

SUSPENDED SIGN INSTALLATION & DISMANTLE ORDER FORM

SECURITY CANADA CENTRAL - OCTOBER 22 - 23, 2025 - TORONTO CONGRESS CENTRE - SOUTH BUILDING

TO BE RETURNED BEFORE : SEPTEMBER 11TH, 2025

ALL SUSPENDED SIGNS REQUIRE SHOW MANAGEMENT APPROVAL. PLEASE COMPLETE THE SUSPENDED SIGN APPROVAL FORM IN THE LARGE SECTION OF YOUR EXHIBITOR MANUAL. ORDERS WILL NOT BE ACCEPTED AFTER OCTOBER 3RD, 2025

EXHIBITOR INFORMATION

SIGN SPECIFICATIONS

LENGTH	WIDTH	HEIGHT	WEIGHT	ASSEMBLY REQUIRED	DIAGRAM ENCLOSED	TOTAL	
				Y _____ N _____	Y _____ N _____		
				Y _____ N _____	Y _____ N _____		
				Y _____ N _____	Y _____ N _____		
NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED. HST #R124 192 220						SUB-TOTAL	
						13 % HST	
						TOTAL	

PAYMENT DETAILS

VISA* MASTERCARD*

CREDIT CARD NO: _____ EXPIRY DATE: MM/YY _____ / _____ CVV: _____

AUTHORIZED SIGNATURE: _____ **PRINT NAME:** _____

BILLING NAME AND ADDRESS : OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS:

COMPANY: _____ **PO#:** _____ **POSTAL/ZIP CODE:** _____

ADDRESS: **PROV/STATE:** **CITY:**

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY.

IT IS THE EXHIBITORS RESPONSIBILITY TO ENSURE THAT THEY HAVE INSURANCE ON THEIR MATERIAL WHILE IN THE POSSESSION OF LANGE TRANSPORTATION. LANGE ONLY PROVIDES A LIMITED LIABILITY FOR DAMAGES AS OUTLINED ON THE REVERSE.

SUSPENDED SIGN RULES & REGULATIONS

GENERAL:

The Centre and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building. Only an authorized (Lange) qualified tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a (Lange) qualified tradesperson has found and corrected the cause of the malfunction. All materials and equipment supplied by Lange shall remain the property of the Company. The Exhibitor shall be held responsible of loss of such materials as are associated with his booth, and shall compensate Lange in the event of loss or damage.

PAYMENT:

All orders must be paid in advance in Canadian Funds. Out of country payment may be made by Canadian money order, or credit card.

Purchase orders are not considered payment. Orders that do not include payment will be regarded as incomplete and will not be processed.

DISCOUNTS:

Pre-show advance price will apply to orders with payment received prior to the deadline date. Orders received after this date shall be priced as after the Deadline Prices.

ON SITE ORDERS:

Orders placed during the move-in of the show MUST be paid by valid credit card, certified cheque or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.

RATES:

Additional and/or special electrical/mechanical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by Lange include installation, service while in use, and removal.

CREDITS:

It is the exhibitor's responsibility to advise a Lange Representative of any problem with our service or product prior to the close of the show.

CANCELLATIONS:

a) If services have already been provided at the time of cancellation, original charges will apply.

b) No refunds on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.

c) A 50% refund will be given on listed items on order form if cancelled IN WRITING at least 4 days prior to show move-in.

TAX EXEMPTION STATUS:

If you are exempt from Sales Tax, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customers.

THIRD PARTY ORDER (Exhibitor appointed Contractor):

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. In the event that the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

1. ALL OUTLETS ARE SUPPLIED TO BACK AREA OF BOOTH. If required elsewhere, extension cords will be available at Lange's service area for a nominal charge. Additional charges may apply for outlets/feeders fed under carpets.

2. All electrical power is turned off after show closes and turned on prior to show opening. IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE INDICATE ON ORDER FORM IN CORRECT SPACE PROVIDED .

3. Permanent building receptacles and columns are not part of booth space. Exhibitors utilizing these receptacles will be charged for their use. Borrowing power from an adjoining booth is not permitted.

4. All electrical connections, installations, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited.

5. All electrical equipment should be properly tagged and wired with full information as to ampere, wattage, kilowatts, horsepower, volts, phase, cycle, etc. ready for connection.

6. Lange is not responsible for damages or expenses incurred due to power surges, spikes or loss of power.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of Rule 2-022 of the Electrical Safety Code, a provincial regulation, that any electrical equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

MECHANICAL:

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.

2. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS:

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Lange in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

INLINE AND PENINSULA BOOTHS:

Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS:

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER:

If you require your power from overhead, additional materials and labour may be incurred. Please contact Lange.