 200 Amps &amp; more: the cost does not include wiring required for hook-up which will be supplied and installed by the client in a safe manner.</li> <li>To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.</li> <li>All dimmers must be three-phased.</li> <li>The Palais' Master Electrician may refuse any connection in compliance with Palais standards.</li> <li>All wiring and other electrical installations, motors, etc. must be approved by the Palais Master Electrician.</li> <li>All motors over 1/3 HP, provided by the exhibitor, must have a MAGNETIC STARTER AND MANUAL DISCONNECT SWITCH.</li> <li>Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage.</li> <li>For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor.</li> <li>The Palais des congrès de Montréal is not responsible for voltage fluctuations or power failures caused by temporary conditions.</li> </ul>																																																																																																																																						

**Please complete and return by e-mail or fax.  
Phone orders are not accepted.**

Event: Sommet mondial Écocité 2011 (15773) Ecocity Group			
Activity dates: 2011/08/22 to 2011/08/26		Booth n°:	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:

<b>Authorized signature :</b>	<b>Date:</b>
-------------------------------	--------------

**We have read and accept the conditions on pages 1 & 2 of this order form**

PRICES IN EFFECT FROM APRIL 1 <sup>ST</sup> 2011 TO DECEMBER 31 <sup>ST</sup> 2011			Anticipated price up to 2011/08/12	Regular price	AMOUNT
	DESCRIPTION	QUANTITY			
3550-100	Compressed air <sup>(1)</sup> line 1/4" (100 psi)	X	194,00 \$	243,00 \$	=
3550-102	Compressed air <sup>(1)</sup> line 1/2" (100 psi)	X	376,00 \$	470,00 \$	=
3550-115	Rental of compressed air regulator <sup>(3)</sup>	X	53,00 \$	66,00 \$	=
3550-106	Cold water <sup>(1)</sup> / Line	X	148,00 \$	185,00 \$	=
3550-107	Hot water <sup>(1)</sup> / Line	X	148,00 \$	185,00 \$	=
3550-108	Drain <sup>(1)</sup> / Line	X	115,00 \$	144,00 \$	=
3550-109	Pool filling and emptying <sup>(1)</sup> cold water 30 000 L (30 m <sup>3</sup> or 6 599 Imperial gallons)	X	291,00 \$	364,00 \$	=
3550-111	Bathtub filling / emptying <sup>(1)</sup>	X	169,00 \$	211,00 \$	=
3550-112	Sink cabinet with drainage <sup>(1)(2)</sup> cold water	X	251,00 \$	314,00 \$	=
3550-113	Sink cabinet with drainage <sup>(1)(2)</sup> hot and cold water	X	310,00 \$	388,00 \$	=
3550-117	Tub with drainage <sup>(1)(2)</sup> cold water	X	231,00 \$	289,00 \$	=
3550-116	Tub with drainage <sup>(1)(2)</sup> hot and cold water	X	291,00 \$	364,00 \$	=
		X			=

**NOTE:** Orders and final plan must be received at least prior to 2011/08/12. Any orders placed after this date will be charged at the regular price.

**Orders placed after the beginning of set-up will be subject to approval and additional fees.**

(1) Available in rooms 210, 220 and 230 only.

(2) Location plan required (see page 2).



<b>ADVANCED PAYMENT REQUIRED</b> <b>Payment required with order form. Payment reception date determines pricing used.</b>		AMOUNT : =
Telephone : 514 871-5871 Toll free : 1 888 871-5871 Fax : 514 868-6622 <a href="mailto:infotechno@congresmtl.com">infotechno@congresmtl.com</a>	<b>Société du Palais des congrès de Montréal</b> 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	FEDERAL TAX (5%) : =
		SUB TOTAL : =
		PROVINCIAL TAX (8,5%) : =
		TOTAL : =

Cheque (CAD or USD) <input type="checkbox"/>	Pay to the order of <b>Société du Palais des congrès de Montréal</b>
Credit Card  <input type="checkbox"/> MasterCard	 <input type="checkbox"/> Visa
	 <input type="checkbox"/> American Express
	 <input type="checkbox"/> Diner's Club

Card n° <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiration date (MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
---	---

Cardholder :
Cardholder's signature :

**All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.  
GST : R121570600 – PST : 1006 388 422**

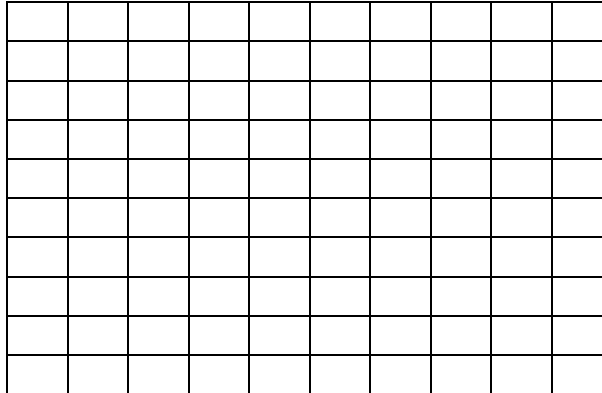
Continuation on page 2...

Please complete and return by e-mail or fax.  
Phone orders are not accepted.

Sample plan to be provided \_\_\_\_\_ Dimensions of your booth: \_\_\_\_\_ Your booth n°: \_\_\_\_\_  
Adjacent booth or aisle n° \_\_\_\_\_

- Mark service locations (subject to the approval of the Palais Master Plumber )
- Indicate adjacent booth numbers and/or aisle
- If floor plan is not provided, labour fees may apply
- Indicate your booth dimensions and measurements (20 ft x 20 ft (6,10 x 6,10 m)):

Adjacent booth or aisle n° \_\_\_\_\_



Adjacent booth or aisle n° \_\_\_\_\_

Scale: 1 square = 2 ft<sup>2</sup>

Please indicate if a different scale is used: 1 square = \_\_\_\_\_

Adjacent booth or aisle n° \_\_\_\_\_

LABOUR	Minimum fee of one (1) hour to be billed after provision of service	
5550-120	Monday to Friday - 07:30 to 23:30	65,90 \$ / hour
5550-121	Monday to Friday - 23:31 to 07:29	98,80 \$ / hour
5550-122	Week ends and holidays	131,80 \$ / hour

**TECHNICAL SPECIFICATIONS**

**Plumbing services are available in rooms 210, 220 and 230 only**

Other services are available, prices upon request.  
Prices include necessary labour and material for connections.  
A plan or the above plan must be included with your order.  
Prices quoted are in effect for the duration of the event.  
Labour fees will apply for any re-positioning and modification of the original order.  
Labour fees could apply if you provide your own sink or tub.  
Cancellations placed during the set-up will be billed at 50% of the cost.  
No refunds will be issued for services installed and not used during the event.  
All connections must be performed by the Palais personnel.  
Cabinet sinks (code 112 & 113) are available in limited quantity.  
The client is responsible of the rented material during all the event, including set-up and dismantling, and will be charged for any broken, damaged, lost or stolen material supplied by the Palais des congrès de Montréal

sink cabinet (code 112)



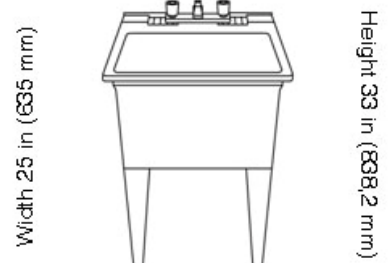
Length 32,25 in (813,3 mm)

sink cabinet (code 113)



Length 49,5 in (1257,3 mm)

Water tub (code 116 - code 117)



Length 24 in (609,6 mm)



Please complete and return by e-mail or fax.  
Phone orders are not accepted.

Event: Sommet mondial Écocité 2011 (15773) Ecocity Group			
Activity dates: 2011/08/22 to 2011/08/26	Booth n <sup>o</sup> :		
Company:	Telephone:		
Contact name:	Fax:		
Address:	E-mail:		
City:	Prov./State:	Country:	Postal/Zip Code:

**Authorized signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**We have read and accept the conditions on pages 1 & 2 of this order form**

**PRICES IN EFFECT FROM APRIL 1<sup>ST</sup> 2011 TO DECEMBER 31<sup>ST</sup> 2011**

DESCRIPTION	QUANTITY	Anticipated price up to 2011/08/12	Regular price	AMOUNT
-------------	----------	------------------------------------	---------------	--------

DESCRIPTION	QUANTITY	Anticipated price up to 2011/08/12	Regular price	AMOUNT
<b>TELEPHONY</b> Long distance calls required <input type="checkbox"/> Yes <input type="checkbox"/> No				
4000-001 Telephone line <sup>(1)</sup> (equipment included)	X	209,00 \$	261,00 \$	=
4000-002 Credit card / debit card line and modem line <sup>(1)</sup>	X	178,00 \$	223,00 \$	=
4000-004 Fax line <sup>(1)</sup>	X	178,00 \$	223,00 \$	=
4000-013 Line for conference calls (Polycom included) 10 pers. or less	X	257,00 \$	321,00 \$	=
4000-014 Line for conference calls (Polycom included) for 11 to 20 people	X	285,00 \$	356,00 \$	=

<b>INTERNET</b>				
<b>SHARED LINK</b> Including access to our network and 1 drop location. Additional cost per computer using the network.				
4001-032 Internet link – DHCP regular speed – shared up to 1 Mbps	X	415,00 \$	519,00 \$	=
4001-033 High-speed Internet link DHCP – shared up to 5 Mbps	X	560,00 \$	700,00 \$	=
4001-034 Ultra high-speed Internet link DHCP – shared up to 7 Mbps	X	917,00 \$	1 146,00 \$	=
4001-046 Additional drop same location	X	52,00 \$	65,00 \$	=
4001-047 Additional drop other location	X	209,00 \$	261,00 \$	=

<b>DEDICATED LINK</b> Including: access to our network, 1 drop location and 3 IP addresses				
4001-020 Internet link T1 (1,5 Mbps)	X	1 050,00 \$	1 313,00 \$	=
4001-058 Additional drop same location	X	36,00 \$	45,00 \$	=
4001-047 Additional drop other location	X	209,00 \$	261,00 \$	=

<b>WIRELESS INTERNET</b>				
4001-0068	The Wireless Internet package* is for one (1) computer, non transferable. <b>Package available without any order form to complete.</b> Payment on-site by credit card through the portal or technical service desk. * Shared network of 20 Mbps		129,00\$ / 1day	=
4001-0069			229,00\$ / 2 days	=
4001-0060			279,00\$ / 3 days & more	=

**NOTE:** Orders and final plan must be received at least prior to 2011/08/12. Any orders placed after this date will be charged at the regular price.  
**Orders placed after the beginning of set-up will be subject to approval and additional fees.**  
 (1) Up to 20,00 \$ long distance calls included per line. Other services available.  
 For further information please contact our technical advisor 514 871-5871 (toll free 1 888 871-5871) or [infotechno@congresmtl.com](mailto:infotechno@congresmtl.com)

<b>ADVANCED PAYMENT REQUIRED</b>			
<b>Payment required with order form. Payment reception date determines pricing to be used.</b>		<b>AMOUNT :</b>	=
Telephone : 514 871-5871	<b>Société du Palais des congrès de Montréal</b> 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	<b>FEDERAL TAX (5%) :</b>	=
Toll free : 1 888 871-5871		<b>SUB TOTAL :</b>	=
Fax : 514 868-6622		<b>PROVINCIAL TAX (8,5%) :</b>	=
<a href="mailto:infotechno@congresmtl.com">infotechno@congresmtl.com</a>		<b>TOTAL :</b>	=

Cheque (CAD or USD) <input type="checkbox"/>	Pay to the order of <b>Société du Palais des congrès de Montréal</b>
Credit Card <input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
	<input type="checkbox"/> American Express
	<input type="checkbox"/> Diner's Club

Card n<sup>o</sup>.     -     -     -

Expiration date (MM/YY)   /

Cardholder : \_\_\_\_\_  
 Cardholder's signature : \_\_\_\_\_

<b>LABOUR</b> Labour fees apply to all special requests. One (1) hour minimum charge.		
4006-001	Monday to Friday – 07:30 to 23:30	65,90 \$ / hour
4006-002	Monday to Friday – 23:31 to 07:29	98,80 \$ / hour
4006-003	Weekends & holidays	131,80 \$ / hour

**All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.**  
**GST : R121570600 – PST : 1006 388 422**

Continuation on page 2...



Please complete and return by e-mail or fax.  
Phone orders are not accepted.

<b>Sample plan to be provided.</b> <ul style="list-style-type: none"> <li>Mark service locations</li> <li>If floor plan is not provided, services will be placed to one location at the discretion of the Palais' IT Technician</li> <li>Indicate adjacent booth or aisle Number</li> <li>Indicate your booth dimensions and measurements (20 x 20 ft (6,10 x 6,10 m)): _____</li> </ul>	<b>Dimensions of your booth:</b> _____ Adjacent booth or aisle n <sup>o</sup> _____ Adjacent booth or aisle n <sup>o</sup> _____ Adjacent booth or aisle n <sup>o</sup> _____	<b>Your booth Number:</b> _____ Adjacent booth or aisle n <sup>o</sup> _____ Adjacent booth or aisle n <sup>o</sup> _____
Scale: 1 square = 2 ft <sup>2</sup> Please indicate if a different scale is used: 1 square = _____		


**TERMS AND CONDITIONS**

- Prices are per unit and for the duration of the event. Other services are available, prices upon request.
- All telecom services include on-site technical support during installation and throughout the event.
- Cancellations placed during the set-up will be billed at 50% of the cost.
- No refunds will be issued for services installed and not used during the event.
- The client is responsible of the rented material during all the event, including set-up and dismantling, and will be charged for any broken, damaged, lost or stolen material supplied by the Palais des congrès de Montréal.

**TELEPHONY**

- Up to 20,00 \$ long distance calls included per line. Long distance fees will be billed after the event.
- All connections will be installed at our IT's technicians discretion if no information or plan are supplied.
- Labour fees may apply for special requirements, to be billed after service delivery (current labour rates).

**INTERNET**

- Other bandwidths and IP addresses available (prices upon request).
- Internet connection - Shared Network: One IP address for the client's computer will be issued automatically using DHCP/ No Proxy service The Internet is a shared environment and as such, actual speed may vary. It is the responsibility of the client to ensure their computer is properly configured for the Internet connection.
- Internet connection - Dedicated Network: Three IP address for the client's computer will be issued automatically using DHCP/ No Proxy service. It is the responsibility of the client to ensure their computer is properly configured for the Internet connection.
- Static IP addresses: Static IP addresses required will be assigned by the Palais des congrès de Montréal's IT Department.
- Active network devices i.e. routers, proxy servers, access points, bridges, etc connected to the PALAIS SHARED NETWORK must be approved by the Palais des congrès de Montréal's IT Department. Usage of these equipments without approval will have the service disconnected and will be subject to additional charges.**
- Active wireless network (router) devices are not authorized by the Palais.**
- Only the Palais des congrès de Montréal personnel is authorized to modify system wiring or cabling. Any damages to cables or equipment will be billed to the client.
- The Palais des congrès de Montréal is not responsible for damage on software or equipment due to configuration modifications, viruses, data destruction, contents, utilization, validation or quality of services supplied by the Internet Network, Internet network failure.
- A surge protector on computerized equipment or an over/under voltage sensor is recommended.
- Internet services requirements/client responsibilities. It is the responsibility of the client to provide the following:
  - Computers, workstations, etc. Electrical services for your booth, room or service location.
  - Standard 10/100 base T Ethernet Network Interface Card (RJ45 Interface) for each computer (wired network).
  - Compatible Network card Wi-Fi@ 802,11 a / b (wireless network). Or rented on-site (limited quantity, call for availability).
  - Network driver TCP/IP.
  - Proper configuration of computer equipment for TCP/IP Connection.
- Shared Internet: An up-to date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have a Virus Protection Software installed and running may result in the disconnection from the Network by our IT technician.

Please contact our technical advisor for any further information 514 871-5871 (toll free **1 888 871-5871**) or [infotechno@congresmtl.com](mailto:infotechno@congresmtl.com)

## SIGN INSTALLATION – ORDER FORM

Please complete and return by e-mail or fax.  
Phone orders are not accepted.

Event: Sommet mondial Écocité 2011 (15773) Ecocity Group			
Activity dates: 2011/08/22 to 2011/08/26	Booth n°:		
Company:	Telephone:		
Contact name:	Fax:		
Address:	E-mail:		
City:	Prov./State:	Country:	Postal/Zip Code:

**Authorized signature :**

**Date:**

**We have read and accept the conditions of this order form**

PRICES IN EFFECT FROM APRIL 1 <sup>ST</sup> 2011 TO DECEMBER 31 <sup>ST</sup> 2011 <span style="color: red;">Please calculate two (2) hours minimum. One (1) hour for installation and one (1) hour for dismantle.</span>		NUMBER OF HOURS	Anticipated price up to 2011/08/12	Regular price	AMOUNT
3600-001-003-004	Lift equipment with operator From Monday to Friday – 07:30 to 23:30 (normal hours).	x	112,00 \$	140,00 \$	=
3600-047-048-050	Lift equipment with operator – After hours, weekends, holidays.	x	136,00 \$	170,00 \$	=

**NO MERCHANDISE WILL BE ACCEPTED BEFORE THE DATE RESERVED BY THE PROMOTER**

Installation services supplied by the Palais are provided during set-up and dismantling days. Minimum charge of one (1) hour.

All installations are subject to approval by the Palais des congrès de Montréal. Our chief of operations will recommend changes according to the weight and/or dimension of the sign to install, additional fees may apply.

Exclusive Services: The Palais des congrès de Montréal is the exclusive provider for electricity, plumbing, telecommunication, cleaning, audiovisual rigging, handling and sign installation services.

**SHIPPING NO MERCHANDISE WILL BE ACCEPTED BEFORE THE DATE RESERVED BY THE PROMOTER.**

All shipments must be sent to:  
Palais des congrès de Montréal  
163, rue Saint-Antoine Ouest  
Montréal (Québec) H2Z 1H2

**IMPORTANT:** Write clearly the name of the event, room number, name of the exhibitor and booth number. (Write the dimensions, weight of the signs and number of rigging points if required).

QUANTITY AND DESCRIPTION	OFFICIAL CARRIER	DATE	SET-UP TIME

Orders placed after the beginning of set-up will be subject to approval and additional fees. ↓

<b>ADVANCED PAYMENT REQUIRED</b> Payment required with order form. Payment reception date determines pricing used.		AMOUNT : =
Telephone : 514 871-5871 Toll free : <b>1 888 871-5871</b> Fax : 514 868-6622 <a href="mailto:infotechno@congresmtl.com">infotechno@congresmtl.com</a>	<b>Société du Palais des congrès de Montréal</b> 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	FEDERAL TAX (5%) : =
		SUB TOTAL : =
		PROVINCIAL TAX (8,5%) : =
		TOTAL : =

Cheque (CAD or USD) <input type="checkbox"/>	Pay to the order of <b>Société du Palais des congrès de Montréal</b>	
Credit Card	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Diner's Club	
Card n°: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiration date (MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Cardholder :		
Cardholder's signature :		

**All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.**  
**GST : R121570600 – PST : 1006 388 422**





Palais des congrès  
de Montréal

## SECURITY SERVICES – ORDER FORM

Please complete and return by e-mail or fax.  
Phone orders are not accepted.

Event: Sommet mondial Écocité 2011 (15773) Ecocity Group			
Activity dates: 2011/08/22 to 2011/08/26		Location or Booth n°:	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:

**Authorized signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We have read and accept the conditions of this order form**

PRICES IN EFFECT FROM APRIL 1 <sup>ST</sup> 2011 TO DECEMBER 31 <sup>ST</sup> 2011 A 4-hour fee per attendant for cancellations within 24 hours or less prior to the working shift is applicable.				Anticipated price up to 2011/08/12	Regular price	AMOUNT
<b>SECURITY AGENT</b> <b>3680-001</b>		Please use 24 hours format		27,00 \$	33,00 \$	
YYYY-MM-DD	From	To	Number of hours(1) Minimum 4 hrs			
			x	x		=
			x	x		=
			x	x		=
			x	x		=
			x	x		=
			x	x		=
<b>SUPERVISOR</b> <b>3680-002</b>		Please use 24 hours format		28,00 \$	35,00 \$	
YYYY-MM-DD	From	To	Number of hours (1) Minimum 4 hrs	<b>1 : 3 agents</b>		
			x	x		=
			x	x		=

**(1) A minimum of four (4) hours is charged per scheduled period.** 50% increase of hourly rate on holidays  
**For promoters:** it is important to specify the required location(s) for the assignment of security guards. Please use the plans on our Web site to place your security agents. Please use one order form per location.  
**For exhibitors:** It is important to specify the appropriate booth number.  
 Our Chief of Security will make any suggestions or changes if needed  
**AGENTS' FUNCTION** (indicate probable known threats, demonstration, etc.).

**EXTINGUISHER RENTAL**  
 The client is responsible of the rented material during all the event, including set-up and dismantling, and will be charged an additional 41,00 \$ if the material is not returned to the Palais des congrès de Montréal.

<b>EXTINGUISHER : 3680-003</b>	Number required :	x	41,00 \$	51,00 \$	=
--------------------------------	-------------------	---	----------	----------	---

↓

<b>ADVANCED PAYMENT REQUIRED</b> Payment required with order form. Payment reception date determines pricing used.		<b>AMOUNT :</b>	=	
Telephone : 514 871-5871 <b>Toll free : 1 888 871-5871</b> Fax : 514 868-6622 <a href="mailto:infotechno@congresmtl.com">infotechno@congresmtl.com</a>		<b>FEDERAL TAX (5%) :</b>		=
		<b>SUB TOTAL :</b>		=
		<b>PROVINCIAL TAX (8,5%) :</b>		=
		<b>TOTAL :</b>		=

Cheque (CAD or USD)  Pay to the order of **Société du Palais des congrès de Montréal**

Credit Card  MasterCard  Visa  American Express  Diner's Club

Card n°.     -     -     -     Expiration date (MM/YY)   /

Cardholder :

Cardholder's signature :

**All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.**  
**GST : R121570600 – PST : 1006 388 422**