



JUNE 3, 4 & 5, 2011

**THE METRO TORONTO CONVENTION CENTRE
NORTH BUILDING – HALL A
255 FRONT STREET WEST
TORONTO, ON
M5V 2W6**

EXHIBITOR MANUAL

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SHOW INFORMATION

SHOW DATES/HOURS: **FRIDAY JUNE 3, 2011**
 10AM – 8PM

SATURDAY JUNE 4, 2011
 10AM – 8PM

SUNDAY JUNE 5, 2011
 10AM – 6PM

MOVE-IN DATES & TIMES: **THURSDAY JUNE 2, 2011***
 11AM – 9PM

FRIDAY JUNE 3, 2011**
 7AM – 9:30 AM (HAND CARRY MOVE-IN ONLY)

MOVE-OUT DATES & TIMES: **SUNDAY JUNE 5, 2011**
 6PM – 11:30 PM

*** Please note: All booths must be fully erected/built by 9:00 PM June 2, 2011**
**** Please note: Hand carried items only. NO hand carts/dollies allowed.**

SHOW MANAGEMENT:

SHOW OWNER: **THE TREATING YOURSELF EXPO 2011 IS OWNED AND OPERATED BY:**

**MARCO RENDA
TREATING YOURSELF.COM INC
250 THE EAST MALL
P.O. BOX 36531
ETOBICOKE, ONTARIO CANADA
M9B 3Y8**

**PHONE: 416-620-1921
FAX: 416-620-0698**

SHOW MANAGER: **JIM MAHON C.D.E., CEM
TREATING YOURSELF EXPO 2011
TEL: (905) 510-4476
EMAIL: JIMM2@COGECO.CA**

EXHIBITOR CHECKLIST

SERVICE	DEADLINE	REQUIRED	DATE COMPLETED
LANGE TRANSPORTATION & STORAGE			
Move-In Requirement Questionnaire			
Transportation Order Form			
Advance Show Receiving			
After Show Warehouse			
Security Cage			
Special Forklift Service			
Showcase Rentals			
Exhibitor Insurance Form			
METRO TORONTO CONVENTION CENTRE			
Exhibitors Parking Pass			
Fire Safety Reply			
High-Speed Internet Access			
Janitorial Services			
Sample Food/and or Beverage Distribution			
Telecommunication Services Order Form			
Food & Beverage Order Form			
Application for Permission to Show			
Rigging Load Release Form			
Customs Brokerage	As required – see pages 5/9		
DÉCOR EXPERTS EXPO			
Turnkey booth concept			
Furniture and Accessories			
Plants and Trees			
Counters / Cubes			
Signs			
SHOWTECH			
Electrical			
Mechanical			
Sign/Banner Hanging			
Booth Layout			
Online Ordering			
AVW - TELAV			
Computer & Audio Visual Order Form			
CONEXSYS REGISTRATION			
Exhibitor Badge Request Form			

For the convenience of the Exhibitors ordering any Services from the MTCC, please use the following link to their website so that you can order online in a one-stop shop process.

<http://www.mtccc.com/exhibitors/forms.cfm>

TRANSPORTATION / ADVANCE & POST SHOW RECEIVING

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: 905-362-1290 / 1-800-668-5687
Fax: 905-362-1285
Contact: Rosemarie Bera

MATERIAL HANDLING

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: 905-362-1290 / 1-800-668-5687
Fax: 905-362-1285
Contact: Rosemarie Bera

CUSTOMS BROKER

THE COMMERCE TRADE SHOW LOGISTICS GROUP LTD.

3405 American Drive, Unit 7
Mississauga, ON L4V 1T6
Tel: 905-673-5445
Fax: 905-673-2574
Toll Free: 1-888-827-7469
Contact: Beverly Carson

SHOW SERVICES

DÉCOR EXPERT EXPO

778, Place Trans Canada
Longueuil, QC J4G 1P1
Tel: 450-646-2251 Cell: 514-913-5198
Fax: 450-646-6342
Contact: Denis Dion

AUDIO VISUAL RENTALS

AVW-TELAV AUDIO VISUAL SOLUTIONS

2365 Matheson Blvd E.
Mississauga, ON L4W 5C2
Tel: 905-366-9127 Cell: 416-875-7445
Fax: 905-366-0274
Email: caruso@avw.telav.com
Contact: Rick Caruso

ELECTRICAL SERVICES / PLUMBING / SUSPENDED SIGNS

SHOWTECH POWER AND LIGHTING

5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: 905-283-0550 / Metro Toronto Convention Centre Site: 416-585-8109
Fax: 905-283-0551
Contact: Mandy Hawerchuk

BOOTH CLEANING

METRO TORONTO CONVENTION CENTRE
Exhibitor Services
255 Front Street
Toronto, ON M5V 2W6
Tel: 416-585-8387
Fax: 416-585-8388

TELECOMMUNICATION SERVICES

METRO TORONTO CONVENTION CENTRE
Exhibitor Services
255 Front Street
Toronto, ON M5V 2W6
Tel: 416-585-8387
Fax: 416-585-8388

SECURITY

TARGET INVESTIGATION & SECURITY SERVICES LTD.
2900 Langstaff Road, Unit 3
Concord, ON L4K 4R9
Tel: 905-760-9090
Fax: 905-760-9191
Contact: John Domonkos

INSURANCE BROKERS

CANFINSE GROUP INC.
5000 Dufferin Street, Suite 215
Toronto, ON M3H 5T5
Tel: 416-667-9177
Direct: 416-509-1121
Fax: 1-866-591-5613
Email: john.neo@canfinse.com

EXHIBITOR BADGES-REGISTRATION

CONEXSYS
Tel: 800-661-5319 or 905-405-8415
Fax: 800-628-8838 or 905-405-9870
Email: troy@conexsysreistration.com

MOVE-IN / MOVE OUT AND SHOW HOURS

In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material handling requirements.

Should you have any special requirements, please note them on the move-in questionnaire or contact Rosemarie Bera at Lange. Tel: 905-362-1290 / 1-800-668-5687 Fax: 905-362-1285

Move-In / Set-up: THURSDAY JUNE 2, 2011 11AM – 9 PM

**Please note: All booths must be fully erected/built by 9:00 PM*

Hand Carry Move-In Only: FRIDAY JUNE 3, 2011 7:00AM – 9:30AM

No dollies or hand carts allowed

Show Hours: FRIDAY JUNE 3, 2011
10:00AM – 8PM

SATURDAY JUNE 4, 2011
10AM – 8PM

SUNDAY JUNE 5, 2011
10AM – 6PM

Move-Out / Dismantle: SUNDAY JUNE 5, 2011
6PM – 11:30PM

Exhibitors are reminded that all materials, equipment, exhibits, and displays must be completely removed from the Metro Toronto Convention Centre prior to 11:30 pm on June 5, 2011. Any articles not removed by this time will be removed by Lange Transportation and Storage Ltd. at the exhibitor's own expense and liability. The **Treating Yourself Expo 2011** and Lange Transportation and Storage Ltd. will not be responsible or liable for any loss or damage to articles removed after the deadline

SHIPMENT OF EXHIBITS / ADVANCE SHIPMENTS

In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. All exhibitors will be scheduled according to their booth location and material handling requirements. Exhibitors must complete the "Move-In Requirements Questionnaire" in the exhibitor manual in order to ensure access according to their needs.

Any shipments arriving at Lange Transportation & Storage Ltd. prior to June 1, 2011 by 11:00 PM will be accepted and charged to the exhibitor based on the Advance Receiving rates. Please see enclosed for. Exhibitors who use Lange Transportation and Storage Ltd. will have their material automatically priority-scheduled to the site.

Exhibitors who require advance warehousing must complete the Lange "Advance Receiving" order form in the exhibitor manual and address their shipment as follows:

ADVANCE SHIPMENTS:

EXHIBITING COMPANY NAME TREATING YOURSELF EXPO 2011 BOOTH # C/O LANGE TRANSPORTATION 3695 NASHUA DRIVE MISSISSAUGA, ON L4V 1P3 _____ OF _____ PIECES
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SHIPMENTS DIRECT TO SHOW SITE:

EXHIBITING COMPANY NAME TREATING YOURSELF EXPO 2011 BOOTH # METRO TORONTO CONVENTION CENTRE – HALL A 255 FRONT STREET WEST TORONTO, ON M5V 2W6 _____ OF _____ PIECES
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DELIVERIES

Please refer to the enclosed Metro Toronto Convention Centre forms for delivery instructions.

CUSTOMS – GENERAL INFORMATION

Equipment and exhibits for this show may only be brought in free of duties and taxes, but subject to a deposit equal to the duties and taxes normally levied on them (35% of the fair market value). The official customs broker has had made arrangements with customs for a bond to cover all imports to the show. Exhibitors using the services of the official customs brokers will therefore not be required to issue a separate power of attorney, as that issued by Show Management will suffice to cover exhibition entries.

Exhibitors who wish to use their own customs broker will be required to post their own bond or cash deposit with Canada Customs.

Exception – Printed material, advertising matter, giveaway articles – Canada Customs requires the payment of full duties and taxes on these materials. Any such material not used or consumed may be exported under customs supervision and \$100% drawback of duties and taxes will be special documents must be prepared for export and Canada Customs' officers at the show must examine the returning material.

Helpful hint: In most cases considerable money is saved by having printed material produced in Canada rather than importing it. However, all imported printed material must be marked "Printed in...."

USA EXHIBITORS:

Special note: USA exhibitors who are sending equipment to the show, not of U.S.A. origin must complete a special customs form for U.S. customs to ensure easy return to the U.S.A. after the show. Contact the official customs broker for complete details on how to handle this particular situation.

Shipments must be dispatched to arrive at least one week in advance of the show move-in to allow for customs clearance. Shipments must be stored at a bonded warehouse before delivery to the show site on the first move-in day. Lange Transportation has a bonded warehouse.

SALE OF BONDED GOODS AT THE SHOW:

There are also specific customs regulations regarding the sale of bonded goods at the show. If these regulations are not complied with, the goods will be removed at the exhibitor's expense at the close of the show move-out to a bonded warehouse for subsequent tax payments and clearance.

MATERIAL HANDLING / DRAYAGE

Material handling/drayage equipment and labour for all material will be provided free of charge to the exhibitor by show management during move-in and move-out. Requests for these services outside of the official move-in /move-out hours will be charge directly to the exhibitor by the official material handling contractor. A supply of flat hand trucks will be provided free for exhibitor use during move-in and move-out. It is recommended that exhibitors have their representatives on hand to supervise the unloading and placing of exhibit materials.

EMPTY CONTAINER STORAGE

Storage labels will be provided by the official material handling company and can be picked up during the move-in of the show at the material handling service desk. The exhibitor is responsible for clearly marking the exhibiting company name and booth number on these labels and placing them on all empty containers that want stored during the show.

MATERIAL REMOVAL

Any goods or materials to be removed from the show floor during the show days, including before and after show hours, will require a properly completed "Materials Removal Form" available from the show office. Remove forms will be authorized by Show Management at the time of exit. All items being removed must be detailed on this form, with the model and serial number for identification. These procedures are designed to prevent theft and misdirected shipments.

HOTEL BOOKING INFORMATION

InterContinental Hotel
225 Front St
Toronto, ON
M5V 2X3
(This hotel adjoins the MTCC.)

To reserve rooms:

Call Toll Free 1-800-235-4670.

Ask for the Special Room Rates for the Treating Yourself Medical Marijuana & Hemp Expo-
\$199.00 for Single or Double occupancy. (Plus taxes)

Or, book on line using the following weblink:

<https://resweb.passkey.com/go/TreatingYourselfExpo2011>

Booking Name: Treating Yourself

Group Booking Code: TY2

Note: These special rates are only available on rooms booked by May 5, 2011.

Hyatt Regency Toronto-on King
370 King Street West
Toronto, ON

Note: This hotel is a short five minute walk from the MTCC.

Rate: \$189.00 Plus Taxes for King Room. \$ 25.00 for each additional person.

To book Call: 1-877-806-0006 - Toll Free or 416-343-1234 - Local

Or on the web:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3321325

The Strathcona Hotel
60 York Street
Toronto, ON
M5J 1S8
Located just 5 minutes from the MTCC.

Rates - Single/Double Occupancy:

Smart Twin Room Rate \$129.00 Plus Taxes
Smart Queen Room Rate \$139.00 Plus Taxes
Executive Room Rate \$149.00 Plus Taxes

To Book a room:

Telephone/Email:

Call Toll Free 1-800-268-8304
Local Call 416-363-3321

Refer to *Treating Yourself Show Rate*.

You may also do this by email request to:

reservations@thestratnconahotel.com

Internet Booking:

1. Click on the following:

<http://reservations.ihotelier.com/istay.cfm?hotelid=10245&RatePlanID=822969>

This will take you to the Reservations Page for the hotel.

2. Select **Corporate Rates Tab**.

3. Enter the following **Access Code: *Treating Yourself.Com.Inc***

4. Select desired dates.

5. Choose **desired room category**, and **number of people** in your party.

6. Click on "**Continue reservation**". You are now ready to complete your reservation!

RULES AND REGULATIONS

PAYMENT OF ACCOUNT

Show Management reserves the right to refuse entry/set-up to any Exhibitor whose account has not been paid in full.

EXHIBIT GUIDELINES

(a) **Types of Booths:**

In-line booth back-walls are restricted to 8' ft. in height and the dividers between the booths to 4' ft. in height. No display at its full 8' ft. height may extend out more than 5' ft. from the back wall at the height.

- Peninsula Booth has aisles on 3 sided backing onto an exhibit. The back wall is restricted to 4' ft. high within 5' ft. of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Maximum height is 8' ft. tall.

- Island Booth is exposed to aisles on all four sides. An Island Booth is typically 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used to the maximum allowable height, which is usually 12' ft. including signage.

*For a complete listing of booth regulations, please refer to the *IAEM Display Rules and Regulations* at www.langeshow.com using - **Tradeshow ID: TRY111 Password: Lange**

(b) **Prefabricated Booths** Exhibitors planning to use a prefabricated display must ensure that: an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc.

All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated.

(c) **Floor Covering** Carpet may either be Exhibitor or contractor supplied. Exhibitor carpeting must remain within the dimensions of the booth space as outlined on the floor plan.

(d) All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to show management. If such required draping is not ordered, the official supplier of the Exhibit Services and Equipment, with the approval of Show Management, may install it and charge the Exhibitor.

Parts of exhibits signs or other display materials may not be posted, taped, nailed or otherwise affixed to walls, doors, or any part of the facility in any way that may cause damage. Damage caused by failure to observe this rule will be paid for by the Exhibitor.

Adhesive Tape. Only two types are approved for use at the Metro Toronto Convention Centre. They are duct tape or gaffer tape and double sided cloth tape #172 – ANY EXHIBITOR THAT USES ANOTHER TYPE OF TAPE, WILL BE CHARGED FOR TAPE REMOVAL.

Rules of Conduct. Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

These regulations may be amended at any time by Show Management, upon written notice by Show Management, to such Exhibitors as may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit, which it deems to be undesirable or objectionable.

Any objectionable practices by either Exhibitors or official suppliers should be reported immediately to Show Management.

Exhibitors who fail to abide by the rules and regulations as outlined in this prospectus, or who, in the judgment of the officials of Show Management, conduct themselves in an unethical manner, will be dismissed from the convention without refund.

All interviews, demonstrations, detailing or distribution of literature must take place within the booth space assigned to the individual Exhibitors, and not interfere with normal aisle traffic in order to avoid infringing upon the rights and privileges of other Exhibitors.

Exhibitors must not place demonstration areas on the aisle line of their exhibit if they expect many people to congregate there at one time, and should allow sufficient space within the booth area to absorb the majority of the anticipated crowd.

Exhibitors whose display arrangements or presentations cause spectators to interfere with normal aisle traffic, or unduly overflow into the display area of neighbouring exhibits, may be asked to limit or eliminate their presentations.

CARPETING

All aisles will be carpeted (Plum aisle carpet will be provided throughout the exhibit hall), however the exhibit space is not carpeted. Should you require carpet for your booth, please see the enclosed Carpet Order Form.

PIPE & DRAPE

If requested, basic pipe and drape will be supplied. The drape colour for the show will be Black.

CARE OF FACILITY PROPERTY

The Exhibitor is responsible for ensuring the care of the show facility property during the convention and trade show. No signs, posters or other items or articles are to be fastened to facility property by any means.

Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.

Exhibitors wishing to lay any floor covering must use an approved adhesive that will not damage the floor and is easily removed.

MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES

The use of motorized equipment, such as forklifts, manlifts, and scissorlifts, on the show floor is provided exclusively by Lange Transportation & Storage Ltd. Mechanical conveyances such as electric carts, scooters or bicycles, will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of persons requiring the use of a wheelchair while visiting the show.

SOLICITING, SAMPLES & SOUVENIRS

Exhibitor distributing promotional material or soliciting business must do so in the confinements of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's area may only do so if invited. The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.

Only participating Exhibitors have the exclusive rights to promote or sell goods or services in this show. All other parties, who attempt to make any sale solicitations without expressed written permission of Show Management, will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.

STORAGE

Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferably with felt marker type pen these labels will be available from the Lange Service Desk.

Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area prior to show opening and returned when the show closes.

ANIMALS

With the exception of “seeing eye dogs” dogs, animals are not permitted without prior written approval from show management.

INSURANCE

Exhibitors must carry their own fire, theft, or other insurance. Show Management shall take responsible precautions to prevent losses and to protect the interests of Exhibitors; however, under no circumstances will the Treating Yourself Expo 2011, the Metro Toronto Convention Centre, James Mahon Associates/ITS and other show’s appointed contractors accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

For those exhibitors who currently do not have show insurance with their own insurance brokers, the show has appointed Canfinse Group Inc. as the official supplier. Please see the enclosed Exhibitors Insurance Application in the Supplier Forms section of your exhibitor manual.

HEALTH AND SAFETY NOTIFICATION

In accordance with the Occupational Health & Safety Act of Ontario (www.labour.gov.on.ca) , the **Treating Yourself Expo 2011** is continually taking reasonable proactive steps to protect the health and safety of all those involved in the production of its show.

The **Treating Yourself Expo 2011** asks that every person that will be on the show floor at any time during move-in and move-out of its events, adhere to safe work practices and procedures as laid out in the Ontario Occupational Health and Safety Act, and as a minimum requirement, wear appropriate protective/safety footwear where necessary.

As a **Treating Yourself Expo 2011** Exhibitor, it is your responsibility to inform all the individuals working at the show on your behalf (including, but not limited to your own employees, contractors, sub-contractors and temporary employment agency labourers) to be aware and act in reasonable regard for their own safety and protection, as well as others. This includes the use of, but not limited to, CSA approved safety shoes, safety goggles, hard hats and other protective equipment in applicable ‘industrial like’ conditions where it is deemed necessary. We ask that your company be aware of, understand and comply with the requirements of the Health & Safety Act.

Thank you for working with us to provide a safe work environment!

LIABILITY

The Exhibitor agrees to indemnify and hold harmless, **Treating Yourself Expo 2011**, the Metro Toronto Convention Centre, James Mahon Associates/ITS and the employees thereof and their representatives, against any claim for loss, damage, theft or injury. Indemnification includes the period of storage prior to and following the Trade Show. The Exhibitor, or signing the contract, releases the foregoing from any and all claims for loss, theft, damage, or injury.

SMOKING PROHIBITED

Smoking is NOT permitted anywhere within the exhibit hall, or loading areas.

SHOW POLICY REGARDING SERVICE CONTRACTORS & INDEPENDENT CONTRACTORS

The Show Management, acting on behalf of all Exhibitors in the best interest of the **Treating Yourself Expo 2011** has appointed official service contractors to perform and provide necessary services and equipment.

Official service contracts are appointed to:

1. Ensure the orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labour to all Exhibitors according to need.
3. Provide sufficient labour to satisfy the requirements of Exhibitors, and for the show itself.
4. To ensure that the proper type and limits of insurance are in force.
5. The official contractors will provide all usual trade show services. Exhibitors, however, may provide their own supervision, may set up their own booth or may appoint their own exhibit installation contractor or exhibit display supplier.

Should an Exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

1. The Exhibitor must inform Show Management of the name and address of the contractor and the work to be performed. This information must be received in writing thirty (30) days prior to the commencement of any work at the show site.
2. **All Exhibitor-appointed suppliers, other than official show suppliers appointed by Show Management, must provide evidence of general liability insurance providing coverage of at least \$2,000,000 inclusive for bodily injury and/or property damages for each occurrence and all risks in a form acceptable to Show Management.**

Exhibitor-appointed contractors must also provide written documentation of Workers' Compensation Insurance, including employee's liability coverage.

The **Treating Yourself Expo 2011**, **Lange Transportation & Storage Ltd.**, the **Metro Toronto Convention Centre**, **James Mahon Associates/ITS** and **Décor Expert Expo** are to be cross insured on the supplier's insurance for its operations and services provided for the **Treating Yourself Expo 2011**.

Evidence for the supplier insurance shall be provided thirty (30) days prior to the commencement of any work at the show site. It is the responsibility of the Exhibitor to ensure this is done.

3. The installation contractor to be used by the Exhibitor must agree in writing to the following conditions. This information must be received thirty (30) days prior to commencement of any work at the show site.
 - a) Must agree by all rules and regulations of the show.
 - b) Must agree by all union rules and regulations.
 - c) Identification badges must be worn at all times.

SHOW POLICY REGARDING PERSONS UNDER THE AGE OF 16

No persons under the age of 16 shall be permitted in the exhibit hall, or loading dock area during the move-in or move-out days.

EXHIBITOR SELF-UNLOADING

If an exhibitor representative is not present when their shipment arrives at the site, it will be automatically unladen by Lange, and delivered to booth location.

SIGNS AND BANNERS

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this prospectus.

Any signage or rigging above the Booth must be ordered through SHOWTECH. Please see the enclosed SHOWTECH Order Forms

SAFETY MEASURES

Exhibitors, who are showing equipment in a moving and operating condition, are required to provide every possible precaution for the safety of show visitors, their own operators, and exhibit personnel.

ADDITIONAL PROHIBITED BOOTH ACTIVITIES

No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.

NOISE, LIGHT AND ODOUR RESTRICTIONS

Noise from electrical or mechanical apparatus must not interfere with the rights and privileges of other Exhibitors. No Exhibitor may operate public address, sound producing or amplifying devices, which project sound above a normal conversational level. Sound projection equipment, which is likely to exceed this limit in operation, must be equipped with earphones or enclosed within a special booth listening room.

No Exhibitor may operate display lighting, or odour-generating devices or activities, which interfere with the rights and privileges of other Exhibitors. Noise, light and odour levels will be monitored by Show Management.

Show Management reserves the right to exercise its own judgment in responding to Exhibitor complaints in this regard.

SECURITY IN THE EXHIBIT HALL

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security during times when the exhibit area is not open to registrants. All persons must present proper identification and credentials to gain entry into exhibit hall. Exhibitors who wish to remain in the Exhibit Hall after hours must identify themselves to security personnel and sign in and out. **Exhibitors wanting to remove any goods or items from the Exhibit Hall must obtain an Exhibit Materials Removal Form from the Show Office, and present this signed form to security when removing goods from the Hall.**

Each Exhibitor is solely responsible for their own exhibit material, and should insure these exhibit materials against loss or damage during the convention. Please put all small items of value out of sight each night. All property of an Exhibitor is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the Exhibit Hall. Exhibitor name badges will be provided to all identified Exhibitor personnel, and must be worn to ensure access to the Exhibit Hall.

EXHIBITOR REGISTRATION AND NAME BADGES

All identified Exhibitor personnel will be issued name badges and these must be worn to gain access to the Exhibit Hall during the show.

Exhibitor Badges will be available on-site at the Metro Toronto Convention Centre in the Registration Area on June 2, 2011 from noon to 8:00 PM.

GENERAL LIABILITY

Show Management acts for the Exhibitors and their representatives in the capacity of an agent, not as a principal. The **Treating Yourself Expo 2011** assumes no liability for any act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the **Treating Yourself Expo 2011**, the Metro Toronto Convention Centre, James Mahon Associates/ITS and the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and from any and all claims for loss, theft, damage or injury.

Before any exhibit may be removed from the building, Exhibitors must make arrangements satisfactory to Show Management, the Metro Toronto Convention Centre and Show Management's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing his/her exhibit.

TEMPORARY HELP AND ACCESS TO EXHIBIT HALL

It is the Exhibitor's responsibility to register the names of models or other temporary help for the Trade Show. **Please provide these individuals with the correct name of the company, booth location, and name of your appropriate company contact at the booth. These individuals cannot be registered as Exhibitor personnel, or gain access to the Exhibit Hall, without this information.** Only qualified Exhibitor personnel or temporary help in their direct employ will be issued name badges and allowed access to the Exhibit Hall.

FIRE REGULATIONS

The Metro Toronto Convention Centre has strict fire safety requirements. The Exhibitor assumes responsibility for the compliance with municipal and provincial regulations concerning fire, safety and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame proofed and subject to inspection by the Metro Toronto Convention Centre. No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper must not be used. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

A complete list of fire regulations is included in the Exhibitor Manual.

PROMOTIONAL INFORMATION

Exhibitors are responsible for ensuring that all promotional and product or service-related information intended for distribution to delegates during the Trade Show is factually accurate, and is professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

The names and logotypes of the Treating Yourself Expo 2011 are proprietary trademarks for the exclusive use of the Treating Yourself Expo 2011 and may not be printed, used or displayed for any purpose without the express written permission of the Treating Yourself Expo 2011. Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.

EXHIBITOR INSURANCE FORM
TREATING YOURSELF EXPO 2011
 RETURN BY: MAY 01, 2011

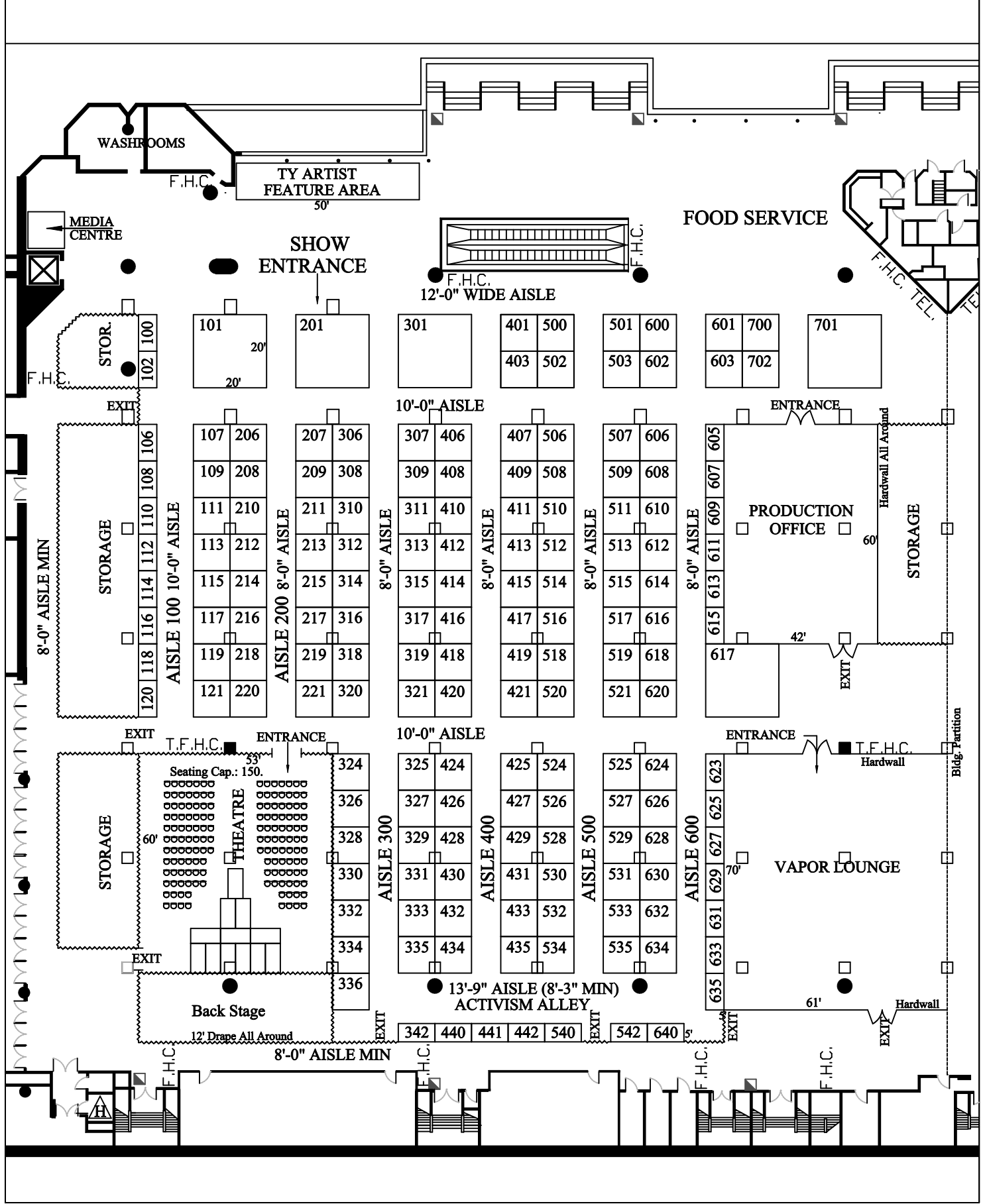
EXHIBITORS **MUST** PROVIDE PROOF OF CURRENT AND IN FORCE COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE PRIOR TO PARTICIPATION IN THE TREATING YOURSELF EXPO 2011 AT THE METRO CONVENTION CENTRE – TORONTO, ONTARIO JUNE 3 – 5, 2011.

PLEASE COMPLETE AND RETURN WHETHER YOU HAVE COMMERCIAL GENERAL LIABILITY INSURANCE OR REQUIRE COVERAGE FOR THE EVENT.

PLEASE CHECK ONE:	
<input type="checkbox"/> YES , we declare that there is a COMMERCIAL GENERAL LIABILITY INSURANCE in force, with a limit of \$2,000,000.00(minimum) that recognizes and will respond on my/our behalf for all activities at the show.	INSURANCE COMPANY (NOT BROKER) POLICY NO.: LIMIT OF COVERAGE: EXPIRY DATE OF POLICY:
<input type="checkbox"/> NO , we currently do not have coverage and will require COMMERCIAL GENERAL LIABILITY INSURANCE at the show. Coverage will be obtained and information provided for the Treating Yourself Expo 2011.	

BOOTH NO.	
COMPANY NAME	
TELEPHONE	
EMAIL	
ADDRESS	
CONTACT NAME	
AUTHORIZED SIGNATURE	

PLEASE RETURN TO: **JIM MAHON**
C/O LANGE
3965 NASHUA DRIVE MISSISSAUGA, ON L4V 1P3
FAX: (905) 362-1285



TREATING YOURSELF EXPO-2011
JUNE 3-5TH, 2011
MTCC HALL A

All booths are 10'x10' except where noted.
 Floorplan subject to facility approval.
 171 equivalent 10'x10' booths.
 Date of Plan: March 14th, 2011



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Canada Border
Services Agency

Agence des services
frontaliers du Canada

Treating Yourself

250 The East Mall
P.O. Box 36531
Etobicoke, Ontario
M9B 3Y8

Compliance Verification and Services

P.O. Box 7000, Station "A"
1980 Matheson Boulevard East
Mississauga, Ontario
L5A 3A4

Attn: Mr. Marco Renda
President

File #11703
March 10, 2011

Dear Mr. Renda,

I have received notification from Commerce Trade Show Logistics Group Ltd. advising of your event the Treating Yourself Expo to be held at the **Metro Toronto Convention Centre** over the dates of **June 3rd-5th, 2011**.

I am pleased to advise you that the use of Tariff Item **9993.00.00.00** is being extended to you for this event.

Goods imported temporarily under tariff item 9993.00.00.00 cannot be sold, leased or further manufactured or processed while in Canada. The goods must be imported in a reasonable quantity pertaining to their use while in Canada. The goods must be exported within a reasonable time after the conclusion of the event. Should participants decide to give away, sell or otherwise dispose of any temporarily imported goods, they must contact the nearest Canada Border Services Agency office or their Customs Broker to arrange for the proper accounting for those goods. After the event, any goods that remain in Canada are subject to the payment of duties and taxes regardless of whether or not the goods are sold.

Please be advised that the importation of narcotics and controlled drugs and substances (including medicinal marijuana) is prohibited.

Also, use of the Border to Show system is authorized for this location.

I recommend that any exhibitors coming to this event from outside of Canada be provided with a copy of this letter for presentation to Canada Customs Officials at time of entry into Canada.

This letter does not preclude the necessity for possession of appropriate documentation to satisfy Immigration requirements at time of arrival in Canada. Please visit www.cic.gc.ca/english/visit/index.asp for more information or contact Immigration at 1-888-242-2100

I note that you have appointed **Commerce Trade Show Logistics Group Ltd. "Official Customs Brokers"** to effect Customs clearance of goods destined for your event.

I wish you every success with your event and if I can be of further assistance, please contact me by telephone at (905) 803-5261 or by fax at (905) 803-5353.

Yours truly,

Mau'veen Dayrell-Johnson
Regional Coordinator, IECSP
Southern Ontario Region

cc: Commerce Trade Show Logistics Group Ltd.
Andrew Gillespie

On-site **Customs** Clearance & **Logistics** Services



Trust Us! We realize the importance of your materials reaching your time sensitive event. So, let the experts at Commerce look after your Customs and/or shipping needs. We've got the most experienced team in the Industry, strictly dedicated to servicing Meetings, Conventions and Trade Shows.

**Creating Solutions to
get your materials to
and from your event!**

- On- Site Customs Clearance
- Electronic Releases
- 24/7 Accessibility
- Senior Personnel on all events
- Post bonds with Canada Customs
- Consumption Entries
- Global Transportation Services (All Modes) Truck-Air-Ocean-Local cartage
- Warehousing Services
- Tracking and Tracing
- CommercePlus (inquire for details)
- CommercePlus+ (inquire for details)



For Further information, please contact us **The Commerce Trade Show Logistics Group Ltd**
3405 American Drive, Unit 7, Mississauga, Ontario, L4V 1T6 • Toll Free 1-888-827-7469 (show) • Telephone 1-905-673-5445
Fax: 1-905-673-2574 • Email: info@commercetradeshows.com • Website: www.commercetradeshows.com

CUSTOMS AND TRANSPORTATION SERVICES ORDER FORM

Please accept as your authority for Customs Clearance and or Transportation Services

Services Required

Customs Clearance and Transportation Customs Clearance Only Transportation Only

Pick up Address	Company Name ABC Company	Delivery Address	Company Name ABC Company
	IRS # 12-1234567		Show Name Show Name Booth # 524
	Address 123 Howard St		Address Show Facility Name
	Address Suite 3		Address Show Facility Address
	City New York State/Prov NY Zip/Post 10001		Address
	Contact Name John Doe		City State Zip/Post
	Phone # 212-555-1234 Fax # 212-555-1235		On Site Contact Mike Cell Phone # 519-426-1234
Send Bill To:	Company Name ABC Company	Return Freight	Company Name ABC Company
	Address 123 Howard St, Suite 3		Address 123 Howard St
	City New York State/Prov NY Zip/Post 10001		City New York State NY Zip/Post 10001
	Contact Name John Doe		Contact Name John Doe
	Phone # 212-555-1234 Fax # 212-555-1235		Phone # 212-555-1234

TERMS OF PAYMENT AND SECURITY DEPOSIT - MUST BE COMPLETED

Charge To	Visa	MasterCard	<input checked="" type="checkbox"/> American Express
Card Holder Name	John Doe		Title
Credit Card #	1234 5648 9123 1253		Security #
	Expiry Date		123

I hereby authorize the use of this credit card for payment of services related to this order from. I understand that declined credit cards are subject to a 30% surcharge.

Card Holder Signature _____ Date _____

SHIPMENT INFORMATION

(IF NOT SHIPPING VIA COMMERCE LOGISTICS) CARRIER NAME _____

PICK UP DATE	<u>Date we Can Pick up</u>	TIME	<u>9am-5pm</u>	DELIVERY DATE	<u>Deliver Date to Show</u>	TIME	<u>9am-3pm</u>
Number of Pieces	Dimensions (Inches)			Weight (LBS)			
Cartons/Boxes	<u>2</u>	L	<u>23</u>	W	<u>23</u>	H	<u>48</u>
Crates/Fiber Case	_____	L	_____	W	_____	H	_____
Skid/Pallet	<u>1</u>	L	<u>48</u>	W	<u>48</u>	H	<u>48</u>
Carpet/Other	_____	L	_____	W	_____	H	_____
TOTAL	<u>3</u>						TOTAL_ <u>512</u>
Requested Service Level	<input type="checkbox"/> Air	<input type="checkbox"/> 2nd Day	<input checked="" type="checkbox"/> Truck				
Additional Services Required	<input checked="" type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick Up/Delivery					

CARGO INSURANCE / DECLARED VALUE - Only to be completed when using Commerce Logistics

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less then \$50.00 per shipment UNLESS a value is declared below & applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods.

Do you Require Additional Insurance? YES NO **DECLARED VALUE** **\$5,000.00**

(Additional Fees for Cargo Insurance will apply)

TERMS AND CONDITIONS

This order is placed with the specific understanding that we hereby release Commerce Trade Show Logistics Group Ltd (C.T.S.L.G. Ltd) and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) C.T.S.L.G.Ltd shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) C.T.S.L.G. Ltd will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3)C.T.S.L.G. Ltd liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) C.T.S.L.G. Ltd shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitors materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with C.T.S.L.G. Ltd

Print Name John Doe Signature _____ Date _____

PLEASE FAX COMPLETED ORDER FORM TO 905-673-2574



CUSTOMS AND TRANSPORTATION SERVICES ORDER FORM

Please accept as your authority for Customs Clearance and or Transportation Services

Services Required

Customs Clearance and Transportation Customs Clearance Only Transportation Only

Pick up Address	Company Name			Delivery Address	Company Name			
	IRS #				Show Name		Booth #	
	Address				Address			
	Address				Address			
	City	State/Prov	Zip/Post		Address			
	Contact Name				City	State	Zip/Post	
Phone #			Fax #		On Site Contact			
			Cell Phone #					
Send Bill To:	Company Name			Return Freight	Company Name			
	Address				Address			
	City	State/Prov	Zip/Post		City			
	Contact Name				State			
	Phone #				Fax #		Zip/Post	
			Contact Name					
			Phone #					

TERMS OF PAYMENT AND SECURITY DEPOSIT - MUST BE COMPLETED

Charge To Visa MasterCard American Express

Card Holder Name _____ Title _____

Credit Card # _____ Expiry Date _____ Security Number _____

I hereby authorize the use of this credit card for payment of services related to this order from. I understand that declined credit cards are subject to a 30% surcharge.

Card Holder Signature _____ Date _____

SHIPMENT INFORMATION

(IF NOT USING COMMERCE LOGISTICS) CARRIER NAME _____

PICK UP DATE _____ TIME _____ DELIVERY DATE _____ TIME _____

Number of Pieces	Dimensions (Inches)			Weight (LBS)
Cartons/Boxes _____	L _____	W _____	H _____	_____
Crates/Fiber Case _____	L _____	W _____	H _____	_____
Skid/Pallet _____	L _____	W _____	H _____	_____
Carpet/Other _____	L _____	W _____	H _____	_____
TOTAL _____				TOTAL _____

Requested Service Level Air 2nd Day Truck

Additional Services Required Lift Gate Inside Pick Up/Delivery

CARGO INSURANCE / DECLARED VALUE - Only to be completed when using Commerce Logistics

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less then \$50.00 per shipment UNLESS a value is declared below & applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods.

Do you Require Additional Insurance? YES NO **DECLARED VALUE** _____

(Additional Fees for Cargo Insurance will apply)

TERMS AND CONDITIONS

This order is placed with the specific understanding that we hereby release Commerce Trade Show Logistics Group Ltd (C.T.S.L.G. Ltd) and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) C.T.S.L.G.Ltd shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) C.T.S.L.G. Ltd will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3)C.T.S.L.G. Ltd liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) C.T.S.L.G. Ltd shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitors materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with C.T.S.L.G. Ltd

Print Name _____ Signature/Authorization _____ Date _____

PLEASE FAX COMPLETED ORDER FORM TO 905-673-2574



<p>1. Vendor (Name and Address) / <i>Vendeur (Nom et adresse)</i> <i>Name and Address of Shipper</i></p>		<p>2. Date of Direct Shipment to Canada / <i>Date d'expédition directe vers le Canada</i> <i>Date Shipped Must Be Shown</i></p> <p>3. Other References (Include Purchaser's Order No.) <i>Exporter's I.R.S./Tax I.D./E.I.N. Number Must Be Shown</i></p>																		
<p>4. Consignee (Name and Address) / <i>Destinataire (Nom et adresse)</i> <i>Name of Exhibitor / Booth Number</i> <i>Name of Event, Facility's Name, Street Address</i> <i>City, Province Postal Code</i> <i>Notify: COMMERCE for Customs Clearance</i></p>		<p>5. Purchaser's Name and Address (if other than Consignee) <i>Nom et adresse de l'acheteur (s'il diffère du destinataire)</i> <i>For Display Purposes Only</i></p>																		
<p>VII. 1 is this a related company transaction? <i>Est-ce que les compagnies sont liées entre elles?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Oui <input type="checkbox"/> Non <input type="checkbox"/></p>		<p>6. Country of Transhipment / <i>Pays de transbordement</i></p>																		
<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada <i>Transport: Préciser mode et lieu d'expédition direct vers le Canada</i> <i>Name of Carrier (Please Use "Canada Customs Bonded Carrier")</i> <i>Place of Loading</i></p>		<p>7. Country of Origin of Goods / <i>Pays d'origine de marchandises</i> <i>U.S.A., Japan Etc. Must be Shown</i></p> <p>IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. <i>S'IL L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES EN PRÉCISER LA PROVENANCE EN 12.</i></p>																		
<p>11. No. of pkgs / <i>Nbre de colis</i> <i>2 pcs</i> <i>2 pcs</i> <i>1 pc</i> <i>1 pc</i></p>		<p>9. Condition of Sale and Terms of Payment <i>(i.e. Sale, Consignment Shipment, Leased Goods, etc.)</i> <i>Conditions de vente et modalités de paiement</i> <i>(p. ex. vente, expédition en consignation, location de marchandises, etc.)</i> <i>No Sale Involved</i></p> <p>10. Currency of Settlement / <i>Devises du paiement</i> <i>Must Be Shown</i></p>																		
<p>12. Specification of Commodities (Kind of Packages, Marks and Number, General Description and Characteristics i.e. Grade Quality) <i>Désignation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)</i> <i>#1, #2 Wooden Crates Containing Display Booth K.D., (Backwalls, Lights, Carpet, Graphics) and/or Description of Product for Display</i> <i>Cartons of Technical / Promotional Literature</i> <i>Cartons of Letter Openers</i> <i>Carton of Bottle Openers</i> <i>Notify: COMMERCE for Customs Clearance</i></p>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">13. Quantity (State Unit) <i>Quantité (Préciser l'unité)</i></th> <th colspan="2">14. Selling Price / <i>Prix de vente</i></th> </tr> <tr> <th>14. Unit price <i>Price unitaire</i></th> <th>15. Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>1</i></td> <td style="text-align: center;"><i>5,000.00</i></td> <td style="text-align: center;"><i>5,000.00</i></td> </tr> <tr> <td style="text-align: center;"><i>5,000</i></td> <td style="text-align: center;"><i>.15</i></td> <td style="text-align: center;"><i>750.00</i></td> </tr> <tr> <td style="text-align: center;"><i>50</i></td> <td style="text-align: center;"><i>.50</i></td> <td style="text-align: center;"><i>25.00</i></td> </tr> <tr> <td style="text-align: center;"><i>50</i></td> <td style="text-align: center;"><i>1.00</i></td> <td style="text-align: center;"><i>50.00</i></td> </tr> </tbody> </table>		13. Quantity (State Unit) <i>Quantité (Préciser l'unité)</i>	14. Selling Price / <i>Prix de vente</i>		14. Unit price <i>Price unitaire</i>	15. Total	<i>1</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>5,000</i>	<i>.15</i>	<i>750.00</i>	<i>50</i>	<i>.50</i>	<i>25.00</i>	<i>50</i>	<i>1.00</i>	<i>50.00</i>
13. Quantity (State Unit) <i>Quantité (Préciser l'unité)</i>	14. Selling Price / <i>Prix de vente</i>																			
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<i>50</i>	<i>1.00</i>	<i>50.00</i>																		
<p>XI. 1 Total number of Pieces / <i>Nombre total de Pieces</i> <i>6 Pcs. (Total Number of Pieces Must Be Shown)</i></p>		<p>16. Total Weight / <i>Poids total</i></p> <p>Net <input type="checkbox"/> Gross / <i>412 Kilos</i></p>																		
<p>18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box <i>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale, cocher cette case</i> <i>Commercial Invoice No. / N° de la facture commerciale</i> <input type="checkbox"/></p>		<p>17. Invoice Total <i>Total de la facture</i> <i>Total Value</i> <i>Must Be Shown</i></p>																		
<p>19. Exporter's Name and Address (if other than Vendor) <i>Nom et adresse de l'exportateur (s'il diffère de vendeur)</i> <i>Complete this Box when the shipper is OTHER than the Owner of these Goods (Contact Name, Company Name, Address, Telephone Number, Etc.)</i></p>		<p>20. Originator (Name and Address) <i>Expéditeur d'origine (Nom et adresse)</i> <i>Same as Shipper</i> <i>Indicate Telephone Number and Contact Name (Person who has knowledge of this shipment)</i></p>																		
<p>21. Departmental Ruling (if applicable) <i>Décision ministérielle (s'il y a lieu)</i></p>		<p>22. If fields 23 to 25 are not applicable, check this box <i>Si les zones 23 à 25 sont sans objet, cocher cette case</i> <input type="checkbox"/></p>																		
<p>23. If included in field 17 indicate amount <i>Si compris dans le total à la zone 17, préciser</i></p> <p>(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada <i>Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada</i> \$ _____</p> <p>(ii) Costs for construction, erection and assembly incurred after importation into Canada <i>Les coûts de construction, de montage et d'assemblages après importation au Canada</i> \$ _____</p> <p>(iii) Export packing <i>Le coût de l'emballage d'exportation</i> \$ _____</p>		<p>24. If included in field 17 indicate amount <i>Si compris dans le total à la zone 17, préciser</i></p> <p>(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada <i>Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada</i> \$ _____</p> <p>(ii) Amounts for commissions other than buying commissions <i>Les commissions autres que celles versées pour l'achar</i> \$ _____</p> <p>(iii) Export packing <i>Le coût de l'emballage d'exportation</i> \$ _____</p>																		
<p>25. Check (if applicable) <i>Cocher (s'il y a lieu)</i></p> <p>(i) Royalty payments or subsequent proceeds are paid or payable by the purchaser <i>Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur</i> <input type="checkbox"/></p> <p>(ii) The purchaser has supplied goods and services for use in the production of these goods <i>L'acheteur a fourni des biens ou des services pour la production de ces marchandises.</i> <input type="checkbox"/></p>																				



1. Vendor (Name and Address) / <i>Vendeur (Nom et adresse)</i>		2. Date of Direct Shipment to Canada / <i>Date d'expédition directe vers le Canada</i>	
4. Consignee (Name and Address) / <i>Destinataire (Nom et adresse)</i>		3. Other References (Include Purchaser's Order No.)	
5. Purchaser's Name and Address (if other than Consignee) <i>Nom et adresse de l'acheteur (s'il diffère du destinataire)</i>		6. Country of Transshipment / <i>Pays de transbordement</i>	
VII. 1 is this a related company transaction? <i>Est-ce que les compagnies sont liées entre elles?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Oui <input type="checkbox"/> Non <input type="checkbox"/></i>		7. Country of Origin of Goods <i>Pays d'origine de marchandises</i> <small>IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. <i>S'IL L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES EN PRÉCISER LA PROVENANCE EN 12.</i></small>	
8. Transportation: Give Mode and Place of Direct Shipment to Canada <i>Transport: Préciser mode et lieu d'expédition direct vers le Canada</i>		9. Condition of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) <i>Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)</i>	
		10. Currency of Settlement / <i>Devises du paiement</i>	
11. No. of pkgs <i>Nbre de colis</i>	12. Specification of Commodities (Kind of Packages, Marks and Number, General Description and Characteristics i.e. Grade Quality) <i>Désignation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)</i>	13. Quantity (State Unit) <i>Quantité (Préciser l'unité)</i>	Selling Price / <i>Prix de vente</i>
			14. Unit price <i>Price unitaire</i>
			15. Total
XI. 1 Total number of Pieces / <i>Nombre total de Pieces</i>			
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box <i>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale, cocher cette case</i> Commercial Invoice No. / <i>N° de la facture commerciale</i> <input type="checkbox"/>		16. Total Weight / <i>Poids total</i> Net	17. Invoice Total <i>Total de la facture</i> Gross /
19. Exporter's Name and Address (if other than Vendor) <i>Nom et adresse de l'exportateur (s'il diffère de vendeur)</i>		20. Originator (Name and Address) <i>Expéditeur d'origine (Nom et adresse)</i>	
21. Departmental Ruling (if applicable) <i>Décision ministérielle (s'il y a lieu)</i>		22. If fields 23 to 25 are not applicable, check this box <i>Si les zones 23 à 25 sont sans objet, cocher cette case</i> <input type="checkbox"/>	
23. If included in field 17 indicate amount <i>Si compris dans le total à la zone 17, préciser</i> (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada <i>Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada</i> \$ _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada <i>Les coûts de construction, de montage et d'assemblages après importation au Canada</i> \$ _____ (iii) Export packing <i>Le coût de l'emballage d'exportation</i> \$ _____	24. If included in field 17 indicate amount <i>Si compris dans le total à la zone 17, préciser</i> (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada <i>Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada</i> \$ _____ (ii) Amounts for commissions other than buying commissions <i>Les commissions autres que celles versées pour l'achar</i> \$ _____ (iii) Export packing <i>Le coût de l'emballage d'exportation</i> \$ _____	25. Check (if applicable) <i>Cocher (s'il y a lieu)</i> (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser <i>Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur</i> <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods <i>L'acheteur a fourni des biens ou des services pour la production de ces marchandises.</i> <input type="checkbox"/>	

MOVE-IN REQUIREMENTS QUESTIONNAIRE

TREATING YOURSELF EXPO 2011

MTCC – NORTH BUILDING - HALL A

JUNE 3 – 5, 2011

TRY111

PLEASE TYPE OR PRINT

TO BE RETURNED BY MAIL OR FAX BEFORE APRIL 23, 2011		
EXHIBITING COMPANY:	CONTACT NAME:	BOOTH #(S):
PHONE #:	FAX #:	
CARRIER:	CUSTOMS BROKER (IF APPLICABLE):	COUNTRY OF ORIGIN:
ESTIMATED TIME REQUIRED TO SET UP EXHIBIT:	HRS.	MINS.
PREFERED SET-UP DAY:	TIME:	
EXHIBIT WILL BE SET UP BY: OFFICIAL DISPLAY CO.: _____ EXHIBITOR STAFF: _____ OTHER: _____ IF OTHER PLEASE SPECIFY BELOW:		
DISPLAY COMPANY:	CONTACT NAME:	PHONE:
		FAX:

IF YOU ARE NOT USING THE OFFICIAL TRANSPORT COMPANY YOU WILL RECEIVE A SCHEDULED TIME FOR MOVING IN YOUR DISPLAY MATERIAL. IF YOU ARE USING THE OFFICIAL TRANSPORT COMPANY YOU WILL NOT BE ASSIGNED A MOVE-IN TIME AS YOUR GOODS WILL BE DELIVERED AT AN EARLY MOVE-IN TIME. **IN EITHER CASE, WE REQUIRE THE FOLLOWING INFORMATION TO BE COMPLETED AND RETURNED TO US.**

TO EFFECT A SMOOTH AND EFFICIENT MOVE-IN, KINDLY LIST ALL GOODS AND EQUIPMENT YOU ARE MOVING INTO THE SHOW.

	# OF PIECES	WEIGHT	DIMENSIONS OF LARGEST PIECE LENGTH X WIDTH X HEIGHT	WEIGHT OF LARGEST PIECE	CARRIER
CRATED GOODS					
UNCRATED GOODS					
DISPLAY MATERIAL					
SPECIAL MATERIAL					
TOTAL					
PLEASE INDICATE TYPE OF DELIVERY VEHICLE: TRAILER _____ 5-TON _____ CUBE VAN _____ OTHER _____					

PLEASE COMPLETE THIS FORM AND RETURN TO:

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON

L4V 1P3

OR

FAX (905) 362-1285



LANGE

OFFICIAL SHOW CARRIER LANGE TRANSPORTATION

- ▶ **WE CAN HANDLE CRATED AND UNCRATED SHIPMENTS** - our trucks are equipped with air-ride suspension and complete logistics, to strap and secure your material. We can also blanket wrap your material if required.
- ▶ **PRIORITY MOVE-IN AT THE SHOW** - your material will be delivered early, so when you arrive everything will already be in your booth.
- ▶ **NO OVERTIME CHARGES** for work performed, even for evening and weekend deliveries or show pick-ups.
- ▶ **FLEXIBLE PICK-UP SCHEDULE** - we can pick up goods when you want - call us for details.
- ▶ **A SUPERVISOR AT OUR ON-SITE SERVICE DESK** will be able to deal with any questions that may arise regarding move-in or move-out at the show. We will also provide free shrink wrap, tape, completed bills of lading and shipping labels for all exhibitors that ship with Lange.

A 1-800 number accessible across North America ensures you deal with one office and contact person at all times.

FOR MORE INFORMATION CONTACT US AT:

(905) 362-1290 or 1-800-668-5687

or COMPLETE OUR FORM ON THE REVERSE

TRANSPORTATION ORDER FORM

TRY111

PICK - UP INFORMATION	PICK-UP DATE:	PICK-UP TIME:	MAIN INTERSECTION:	CONTACT NAME:
	PICK-UP COMPANY NAME AND ADDRESS:			PHONE #:
				FAX #:
	LOADING DOCK AT PICK-UP: Y N	TRACTOR CAN FIT AT PICK-UP: Y N	BLANKETS/STRAPS: Y N	E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

SHOW INFORMATION	TREATING YOURSELF EXPO 2011	MTCC - NORTH BUILDING - HALL A	JUNE 3 - 5, 2011
	EXHIBITING COMPANY:	SHOW SITE CONTACT:	BOOTH #:
	MOVE-IN DATE:	MOVE-IN TIME:	MOVE OUT DATE:

DELIVERY AFTER SHOW INFO	DELIVERY DATE:	MAIN INTERSECTION:	CONTACT NAME:	
	SHIP TO NAME AND ADDRESS:		PHONE #:	
			FAX #:	
	LOADING DOCK AT DELIVERY: Y N	TRACTOR CAN FIT AT DELIVERY: Y N	BLANKETS/STRAPS: Y N	E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

VALUATION COVERAGE → **PLEASE INDICATE A ZERO DOLLAR AMOUNT WITH SIGNATURE IF YOU DO NOT REQUIRE ADDITIONAL VALUATION COVERAGE.**

I require valuation coverage on my goods while in the possession of Lange Transportation & Storage Ltd. A claim would be based upon the landed wholesale cost of my goods \$ _____. The rate for this coverage is 2% of the declared value of materials being insured (charged separately for move-in and move-out) with a \$20.00 minimum charge each way and a \$50.00 deductible*. Otherwise, please just use released valuation coverage at no additional cost to me, released valuation coverage in case of loss, damage, etc. is \$0.50 per pound. Maximum released liability cannot exceed \$50.00 per piece count or total shipping charge from origin to destination.

*Please note for extra valuation, the maximum dollar value we can offer may be capped at \$5.00 per pound (i.e. if your shipment weighs 2,000 lbs the maximum extra valuation coverage you can purchase is \$10,000). You must receive confirmation in writing if you wish to exceed the \$5.00 per pound cap.

SIGNED: _____ PRINT : _____ TITLE: _____

CHEQUE ENCLOSED - **PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.**

MASTERCARD VISA

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ PURCHASE ORDER #: _____

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

ALL CUSTOMERS WHO DO NOT HAVE AN ESTABLISHED ACCOUNT WITH LANGE TRANSPORTATION WILL HAVE THEIR GOODS RETURNED C.O.D.

CUSTOMER SIGNATURE: _____ PRINT: _____ TITLE: _____



TRY111

3965 Nashua Drive, Mississauga, Ontario L4V 1P3
(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

ADVANCE SHOW RECEIVING ORDER FORM
TREATING YOURSELF EXPO 2011
MTCC – NORTH BUILDING - HALL A
JUNE 3 – 5, 2011

SHOW SITE WILL NOT ACCEPT ADVANCE FREIGHT. FOR THIS SERVICE, COMPLETE ONE FORM FOR EACH SHIPMENT.

- 1. RECEIVE & STORE MATERIALS IN OUR WAREHOUSE UP TO 30 DAYS PRIOR TO SHOW.
2. PROVIDE INVENTORY CONTROL AND RECORD ANY VISUAL DAMAGE.
3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS.
4. DELIVER MATERIALS TO SHOW SITE MATERIAL HANDLER.

SHIPPING INFORMATION (WAREHOUSE)

Form with fields: EXHIBITING COMPANY, CONTACT NAME, PHONE #, BOOTH # (S), CARRIER SHIPPING TO LANGE, EXPECTED SHIPPING DATE, EXPECTED ARRIVAL DATE, PRO #, # OF PIECES, WEIGHT, CUSTOMS BROKER (IF APPL.), SHOW MOVE-IN DATE.

Table with 2 columns: SHIPMENTS RECEIVED ON OR BEFORE: MAY 27, 2011; SHIPMENTS RECEIVED AFTER: MAY 27, 2011

Table with 6 columns: WEIGHT, CRATED, BOXED, SKIDDED AND MACHINERY, LOOSE MATERIAL (COURIER SERVICE, IE FED X/PUROLATOR/UPS), CRATED, BOXED, SKIDDED AND MACHINERY, LOOSE MATERIAL (COURIER SERVICE, IE FED X/PUROLATOR/UPS), TOTAL. Rows include MINIMUM CHARGE (OF 599 LBS.), 600 - 3000 LB., OVER 3000 LB.

Summary table with rows: 8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL; FREIGHT RECEIVED AT THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED - ADD 25%; NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL PICK-UP, CUSTOMS, ETC.; SUB-TOTAL; ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND - ADD 30% TO SUBTOTAL; CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER; 13% HST; NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED HST #R124 192 220; TOTAL.

ORDERS MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

Payment information section: CHEQUE ENCLOSED, MASTERCARD, VISA, CREDIT CARD NO., CARD EXPIRY DATE, MONTH, YEAR, AUTHORIZED SIGNATURE, PRINT.

PAYOR NAME AND ADDRESS section: COMPANY, P.O. ORDER #, ADDRESS, CITY, PROV/STATE, POSTAL/ZIP CODE, PHONE #, FAX #.

SEE REVERSE SIDE FOR SHIPPING ADDRESS

ADDRESS TO SHIP MATERIAL TO:

**EXHIBITING COMPANY NAME
TREATING YOURSELF EXPO 2011
BOOTH #
C/O LANGE TRANSPORTATION
3965 NASHUA DRIVE
MISSISSAUGA, ONTARIO L4V 1P3**

PHONE (905) 362-1290 FAX (905) 362-1285

CONDITIONS

Lange Transportation & Storage Ltd. must be notified 21 days in advance of any individual piece that exceeds 3000 lb. or requires special handling or equipment. Lange reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

PRE-SHOW SHIPPING

If you wish to pre-ship any materials, please contact Lange at least 7 days prior to show for shipping instructions. Lange will not receive COLLECT shipments.

LIABILITY

Lange has a limited liability for damage caused by them to crated shipments while handling shipments and will not be responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Lange. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Lange reserves the right to alter exhibitors' bill of lading to reflect actual condition, count, and contents found. Lange will not be responsible for damage while handling loose exhibit materials or those inadequately packed. Lange will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control. The liability of Lange is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

SHIPMENT WEIGHTS

Lange's weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment. Should no scale ticket be provided, Lange may choose to cube the shipment and use the dimensional weight for billing purposes.

3965 Nashua Drive, Mississauga, Ontario L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

AFTER SHOW WAREHOUSE ORDER FORM TREATING YOURSELF EXPO 2011 MTCC – NORTH BUILDING - HALL A JUNE 3 – 5, 2011

SHOW SITE WILL NOT STORE FREIGHT AFTER SHOW. FOR THIS SERVICE, COMPLETE ONE FORM FOR EACH SHIPMENT.

- | | |
|--|--|
| 1. SHIP TO & STORE MATERIALS IN OUR WAREHOUSE UP TO 10 DAYS AFTER SHOW.
2. GOODS LEFT IN WAREHOUSE AFTER 10 DAYS WILL BE SUBJECT TO A DAILY STORAGE CHARGE. | 3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS.
4. FORWARD MATERIALS VIA EXHIBITORS CARRIER COD (EXHIBITOR MUST ARRANGE PICK-UP). |
|--|--|

SHIPPING INFORMATION (WAREHOUSE)

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #(S)
		FAX #:	
CARRIER PICKING UP FROM LANGE:		EXPECTED PICK-UP DATE: _____ MTH _____ DAY _____ YEAR	
SHIP MATERIALS FROM LANGE WAREHOUSE TO:			
# OF PIECES:	WEIGHT:	CUSTOMS BROKER (IF APPL.):	SHOW MOVE-OUT DATE: 06 MTH 05 DAY 2011 YEAR

WEIGHT	ORDERS RECEIVED ON OR BEFORE: MAY 27, 2011		ORDERS RECEIVED AFTER: MAY 27, 2011		TOTAL
	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL (COURIER SERVICE, IE FED X/PUROLATOR/UPS)	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL (COURIERSERVICE, IE FEDX/PUROLATOR/UPS)	
MINIMUM CHARGE (OF 599 LBS.)	\$129.00	\$145.00	\$159.00	\$180.00	
600 – 3000 LB.	\$21.00/CWT	\$22.00/CWT	\$27.00/CWT	\$28.00/CWT	
OVER 3000 LB.	\$20.00/CWT	\$21.00/CWT	\$26.00/CWT	\$27.00/CWT	

8 % FUEL SURCHARGE TO BE APPLIED TO THE ABOVE TOTAL

FREIGHT RETURNED TO THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%

NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL DELIVERY, CUSTOMS, ETC.	SUB-TOTAL
---	------------------

ORDERS TRAVELLING TO DESTINATIONS OUTSIDE OF CANADA OR TRAVELLING IN BOND: ADD 30% TO SUBTOTAL

CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER	13% HST
---	----------------

NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED HST #R124 192 220	TOTAL
---	--------------

ORDERS MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

SEE REVERSE SIDE FOR CONDITIONS

PHONE (905) 362-1290

FAX (905) 362-1285

CONDITIONS

Lange Transportation & Storage Ltd. must be notified 21 days in advance of any individual piece that exceeds 3000 lb. or requires special handling or equipment. Lange reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

LIABILITY

Lange has a limited liability for damage caused by them to crated shipments while handling shipments and will not be responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Lange. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Lange reserves the right to alter exhibitors' bill of lading to reflect actual condition, count, and contents found. Lange will not be responsible for damage while handling loose exhibit materials or those inadequately packed. Lange will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control. The liability of Lange is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

OUTBOUND SHIPMENTS

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Lange a completed bill of lading covering each outbound shipment. Lange will not be responsible for delay of rush shipments which will be expedited to the best of their ability.

The right is reserved to reroute any outbound shipment not picked up within the allotted move-out period by Exhibitor specified carrier. Exhibitor must arrange for carrier. Exhibitor material remaining after move-out period without forwarding instructions will be forwarded to the permanent address of the exhibitor or his agent, freight collect and no liability of any nature shall attach to Exhibit Management or Lange, in any event. Lange will not be liable for exhibit materials abandoned at the exhibit site.

SHIPMENT WEIGHTS

Lange's weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.



TRY111

3965 Nashua Drive, Mississauga, Ontario L4V 1P3
(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

SPECIAL FORKLIFT SERVICE ORDER FORM

TREATING YOURSELF EXPO 2011

MTCC – NORTH BUILDING - HALL A

JUNE 3 – 5, 2011

THIS FORM IS NOT FOR MATERIAL HANDLING. PLEASE COMPLETE THIS FORM IF YOU REQUIRE A FORKLIFT FOR BOOTH WORK, I.E. LIFTING SIGNAGE OR SPOTTING EQUIPMENT – ALL FORKLIFTS ARE TRIPLE STAGE MASTS ONLY.

NOTE: 1. EXHIBITOR MUST REPORT TO SERVICE DESK TO PICK UP FORKLIFT AND OPERATOR. 2. STARTING TIMES CAN ONLY BE GUARANTEED FOR 8:00 AM AND 12:30 PM.

FORKLIFT REQUIREMENTS			
EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #(S)
		FAX #:	
MOVE-IN:	DATE SERVICE REQUIRED: MTH. DAY YEAR	TIME SERVICE REQUIRED: AM PM	APPROX. HRS. NEEDED:
MOVE-OUT:	DATE SERVICE REQUIRED: MTH. DAY YEAR	TIME SERVICE REQUIRED: AM PM	APPROX. HRS. NEEDED:

QTY	SERVICE	ORDERS REC. PRIOR TO MAY 13, 2011			ORDERS REC. AFTER MAY 13, 2011			TOTAL
		REG TIME \$153.00/HR	OVER TIME \$185.00/HR	DOUBLE TIME \$217.00/HR	REG TIME \$164.00/HR	OVER TIME \$194.00/HR	DOUBLE TIME \$228.00/HR	
		8AM-4PM MON-FRI	4PM-8AM MON-FRI	OTHER TIMES (HOLIDAYS)	8AM-4PM MON-FRI	4PM-8AM MON-FRI	OTHER TIMES (HOLIDAYS)	
	MOVE IN:							
	MOVE OUT:							
	MAN SAFETY CAGE						\$60.00	
ALL ORDERS ARE SUBJECT TO A ONE-HOUR MINIMUM FOR MOVE-IN AND A ONE-HOUR MINIMUM FOR MOVE -OUT.							SUB-TOTAL	
							13% HST	
NO ORDERS WILL BE PROCESSED UNTIL FULL PAYMENT RECEIVED							TOTAL	\$

(H.S.T.# R124 192 220) ALL ORDERS MUST BE PREPAID IN FULL INCLUDING ALL APPLICABLE TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED <input type="checkbox"/>	<input type="checkbox"/> - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.		
MASTERCARD <input type="checkbox"/>	VISA <input type="checkbox"/>		
CREDIT CARD NO: _____	CARD EXPIRY DATE: MONTH: _____	YEAR: _____	
AUTHORIZED SIGNATURE: _____	PRINT: _____		
PAYOR NAME AND ADDRESS			
COMPANY: _____	P.O. ORDER #: _____	PHONE: _____	
ADDRESS: _____	CITY: _____	PROV/STATE: _____	POST CODE: _____
EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.			

3965 Nashua Drive, Mississauga, Ontario L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

SECURITY CAGE ORDER FORM TREATING YOURSELF EXPO 2011 MTCC – NORTH BUILDING - HALL A JUNE 3 – 5, 2011

STOP PILFERAGE! PROTECT YOUR VALUABLE PRODUCTS!

IF YOU ARE CONCERNED THAT ARTICLES MAY DISAPPEAR DURING THE SHOW MOVE-IN, AFTER THE SHOW CLOSES EACH NIGHT OR DURING THE MOVE-OUT, THE SECURITY CAGE IS A MUST. **THE CAGE IS 6' HIGH X 5' LONG X 2 1/2' WIDE** AND IS CONSTRUCTED OF 1" X 2" HEAVY DUTY STEEL MESH WHICH WILL DETER EVEN THE MOST DETERMINED THIEF. THE CAGE IS ON WHEELS MAKING IT CONVENIENT FOR YOU TO MOVE THE CAGE TO AND FROM YOUR BOOTH AND STORAGE AREA.

THE LOCK IS YOURS TO KEEP AND ONLY YOU HAVE THE KEYS!

STOCK IS LIMITED! ORDER TODAY TO ENSURE AVAILABILITY OF STOCK AND TO QUALIFY FOR YOUR PRE-SHOW DISCOUNT.

DELIVERY AND PICK-UP INSTRUCTIONS			
EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #(S):
		FAX #:	
DELIVERY DATE: MONTH: DAY: YEAR:		DELIVERY TIME: AM PM	
PICK-UP DATE: MONTH: DAY: YEAR:		PICK-UP TIME: AM PM	

QTY	DESCRIPTION	ORDERS REC. ON OR PRIOR TO MAY 13, 2011	ORDERS REC. AFTER MAY 31, 2011	TOTAL
	STANDARD CAGE (RENTAL)	\$153.00	\$184.00	
	STANDARD CAGE WITH SHELF (RENTAL)	\$175.00	\$210.00	
	LOCK (INCLUDED IN RENTAL)	INCLUDED	INCLUDED	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)			SUB-TOTAL	
			13 % HST	
			TOTAL	

(H.S.T. #R124 192 220) ALL ORDERS MUST BE PREPAID IN FULL INCLUDING ALL APPLICABLE TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS
 ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED	<input type="checkbox"/> - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
MASTERCARD	<input type="checkbox"/> VISA <input type="checkbox"/>
CREDIT CARD NO:	_____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
AUTHORIZED SIGNATURE:	_____ PRINT: _____
PAYOR NAME AND ADDRESS	
COMPANY:	_____ P.O. ORDER #: _____
ADDRESS:	_____ CITY: _____
PROV/STATE:	_____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____
EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.	



SHOWCASE RENTALS



Lange's large stock of rental showcases provides the perfect solution to exhibitors of all kinds. Our stylish rental display cases provide an attractive, safe, and secure way for you to present your products.

Features:

- Stylish neutral anodized aluminum finish with grey panels
- All cases include lighting and locks.
- Shelves are adjustable if required.

SC-1 The freestanding tower showcase.

Dimensions: 40"W x 16"D x 79"H

Metric: 100cm x 40cm x 200cm



SC-2 The 1/3 vision counter showcase.

Includes lockable storage area

Dimensions : 48"W x 24"D x 36"H

Metric: 120cm x 60cm x 90cm



SC-3 The full vision counter showcase.

Dimensions: 48"W x 24"D x 36"H

Metric: 120cm x 60cm x 90cm



SC-4 The corner counter showcase.

Can be used to create a kiosk layout

Dimensions: 55"W x 24"D x 36"H

Metric: 120cm x 60cm x 90cm



SC-5 The square tower showcase.

Includes lockable storage area

Dimensions: 24"W x 24"D x 79"H

Metric: 60cm x 60cm x 200cm

To order contact your Lange representative

Or call 1-800-668-5687 / 905-362-1290

rosemarieb@langeshow.com



TRY111

3965 Nashua Drive, Mississauga, Ontario L4V 1P3
(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

SHOWCASE RENTALS ORDER FORM

TREATING YOURSELF EXPO 2011

MTCC – NORTH BLDG. HALL A

JUNE 3 – 5, 2011

STOCK IS LIMITED!
ORDER TODAY TO ENSURE AVAILABILITY OF STOCK AS THERE WILL BE NO ON-SITE ORDERS!

ALL EQUIPMENT IS FOR RENTAL ONLY AND REMAINS THE PROPERTY OF LANGE TRANSPORTATION & STORAGE LTD.

DELIVERY AND PICK-UP INSTRUCTIONS			
EXHIBITING COMPANY:		CONTACT NAME:	PHONE #:
			FAX #:
DELIVERY DATE:	MONTH	DAY:	DELIVERY TIME:
YEAR:			AM
			PM
PICK-UP DATE:	MONTH	DAY:	PICK-UP TIME:
YEAR:			AM
			PM

QTY	DESCRIPTION	DIMENSION	PRICES	TOTAL
	SC - 1 - Freestanding Tower Showcase	40"W x 16"D x 79" H / 100cm x 40cm x 200cm	\$450.00	
	SC – 2 - 1/3 Vision Counter Showcase	48"W x 24"D x 36"H / 120cm x 60cm x 90cm	\$450.00	
	SC - 3 - Full Vision Counter Showcase	48"W x 24"D x 36"H / 120cm x 60cm x 90cm	\$450.00	
	SC – 4 - Corner Counter Showcase	55"W x 24"D x 36"H / 120 cm x 60cm x 90cm	\$450.00	
	SC – 5 - Square Tower Showcase	24"W x 24"D x 79"H / 60 cm x 60cm x 200cm	\$450.00	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED. ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)			SUBTOTAL	
			13% HST	
			TOTAL	\$

(H.S.T.# R124 192 220) ALL ORDERS MUST BE PREPAID IN FULL INCLUDING ALL APPLICABLE TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA
 CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
 AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

(NOTE : THE UNDERSIGNED ASSUMES FULL RESPONSIBILITY FOR ALL COSTS INCURRED FOR THE ABOVE REQUESTED EQUIPMENT, THIS INCLUDES ALL REPLACEMENT AND REPAIR COSTS DUE TO DAMAGES AND/OR LOSSES).

COMPANY: _____ P.O. ORDER #: _____
 ADDRESS: _____ CITY: _____
 PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.



CANFINSE GROUP INC.

www.canfinse.com

EXHIBITORS INSURANCE APPLICATION

ORDER ONLINE IN LESS THAN 2 MINUTES: www.exhibitorinsurance.com

I - Exhibitor Company Name:
Type of Business:
Mailing address:
Tel:
Fax:
Postal Code
(*) Email address (PLEASE INCLUDE YOUR EMAIL ADDRESS - REQUIRED TO RECEIVE YOUR INVOICE AND CERTIFICATE OF INSURANCE):

II - Show Organizer (Complete legal Name(s) to be added on certificate as additional insured):
Treating Yourself.com Inc-Marco Renda-and-James Mahon Associates/ITS
Address: 250 The East Mall, PO Box 36531
Event Name: TREATING YOURSELF MEDICAL MARIJUANA AND HEMP EXPO
Event Date (Includes Move In and Move Out): FROM 2 Jun 2011 TO 5 Jun 2011

SCHEDULE OF COVERAGES
\$25,000 Property of Every Description (At the designated booth space) - Broad Form. \$25,000 In Transit Coverage (3 days before and after the show) Subject to \$1,000 Deductible and a 90% Co-Insurance. Higher limits available for an additional premium.
Vendor/Exhibitor Extra Expenses - \$5,000 limit Coverage up to purchase replacement items, and/or last-minute printing, due to event giveaways, brochures, audio visual equipment, or display structure(s) having been lost in transit, or damaged and therefore unusable, through no fault of the insured and reasons beyond their control, for any duration of the event. See wording for full coverage details.
\$2,000,000 Comprehensive General Liability - Bodily injury and Property Damage Liability, Subject to \$1,000 BI, PD and Expenses Deductible. Products and Completed Operations Liability (\$2,000,000 aggregate limit), Personal & Advertising Injury (\$2,000,000 aggregate limit), Employees as additional insureds, Volunteers as additional insureds, Owners, Managers or Lessors of Premises as additional Insured. \$250,000 Tenants Legal Liability - Broad Form
- Coverage is subject to underwriting review. Limited coverages available for non qualifying risks. Asbestos Exclusion, Mold Fungi Exclusion, Data, War, Nuclear, Property flood and earthquake exclusion. Coverage limited to Event Premises. Territory Restriction - Canada Only. Suits brought in Canada Only.
Ineligible Risks: Children's Toys, Chemicals, Fertilizers, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Firearms, Pesticides, Fireworks, Computers, Alcoholic beverages, Games, Licensed or Unlicensed Motorized Vehicles- including but not limited to: Motorcycles, Watercrafts, All terrain Vehicles, and Tractors. Note: There is no Liability coverage for Vehicles in Motion.
Property excluded: EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts valued at \$5,000 per item or greater. Insurer: Various Insurers through Canfinse Group Inc.
Note: I hereby appoint Canfinse Group Inc. as my authorized representative for this program. I am applying for insurance based on the information provided above. With respect to this application or any change in coverages, I authorize you to collect, use and disclose information as permitted by law for the purposes necessary to assess the risk, investigate and settle claims, and detect and prevent fraud, and analyzing business results.
Please Print Owner's Name (if Sole Proprietorship): Signature: dd mm yy
Note: The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Note: Completion of this application does not automatically bind coverage. We reserve the right to review all risks following online binding for underwriting compliance. Premium and fee are minimum, retained and fully earned. Coverage is void if payment is returned N.S.F.
NSF fee of \$50 will apply. A full copy of this policy is available upon request or online at www.exhibitorinsurance.com.
A copy of the certificate is available to your Show Organizer upon their request.

III - PAYMENT TERMS AND CONDITIONS - * higher property limits available upon request
Please Select
[] Liability Only - *** NEW ***
[] Liability + Property \$25,000*
[] Preferred Rate Payment received at least 14 days before the opening day of show Premium \$50 + Fee \$108 + RST = \$162 Premium \$75 + Fee\$118.00 + RST = \$199
[] Regular Rate Payment received 13 days or less before the opening day of show Premium \$50 + Fee \$121+ RST = \$175 Premium \$75 + Fee\$134.00 + RST = \$215
RST Number 6627-1843TOTAL \$ \$

Payment type:
[] VISA [] MasterCard [] AMERICAN EXPRESS Card# _____ Expiry Date mm yy
If mailing a cheque, please remit payment to: (The payment due on the Credit Card statement will be in the name of www.ExhibitorInsurance.com)
Name of the Credit Card Holder: _____
Important: *Fill in your credit card billing address if it is different from mailing address above, to process your payment: _____
[] Cheque [] Money Order (Please make Cheque or Money Order payable to Canfinse Group Inc.)
Tel: 416-667-9177, Fax: 1-866-591-5613
Date: ___/___/___ Cardholder Signature _____
I agree to pay above total according to my card issuer agreement.

IMPORTANT- Please take care of immediately!

RE: CERTIFICATE OF LIABILITY INSURANCE

*As you may know, as an exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the Exhibitors, the attending public, the show organizer and yourself.*

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual.

There are (2) ways to arrange the required Insurance:

OPTION #1: SINGLE EVENT INSURANCE

TREATING YOURSELF.COM INC-MARCO RENDA-AND- JAMES MAHON ASSOCIATES/ITS has appointed Canfinse Group Inc. as the recommended Insurance contractor for exhibitors. Order directly online at www.exhibitorinsurance.com and scroll to **TREATING YOURSELF.COM INC**

OPTION #2: YOUR OWN INSURANCE

- Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:
- **TREATING YOURSELF.COM INC-MARCO RENDA-AND- JAMES MAHON ASSOCIATES/ITS** listed as an additional insured.
- Dates of the show: **June 2-5, 2011** (includes move in and out dates)
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.



Authorization Request - Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through the Food & Beverage Department of the **Metro Toronto Convention Centre**.

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions outlined below. Metro Toronto Convention Centre Corporation will **NOT** be responsible for the quality or state of the food or beverage served by an authorized vendor. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Metro Toronto Convention Centre services.

General Conditions – Non Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting firm and are **related to the purpose of the Show**.
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance with Local Public Health Codes
 - a) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4oz/118ml** Sample Size
 - b) Sample food items limited to "Bite Size" (**2X2 inches/5X5cm or 2oz/58gr portions**)
3. **ALCOHOLIC BEVERAGES** not purchased through the Food & Beverage Department that are **Manufactured, Processed or Distributed** by the exhibitor and are **related to the purpose of the show** may be sampled if the following policies are strictly adhered to:
 - a) A charge of \$800.00 per day, per distribution location will be paid to the Metro Toronto Convention Centre Food & Beverage Department, in full prior to show/event. This fee is non-negotiable and non-refundable
 - b) Vendors are responsible for Provincial Laws (LLBO) pertaining to the distribution of alcohol and may be asked for proof of Exhibitor Insurance
 - c) Samples must be **4oz/118ml** or less and served in disposable cups. No cans or bottles will be permitted
4. Sponsorships of donations involving Food and/or Beverage products are subject to "Loss of Revenue/User Fee" for Food Products and "Corkage Fee" for Beverage Products. This charge is determined based on the individual show/event
5. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the Catering Department.

General Conditions – Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting company
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local Public Health Codes:
 - a) Non-alcoholic Beverages are limited to a maximum of **4oz/118ml** and Alcoholic Beverages are limited to a maximum of **4oz/118ml** Sample Size, served in disposable cups. No cans or bottles will be permitted
 - b) Food items are limited to "bite size" portions, not to exceed **2oz/58gr**
 - c) Vendors **MUST** submit proof of having Liability Insurance for exhibiting and must name the Metro Toronto Convention Centre as an additional insured, and are responsible for Provincial Laws (LLBO) pertaining to the distribution of alcohol
 - d) Samples are distributed from Exhibit Booth



Authorization Request - Sample Food and/or Beverage Distribution

IF YOU DO NOT MEET THE CONDITIONS LISTED ON THE PREVIOUS PAGE, THE FOLLOWING POLICIES APPLY:

LOSS OF REVENUE (USER FEES) / CORKAGE FEES APPLY FOR THE FOLLOWING:

Any food and beverage brought on the premises without Written Authorization from the Food & Beverage Department of the Metro Toronto Convention Centre is strictly prohibited.

1. Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet / booth events will incur a **Corkage Fee** equal to Fifty Percent (50%) of the Metro Toronto Convention Centre's retail pricing and is subject to all applicable taxes and service charges
2. Requests for all Food Products brought on the premises for consumption at hosted banquet / booth events will incur a **Loss of Revenue / User Fee** equal to Fifty Percent (50%) of the Metro Toronto Convention Centre's retail pricing and are subject to all applicable taxes and service charge

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show / event is the responsibility of the Company that is exhibiting the product. Absolutely **NO REFUNDS** of Loss of Revenue/User or Corkage Fees will be given for Food or Beverage Products that are not consumed during show / event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, kitchen use or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will **NOT** be provided by the Metro Toronto Convention Centre. If these services are required the following charges will applicable and will be **based on availability**:

- a) \$120.00 per Day/Pallet for Refrigerated/Freezer and Dry Storage
- b) \$100.00 one-time Handling Fee for 1-4 skids and \$180.00 Handling fee for 5 or more skids
- c) \$45.00 Delivery Charge for each time product is delivered (on a 2'x4' cart) to the Booth / Room
- d) \$250.00 per Hour for Kitchen Space. **Kitchen Space is reserved on a first come first serve basis and based on availability**
- e) Additional charge for Rental of Equipment, subject to availability

For all Food and Beverage not purchased through the Metro Toronto Convention Centre, all standard fees mentioned above will be charged where applicable, including 15% Service Charge and Applicable Sales Tax

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items (including alcoholic beverages) in compliance with all applicable policies and laws. Accordingly, the Company agrees to fully indemnify and hold harmless the Metro Toronto Convention Centre from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages)

Date: _____ Name of Event: _____ Booth Number: _____
month/day/year

Company Name: _____ Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Item and Purpose of distribution, please include quantity, portion size and method of dispensing

for office use only

Event #: _____ Coordinator Name: _____ Coordinator Signature: _____

Date: _____ Approved: _____ Not Approved: _____

Remarks: _____

For additional information on services available, please call the Catering Department at (416) 585-8144



Bar Service Order Menu

HOST BAR

Premium Brands (1 oz)	\$ 7.25
Domestic Beer	\$ 6.25
Canadian, Coors Light, Blue, Steam Whistle etc.	
Imported Beer	\$ 6.75
Heineken, Corona, Becks etc.	
Liqueurs	\$ 9.25
Wine by the Glass	\$ 7.50
Sparkling Water	\$ 4.00
Soft Drinks	\$ 3.75
Bottled Water	\$ 3.60
Domestic Beer by the Keg	\$ 665.00

- Cocktails Available upon request
Our full wine list is available at www.mtccc.com

SNACK ITEMS

Individual Chips / Pretzels	\$ 2.70 ea.
Pretzels or Chips (20 Portion)	\$ 30.00 Bowl
Mixed Nuts	\$ 35.00 lb.

HOSPITALITY ITEMS

Assorted Sandwiches	
3 half Sandwiches	\$ 13.50
Assorted Wraps	
2 half Wraps	\$ 13.50
Canadian Cheese Platter	
20 Portion	\$ 225.00
Crudités Platter	
20 Portion	\$ 118.00
Fruit Platter	
20 Portion	\$ 111.00
Deli Meat Platter	
20 Portion	\$ 165.00
Salsa, Guacamole & Tortilla Chips	
20 Portion	\$ 108.00

BARTENDER/SERVER

Bartender - \$250.00 + HST, per 4 hour shift
Required for all Alcoholic Services within a booth

All orders are subject to HST and Service Charges

Catering

Rules and Regulations

The Metro Toronto Convention Centre has exclusive Food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/ or exhibitors may distribute sample Food and/ or Beverage only upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be found in your Exhibitor Kit.

Ordering Deadline

All Catering orders should be received no later than 14 days prior to the start of the show. All Food and Beverage orders placed on site will be from a reduced menu. Each booth order must be a minimum of \$60.00 (before applicable taxes & service charge) or a \$25.00 delivery fee will be applicable. Booth deliveries on a Statutory Holiday are subject to a 5% increase on listed menu prices.

Catering Payment Policy

All Food and Beverage requires full pre-payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals.

Booth Service Menu

Hot Beverages

Freshly Brewed Coffee/ Tea (Regular & Decaffeinated Disposable Service) Served in an insulated thermos with condiments	
10 Cup Thermos	\$ 32.00
100 Cup Urn	\$ 320.00

Cold Beverages

Assorted Soft Drinks	\$ 3.55 ea.
Bottled Water	\$ 3.60 ea.
Bottled Juices	\$ 4.10 ea.
Perrier Water	\$ 4.00 ea.
Lemonade/ Iced Tea 10 Cup	\$ 30.00
100 Cup	\$ 300.00

From the Bakery

Assorted Cookies	\$ 29.00 dz.
Assorted Muffins	\$ 3.70 ea.
Assorted Danish	\$ 3.65 ea.
Assorted Fruit Breads	\$ 27.00 dz.
Assorted Dessert Squares	\$ 36.00 dz.
Decadent Chocolate Brownies	\$ 33.00 dz.

Snack Items

Individual Chips/ Pretzels	\$ 2.70 ea.
Chocolate Bars	\$ 2.80 ea.
Nestle Ice Cream Novelties	\$ 3.60 ea.
Haagen Dazs Ice Cream	\$ 5.40 ea.
Mixed Nuts	\$ 35.00 lb.

Hospitality Items

Assorted Sandwiches (3 half Sandwiches)	\$ 13.50
Assorted Wraps (2 half Wraps)	\$ 13.50
Canadian Cheese Platter (20 Portion)	\$ 225.00
Crudités Platter (20 Portion)	\$ 118.00
Fruit Platter (20 Portion)	\$ 111.00
Deli Meat Platter (20 Portion)	\$ 165.00
Salsa, Guacamole & Tortilla Chips (20 Portion)	\$ 108.00

Booth Attendants / Server

Let our staff members handle the preparation and serving of your Show Stopper product while you are meeting and greeting with attendees
\$265.00 + HST per 4 hour shift, with a 1 shift minimum

Specialty Show Items

"Nespresso" Cappuccino Service

1 Day Show	\$2000.00
2 Day Show	\$2500.00
3 Day Show	\$2800.00
4 Day Show	\$3500.00
- Charges based on 500 cups per day	
- Additional Charge of \$900.00 every 500 Cups	
- Power and Labour not included	
- Requires 110 V, 20 Amp	
- Based on capsule machine	

Specialty Drinks

Machine Rental	\$ 600.00
Frozen Drink Mix (Yield is approx 120 - 8 oz servings)	\$ 250.00
- Flavour options include Iced Cappuccino, Fruit Smoothies, Non-alcoholic Daiquiri's etc.	
- Power and Labour not included	
- Requires 110 V, 20 amp Electrical hook-up	

Scooping Ice Cream Cart

Machine Rental	\$ 200.00
Ice Cream Tubs (Yield is approx 100 - 4 oz servings)	\$ 300.00
- Includes cones, cups, spoons and napkins	
- Power and Labour not included	
- Requires 110 V, 20 amp Electrical hook-up	

Popcorn Cart / Pretzel Cart

Machine Rental (3 Day Show)	\$ 385.00
Popcorn Kernels (Yield is approx 900- 20 gram servings)	\$ 325.00
Pre-popped Popcorn (Yield is approx 50- 20 gram servings)	\$ 60.00
Jumbo Pretzels (50 Pretzels per case, condiments included)	\$ 135.00
- Power and Labour not included	
- Requires 110 V, 20 amp Electrical hook-up	

Ice Delivery

25 Lbs	\$ 20.00 ea.
75 Lbs	\$ 45.00 ea.
150 Lbs	\$ 75.00 ea.

All orders are subject to HST and Service Charges

Catering

Rules and Regulations

The Metro Toronto Convention Centre has exclusive Food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/ or exhibitors may distribute sample Food and/ or Beverage only upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be found in your Exhibitor Kit.

Ordering Deadline

All Catering orders should be received no later than 14 days prior to the start of the show. All Food and Beverage orders placed on site will be from a reduced menu. Each booth order must be a minimum of \$60.00 (before applicable taxes & service charge) or a \$25.00 delivery fee will be applicable. Booth deliveries on a Statutory Holiday are subject to a 5% increase on listed menu prices.

Catering Payment Policy

All Food and Beverage requires full pre-payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals.



PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition SHALL BE APPROVED. At Trade or Consumer shows, unapproved electrical equipment will only be permitted to be displayed (not energized) when the Electrical Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-*22 (*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at www.esa-safe.com (electrical product safety section) for a current listing.

Note:

Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the application for Permission to Show and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

The “Permission to show” application does not permit the connection/energization of unapproved electrical equipment.

Permission to Energize – Trade Shows only

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on site electrical contractor.
5. Permission to Energize is available for Trade shows only, **not** Consumer shows.



APPLICATION FOR PERMISSION TO SHOW

This application does not permit the connection/energization of unapproved electrical equipment

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278

or

Mail to: Electrical Safety Authority
 Customer Service Centre
 P.O. Box 24143
 Pinebush Postal Outlet
 Cambridge, ON N1R 8E6

For more information call: 1 (877) ESA-SAFE (372-7233)

Please provide the following information			
COMPANY INFORMATION			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____ Ending: _____			
BOOTH #: _____		CONTACT AT SHOW: _____	
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN			
Quantity	Manufacturer	Description	Model

The Fee for Permission to Show is \$53.00 + \$6.89 HST = \$59.89 payable by CHEQUE or CREDIT CARD
 Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

If you are paying by credit card please provide the following:

VISA or MasterCard or AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com



Exhibitors Parking Pass Order Form

CLICK HERE:
mtccc.com/order

Exhibitors at the Metro Toronto Convention Centre can pre-purchase a discounted parking pass if parking for two consecutive days or more. Rate inclusive of tax is **\$12.00** per day and allows for in/out privilege. Nondiscounted daily rates are \$17.00, 7:00 a.m. to 7:00 p.m.; Day + Evening Maximum is \$23.00 and there are no in/out privileges. Rates subject to change without notice. Passes are non-refundable and non-transferable. (HST included.)

There are 1700 garage spaces as follows: 1200 North Building (enter from Simcoe St. south of Front St. W.); 500 South Building (enter off of Lower Simcoe St. south of Bremner Blvd.). There is an internal walkway adjoining buildings. Garage clearance: North Building 1.9m (6'3"); South Building 2.0m (6'6").

Please complete the following: (Please Print Clearly)

Name of Event: _____ Booth #: _____

Billing address

Company: _____

Street: _____ Unit #: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Contact Name: _____ Email: _____

Telephone: _____ Fax: _____

Please indicate number of passes required:	Dates:	License plate:
_____ 2-Day Passes @ \$24.00 \$ _____	Valid: _____	_____
_____ 3-Day Passes @ \$36.00 \$ _____	Valid: _____	_____
_____ 4-Day Passes @ \$48.00 \$ _____	Valid: _____	_____
_____ 5-Day Passes @ \$60.00 \$ _____	Valid: _____	_____
Other: _____ \$ _____	Valid: _____	_____
TOTAL: _____ \$ _____		

Would you like your passes couriered? (Service charge will apply. Please Contact Exhibitor Services at 416-585-8387.)

**All orders must include a method of payment/credit card# or cheque payable to the Metro Toronto Convention Centre
Please retain a copy of your order form as credit card receipts will not be provided.**

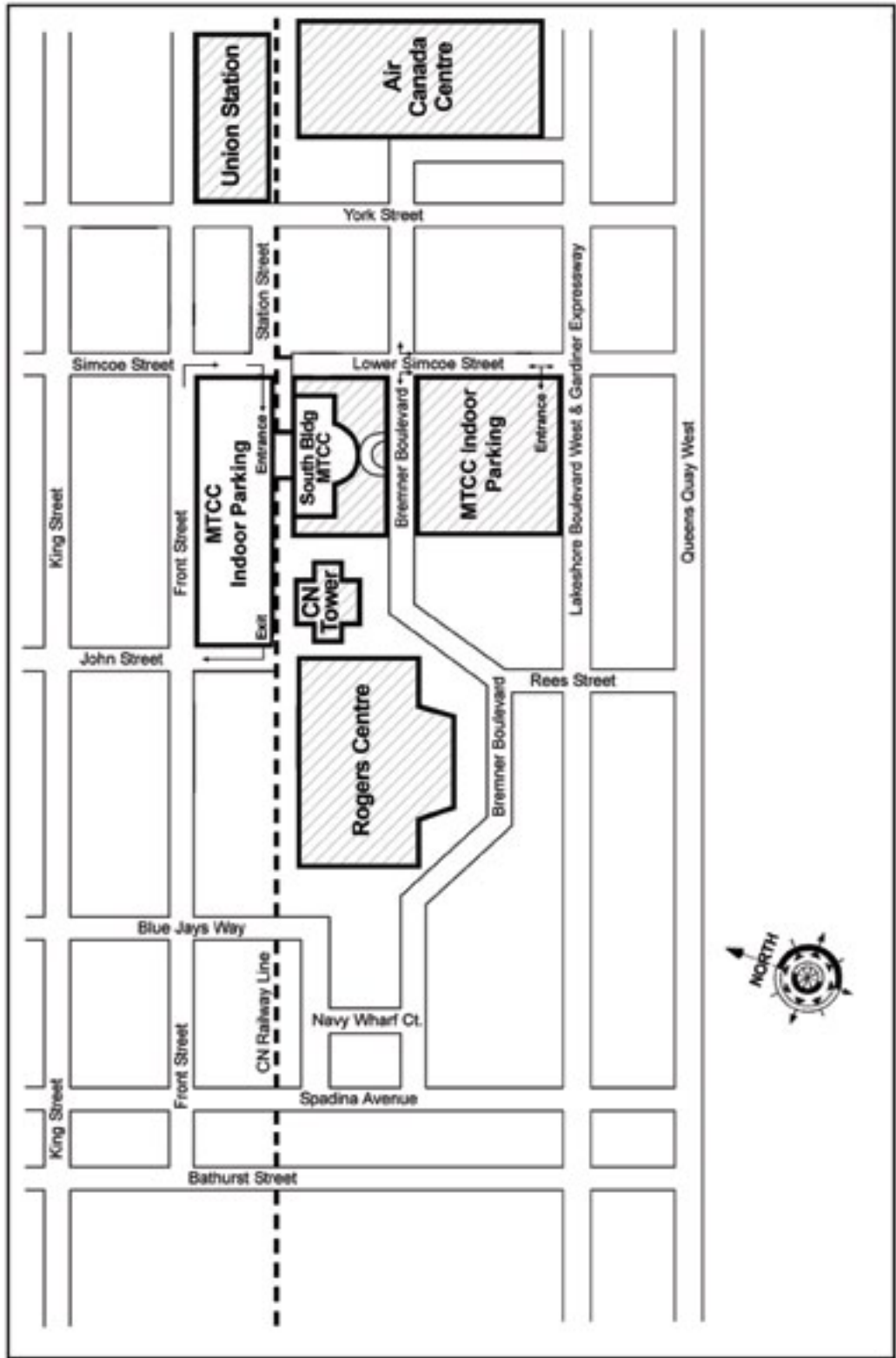
Credit Card: Visa Mastercard American Express

Card Number: _____ Expiry Date: _____

Name on Card: _____

Authorized Customer Signature: _____

Parking passes are to be picked up at the Exhibitor Services counter in the exhibit hall during event move-in/set up. If you are unable to pick up your parking passes during regular service hours, they may also be picked up at the closest Parking Office after the service desk has closed. You may pick them up from the Parking Offices located at the entrance/exit of the parking garages in the North Building (Level 5A) or the South Building (off of Level 600). The parking passes are required to exit the garage.





APPLICATION FOR PERMISSION TO ENERGIZE TRADE SHOW ONLY (Not Applicable to Consumer Shows)

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278

or

Mail to: Electrical Safety Authority
Customer Service Centre
P.O. Box 24143
Pinebush Postal Outlet
Cambridge, ON N1R 8E6

For more information call: 1 (877) ESA-SAFE (372-7233)

Please provide the following information			
COMPANY INFORMATION			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
TRADE SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____ Ending: _____			
BOOTH #: _____		CONTACT AT SHOW: _____	
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE ENERGIZED			
Quantity	Manufacturer	Description	Model

The Permission to Energize Fee is \$122.00 + \$15.86 HST = \$137.86 / piece of equipment payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

If you are paying by credit card please provide the following:

VISA or MasterCard or AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com

Fire Regulations for Exhibitors

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the Metro Toronto Centre Fire Safety Officer.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency Procedures.

Prohibited materials, processes, equipment and booth configuration

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and/or foamcore, gaterboard, corrugated plastic.
4. Fireworks.
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoke Free Environment.
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with all surface strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Ontario Electrical Code.

Fire Regulations for Exhibitors

Materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Metro Toronto Convention Centre Fire Safety Officer. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the Metro Toronto Convention Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 Installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

Acceptable booth configuration

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from the Metro Toronto Convention Centre Fire Safety Officer. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Officer for his approval. The Fire Safety Officer will discuss these configurations with the Toronto Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

* **note:** Twostoreyboothsorsinglelevelroofedboothsandboothswithmezzaninesareallowedonlywithpriorapprovalofthe Fire Safety Officer and when they are in accordance with MTCC guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code.

* Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.



Food & Beverage Order Form

Contact Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Facsimile: _____ Email: _____

Show/Conference Name: _____ Dates: _____

Booth Number: _____ Booth Name: _____ Meeting Room Number: _____

BILLING INSTRUCTIONS: Cash Cheque Credit Card

Catering Payment Policy

All Food and Beverage requires full payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals.

(If you are paying by credit card, fill out the attached credit card authorization form. Credit cards accepted only for orders under \$5,000.)

Catering Rules and Regulations

The Metro Toronto Convention Centre has exclusive Food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample Food and/ or Beverage only upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be found in your Exhibitor kit.

Ordering Deadline

All Catering Orders should be received no later than 14 days prior to the start of the show. All Food and Beverage orders placed on site will be from a reduced menu.

All booth orders must meet a minimum of \$60.00 (before applicable taxes & service charges) or a \$25.00 delivery fee will be applicable. Booth deliveries on a Satutory Holidays are subject to 5% increase on listed menu prices.

Please discuss any specialty orders with the Food & Beverage Department (416) 585-8144



Food & Beverage Order Form

MEAL TICKET

Function Date: _____
Delivery Time: _____ AM / PM
Method of Delivery (Mail or On-site Pickup): _____
Location of Delivery: _____
Quantity of Tickets: _____
Value of Tickets: _____
On-site Contact Pickup Name: _____

BREAKFAST

Function Date: _____
Meeting Start Time: _____ Meeting End Time: _____
Food or Beverage Delivery Time: _____
Food or Beverage Clean-Up Time: _____
Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

MORNING BREAK

Break Start Time: _____ Break End Time: _____

Food or Beverage Delivery Time: _____

Food or Beverage Clean-Up Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

LUNCH

Function Date: _____

Meeting Start Time: _____ Meeting End Time: _____

Food or Beverage Delivery Time: _____

Food or Beverage Clean-Up Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

AFTERNOON BREAK

Break Start Time: _____ Break End Time: _____

Food or Beverage Delivery Time: _____

Food or Beverage Clean-Up Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

RECEPTION

Function Date: _____

Dinner Start Time: _____ Dinner End Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

DINNER

Function Date: _____

Reception Start Time: _____ Reception End Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

CREDIT CARD CHARGE AUTHORIZATION

Conference / Trade Show Name: _____

Total Amount \$: _____

I hereby authorize the Metro Toronto Convention Centre to place any charges I incur at the facility to my credit card account. To ensure the proper processing, please mark an X in the appropriate box below to indicate where your credit card was issued.

Canada

Other (USA and International)

Company Name

Credit Card number

Credit Card expiry date

Name of card holder

Signature of credit card holder

NOTE:

We require a photocopy of both the front and back of the signed credit card to be returned with this form.

Fire Regulations for Exhibitors

Acceptable materials for booth construction

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Noncombustible materials as regulated by the Ontario Building Code.

Interior finishes and furnishings

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8" thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

Limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the Metro Toronto Convention Centre Fire Safety Officer.

* **note:** It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the materials (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

Fire Regulations for Exhibitors

Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (a) removing the battery, or
 - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than 3/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection/Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.



Fire Regulations for Exhibitors

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual.

Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

Please note that the Ontario Hydro inspectors have the authority to order the removal of unapproved electrical equipment from the show.

Portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) or power bars may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three conductor cord to be used.

Procedures during set-up and dismantling of shows

All exhibitors are to report to the Marshaling Yard prior to Move-In or Move-Out. Exhibitors will be issued a pass to receive authorization to enter the loading area. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited. Once unloaded, your vehicle is to be removed from the loading dock immediately.

Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

The following equipment and operations are prohibited during show set-up and dismantling:

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.



CLICK HERE:
mtccc.com/order

High-Speed Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show:	Show Dates:	Booth#:	
Company Name:		On-site Contact Name:	
Address:	City:	Prov./State:	Postal/Zip Code:
Telephone No:	Fax No:	Email:	
Credit Card No:	Expiration:	Cardholder Signature:	Print Cardholder Name:

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of primary service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening.



BACK
LEFT RIGHT
FRONT

Wireless Access Points, DHCP Servers, Routers, Nat Devices or Proxy Servers on the MTCC network are strictly prohibited. Installation of such Devices will result in immediate termination of services ordered.

Wireless Internet Access \$395.00 + 13% HST <small>Connection to the MTCC internal wireless network requires a wireless enabled device</small> No advanced rate for wireless orders	# Required <input type="text"/>
	One wireless access account per device. Account can only be used on one device at a time. Client is responsible for Wi-Fi (802.11) compliant device. Wireless should not be ordered for devices that will be contained within an enclosed structure.

Wired Internet Access \$895.00 + 13% HST <small>Client is responsible for running any additional cables to provide multiple connections</small> Advanced Rate – Orders that are received with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$100.00 discount.	# Required <input type="text"/>
	One Cat 5 cable with 2 IPs installed in booth
	# Required <input type="text"/>
	Additional IP address – \$150.00 + 13% HST One IP address needed per device

Equipment Rental	10/100mb 16 Port Hub \$65.00 ea. + 13% HST # Required <input type="text"/>
	Data Cable (30 foot) \$20.00 ea. + 13% HST # Required <input type="text"/>

Please indicate any special services required (e.g. Cable TV, Demarcation Extension, ISDN etc.):

Wired Internet Access provides only one network connection into a booth. The customer must provide or rent a hub and cables for additional IP connections. There are no refunds for orders cancelled after show has commenced, or services installed and not used during an event (no exceptions). Prices are based on current rates and are subject to change without notice. Claims will not be considered unless submitted by customer prior to the end of the event.

See reverse of this form for full list of terms and conditions.

Metro Toronto Convention Centre Use Only			
Date Received:	Payment Received:	Payment by: Credit Card: _____ Cheque #: _____	PO#: _____
Network:	Assignment:	Required Services:	



Internet Services Terms and Conditions

1. **Payment Terms:**
 - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than twenty one (21) days for Internet – Network Services **PRIOR** to the show/event opening.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. Installation of such devices will result in the immediate termination of services ordered without refund.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
 - Wireless/System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
 - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
 - Client must provide their own 802.11 compliant wireless device.
21. **Internet service requirements/client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) for each computer.
 - Network Driver: TCP/IP.
 - Proper configuration of computer equipment for TCP/IP connection.
 - Electrical services for your booth, room, or service location.
 - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-3596 Facsimilie: 416-585-8275
Email: telecommunications@mtccc.com Website: www.mtccc.com



Fire Safety Reply

Event: _____

Complete and return by: _____

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the requirements. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre and the Toronto Fire Department.

	YES	NO
1. Exhibit configuration is 1,000 sq.ft. or more	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof/mezzanine/second storey	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit exceeds 12 feet in height	<input type="checkbox"/>	<input type="checkbox"/>
5. Exhibit material exceeds 10,000 lbs. gross weight	<input type="checkbox"/>	<input type="checkbox"/>
6. Exhibit material exceeds 300 lbs./sq.ft. limit	<input type="checkbox"/>	<input type="checkbox"/>
7. Exhibit has prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials/processes/equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit has suspended signs/banners/lights	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit has hard wall (in-line booths N/A)	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit has motorized vehicle/combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains liquid fuels/natural gas/propane (6 weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains cooking appliances	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibit contains hazardous material which do not comply with Government regulations on material handling in the work place	<input type="checkbox"/>	<input type="checkbox"/>

Note: a) If questions 1 to 4 are answered "Yes" specific floorplans must be submitted
 b) If questions 5 to 14 are answered "Yes" specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floorplans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor/Company Name: _____

Contact Person: _____

Address: _____

Postal Code: _____ Booth #: _____

Telephone #: _____ Fax #: _____

1. CLICK HERE TO SAVE
2. CLICK HERE TO SEND

Return completed forms to:
 Metro Toronto Convention Centre, Operations Department
 255 Front Street West, Toronto, Ontario M5V 2W6
 Telephone: 416-585-8135
 Email: fsr@mtccc.com Website: www.mtccc.com



Janitorial Service Order Form

CLICK HERE:
mtccc.com/order

In order to arrange for janitorial service please complete this form:

SHOW: _____ SHOW DATES: _____
 CONTACT NAME: _____ BOOTH #: _____
 COMPANY NAME: _____
 ADDRESS: _____ CITY: _____
 PROVINCE / STATE: _____ EMAIL: _____
 POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____
 CREDIT CARD #: _____ EXPIRY DATE: _____
 CARD HOLDERS SIG: _____ CARD HOLDERS NAME: _____
 VISA MASTERCARD AMERICAN EXPRESS

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets)

One Clean Only (minimum charge \$42.00)	22¢/sq.ft. x _____ x 1 Day = \$ _____
Daily Cleaning (must be more than one clean)	
under 1000 sq.ft.	17¢/sq.ft. x _____ x _____ Days = \$ _____
1001-2500 sq. ft.	16¢/sq.ft. x _____ x _____ Days = \$ _____
2501-5000 sq.ft.	13¢/sq.ft. x _____ x _____ Days = \$ _____
5001-10,000 sq.ft.	12¢/sq.ft. x _____ x _____ Days = \$ _____
10,001 sq.ft. + over	11¢/sq.ft. x _____ x _____ Days = \$ _____
Steam Cleaning	22¢/sq.ft. x _____ x _____ Days = \$ _____
Additional waste removal \$47.50/pick-up. Please provide details below under 'Special Requirements'.	\$ _____
On-Site Order Charge/Additional Charges _____	= \$ _____

The above rates are based on gross booth area. Prices are in Canadian funds.

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Additional exhibit cleaning is available @ \$47.50 per hour (minimum 4 hours).

Special Requirements:

ALL ORDERS MUST BE PREPAID IN FULL -- ON-SITE ORDERS ADD 25%
Please retain a copy of your order form as credit card receipts will not be provided

The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial service within the building.

DATE: _____ 20 _____

AUTHORIZED CUSTOMER SIGNATURE: _____

SUB-TOTAL _____
HST 13% _____
TOTAL PAID _____



MTCC Recycling Program

Where does all the cardboard, wood, and plastic go?

The MTCC has an aggressive waste reduction program. We want to be good corporate citizens and reduce landfill by recycling whenever possible. We invite our exhibitors and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful!!

Cardboard and paper recycling on the show floor: When our Cleaning Department removes the cardboard boxes and left over brochures/flyers, they automatically break them down and put them in a special compactor - separate from other garbage.

Plastic waste is also placed in this special compactor. We pick up plastic waste from the show floor, and make sure it's kept away from other garbage - the separation of cardboard/paper from plastics happens at the recycling plant.

Wood is also picked up and placed in a designated wood bin. You would be surprised at how much wood is left for garbage after shows, especially from wooden pallets/skids and booth construction.

Clearly marked 3-part waste, can/bottle & /paper receptacles are conveniently located throughout the centre - in meeting rooms and pre function areas. It is important to note that it is only accepted for recycling when it is separated at the source.

We are proud partners with local Toronto shelters for all prepared food surplus. Our feed-the-shelter program is in concert with an ongoing farm-food program, which sees all of our biological waste sent to local area farms.

We have installed light sensors in meeting rooms and emergency stairwells, to reduce electrical waste.

Our Administrative Staff are active participants in our Recycling Program - there's a blue box under everyone's desk - and we make a point of using it for paper and pop/plastic containers.

What can Exhibitors do?

Help us by clearly marking boxes that are for recycling - even if they are full of brochures. Even if it is an entire skid full. If you are not taking it home with you, we can recycle it here as part of the bulk trash

What can Show Managers do?

Help us promote our recycling program in all of your printed materials, programs, brochures. Every little bit helps, and it starts with the planning and communication from you.

We are proud of our program, we stand behind it. We want you to benefit from it too!!

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimilie: 416-585-8224
Website: www.mtccc.com



Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited tapes from MTCC property.
2. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour/Repair charges will apply to remove prohibited tapes from MTCC property.
3. Helium balloons, animals, birds or pets of any description require written authorization. Please call for authorization form.
4. Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
6. Protective footwear must be worn during move-in and move-out. At specific times, the Exhibit Floor (or parts therein) may be deemed as 'Construction' areas by the Show Manager. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10ft) you must use fall protection.
7. It is recommended, as a safety precaution, and for insurance purposes, no one under the age of 16 years be allowed in the exhibit area during move-in/out.
8. During move-in/out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.
10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.



Notice to Exhibitors / Display Companies

11. Use of pyrotechnics, hazers, fog/smoke machines, or any other special effect/activity requires MTCC approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
12. Access to / or the use of the Exhibit Hall floor-ports is exclusive to MTCC staff and our Official Electrical/Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
13. Smoking is NOT PERMITTED anywhere inside the MTCC.
14. You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management employee.



Rigging Policy / Overhead Work

This policy applies to all overhead work at the MTCC. This policy is also supplementary and/or to compliment other relevant and applicable legislation (such as OHSA), other existing building health and safety policies, and the contractors own policies given to their workers.

- Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting.

Worker Competency, Training, and Certification

Workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques employed for working at high levels.

- Boom Lifts/Scissor Lifts operation
- Fall Arrest System, safety lines
- Propane handling (if machine is propane powered)
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells etc
- General knowledge of the MTCC structure, load capacities, attachment points/methods

Workers engaged in any Overhead work activity must be properly outfitted with Personal Protective Equipment (P.P.E.). These may include safety footwear, hard hat, safety glasses, gloves, and fall protection to be used as demanded by the tasks being accomplished.

Workers participating in lifting operations, or in the vicinity of materials handling operations or other mobile equipment, are at all times required to wear safety footwear

Equipment, Tools and Hanging Components

At all times, small hand tools should be connected via a safety cable that prevents accidental dropping. Portable radios/ phones must be sheathed in a secure holster with similar safety hook-up.

Lifting Equipment, such as Booms and Scissor lifts must have current certification demonstrating regular inspection and maintenance

Chain Hoists, chain falls, steel cables, slings, chokers and all other Rigging equipment are to be regularly maintained, inspected and certified according to governing legislation, manufacturers' recommendations, and good industry practice

Production components (to be hung in the ceiling from approved Load points or structural framing) including grids, trusses, speaker assemblies etc. must be inspected prior to installation. Annual inspection certificates must be available for load-carrying components.

Return completed form to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8148 Email: smuncaster@mtccc.com
Website: www.mtccc.com



Rigging Policy / Overhead Work

Control of the Work Area

During the installation/removal of production components onto the Ceiling space, the work area below must be clear of people at all times. A 'ground rigger' must be in place to protect the area using both physical elements (signage, barricades, traffic cones etc.) and vigilance to ensure no one gains access.

Once production components are at 'trim' height (final show position- no more movement) and the remaining overhead work is related to minor adjustments (aiming lights, tying up cable etc.), or when the installation is of lightweight components such as signs/banners, the required level of control of the work area is contingent on the presence of other activity in the area. As a minimum, both signage and traffic cones must be used to warn people of the immediate work area around the lift. If there is significant activity in the vicinity, a 'ground person' must be used to keep people and mobile equipment away from the work area and lift.

Under no circumstances should people be working directly under a boom arm or bucket.

Production Schedule/ Rig Plot Approval

A key requirement of a successful and safe workplace is the appropriate scheduling of the work activity.

The Client, its Service Supplier(s) in partnership with The MTCC, must ensure that there exists a detailed production schedule for both Technical set-ups and tear-downs.

The schedule must define both start/stop times of each work group, and also the predecessor/successor relationships. As can be expected, the start of a tear-down schedule may be affected by a late event end and in this case we must always maintain the scheduled activity relationships.

All groups must have the appropriate resources (both people and equipment) on hand to accomplish the work in the allotted timeframe, and abide by the scheduled order of activity.

All groups must provide contact names and mobile telephone numbers for key onsite personnel, for both the set-up and teardown.

Prior to rigging any significant loads in the MTCC structure, the Riggers must verify that a rig plot has been submitted and approved. Rig Plots must be submitted a minimum of 4 weeks prior to move in dates. For other circumstances, please contact the Facility Manager at 416 585-8148

Please complete the attached and Rigging Load Release form and send by email to rigform@mtccc.com.

Return completed form to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8148 Email: smuncaster@mtccc.com
Website: www.mtccc.com



Rigging Load Release Form

I _____, as the Director of my company: _____, hereby confirm that the drawings I have provided the Metro Toronto Convention Centre (MTCC) for approval have illustrated all the necessary equipment and associated rigging point loads.

These rigging point loads do not exceed the pre-approved point loads limits provided on each on the MTCC drawings.

Furthermore, I understand and accept full responsibility for any incident or action as a result of my failure to comply with the strict adherence of these rigging load limits.

Name of Event: _____

Location of Event at MTCC: _____

Event move-in date/time: _____

Event move-out date/time: _____

Company Director's Signature: _____ Date: _____

Date Received by MTCC: _____

MTCC Director: _____

Please complete this Rigging Load Release Form and send by email to rigform@mtccc.com.

1. CLICK HERE TO SAVE

2. CLICK HERE TO SEND

Return completed form to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8148 Email: smuncaster@mtccc.com
Website: www.mtccc.com



Telecommunication Services Order Form

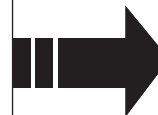
CLICK HERE:
mtccc.com/order

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show:	Show Dates:	Booth#:
Company Name:	On-site Contact Name:	
Address:	City:	Prov. /State:
Telephone No:	Fax No:	Email:
Credit Card No:	Expiration:	Cardholder Signature:
		Print Cardholder Name:

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening



BACK
LEFT RIGHT
FRONT

Basic Analog Telephone Service - Dial "7" for an outside line

Basic Analog service is suitable for Telephone, Fax, Modem or Credit Card/Debit Authorization Machines

\$225.00 + 13% HST

Please Indicate Amount of Lines Needed For Type of Service Required

# Required	Long Distance Allowed	# Required	Local Calling Only
<input type="text"/>	(Credit Card # or \$500 deposit required per line)	<input type="text"/>	

Advanced Rate - Orders that are **received** with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$25.00 discount.

All orders **received** after 21 days will be charged the regular rate.

Please enter quantity in box for any equipment for special services you require

Equipment Rental		Special Services	
<input type="checkbox"/> Basic Telephone Handset	\$15.00 + 13% HST	<input type="checkbox"/> Voice Mail Box	\$20.00 + 13% HST
<input type="checkbox"/> Handsfree Telephone	\$60.00 + 13% HST	<input type="checkbox"/> Basic Line Features i.e.. Hunting	\$20.00 + 13% HST
<input type="checkbox"/> Polycom Conference Unit	\$160.00 + 13% HST	<input type="checkbox"/> Jack Extension - Same Number	\$100.00 + 13% HST

Basic Analog Telephone Service Local Calling Only can be used for 1-800 numbers and Calling Cards.

Lost or Damaged Equipment is subject to replacement or repair charges.

All Long distance calls and other Telco services including directory assistance will be charged at the prevailing rate plus handling.

There are no refunds for orders canceled after show has commenced.

There are no refunds for services installed and not used during an event (no exceptions).

Prices are based on current rates and are subject to change without notice.

Claims will not be considered unless filed by customer prior to end of show .

See reverse of this form for full list of terms and conditions

Metro Toronto Convention Centre Use Only

Date Received:	Payment Received:	Payment by: Credit Card: _____ Cheque #: _____ PO#: _____
Phone Number:	Assignment:	Required services

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

Telephone: 416-585-3596 Facsimilie: 416-585-8275

Email: telecommunications@mtccc.com Website: www.mtccc.com



Telecommunication Services Terms and Conditions

1. **Payment Terms:**

- Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than twenty one (21) days for Telecommunication Services.
- Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
- Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
- Refunds for overpayment will be processed by the MTCC's Accounting Department 15-30 days after the show's closing date.
- Order form prices do not include Local Taxes. Taxes will be included on the final bill.

2. Prices are subject to change without notice.

3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.

4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**

5. All claims/disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**

6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).

7. Notification of cancellation must be in writing and received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.

8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.

9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.

10. Telephone service is contracted for actual show days only. Telephone Service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the MTCC Technology Services Department of any special requirement(s).

11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.

12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the MTCC Technology Services Department. Additional fees will apply to extend service(s) to booth.

13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.

14. Any equipment that is found to be causing disruptions to any part of the MTCC's infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.

15. **Long Distance, Directory Assistance and Toll Free Calling:**

- The Exhibitor is responsible for all long distance, directory assistance and operator assisted calls that are charged against the assigned telephone number(s).
- A surcharge of 20% will be added for all charges that are incurred on your assigned phone number(s).
- Basic Analog Lines with local calling only can be used for the dialing of local calls, "1-800" calls, directory assistance and calling card calls. All other "1+" or "0+" dialed calls on these lines are restricted.

Should you have any questions please call the Technology Services Department at 416-585-3596.

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

Telephone: 416-585-3596 Facsimilie: 416-585-8275

Email: telecommunications@mtcc.com Website: www.mtccc.com



Vehicle Marshalling / Move-In

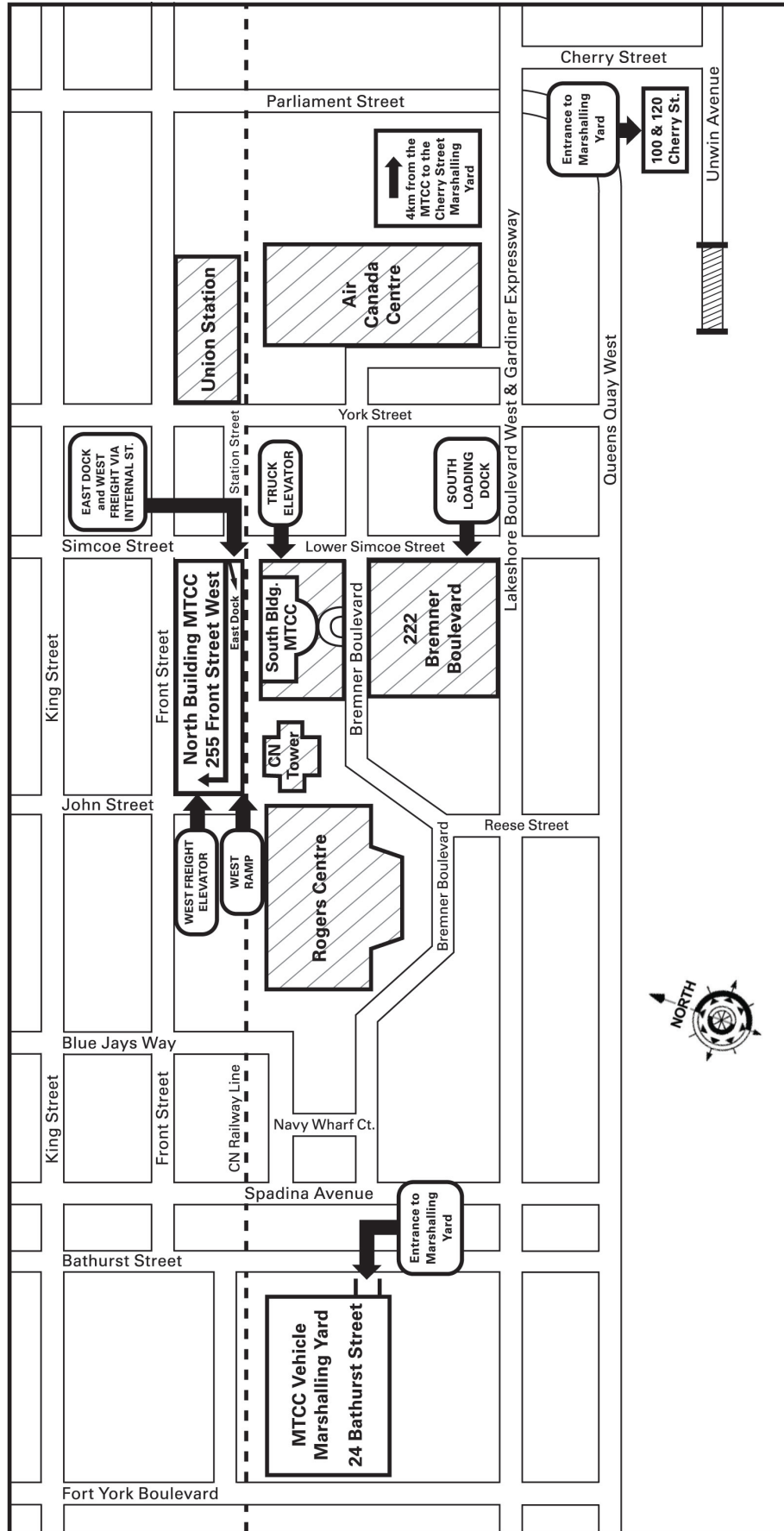
A marshalling yard has been established at 24 Bathurst Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 1.2 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700 to 2300. Charges will be applied between 2300 -0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by MTCC dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with MTCC dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office 416-585-8345/416-585-8278.

NOTE:

Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: 416-585-8345 or 416-585-8278.



* Map is not to scale

MAY 13th 2011

13 MAI 2011



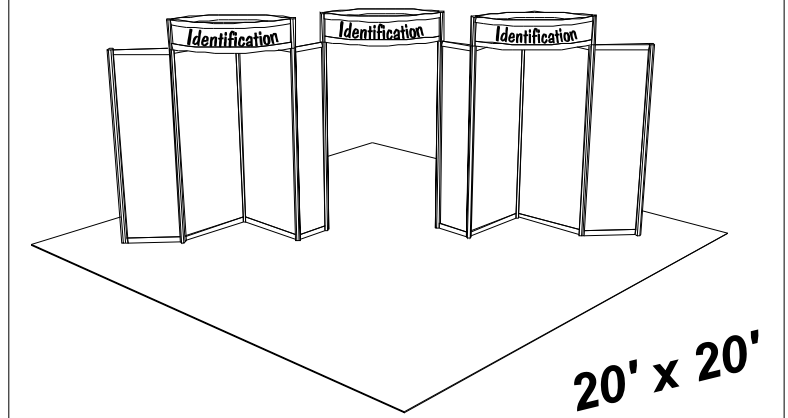
June 3-4-5, 2011 / 3, 4 et 5 Juin 2011
Metro Toronto Convention Centre Hall A

INCLUDED WITH YOUR SPACE / INCLUS AVEC VOTRE ESPACE

- 8 - Walls / Murs
- 6 - Front Identifications / Identifications en façade
- 1 - Carpet thick / Tapis Classic

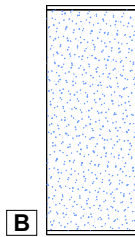
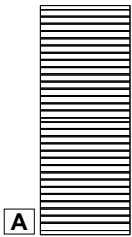
**BOOTH NUMBER
N° DE VOTRE
EMPLACEMENT**

Option B



20' x 20'

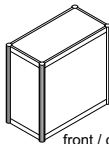
MODIFY YOUR BACK WALLS / MODIFIEZ VOS MURS DE FOND



- A FULL SLAT WALL \$90.00 / 1 MUR RAINURÉ PLEIN**
- B VELCRO WALL \$60.00 / 1 MUR EN VELCRO**

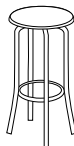
QTÉ / QTY

NOT INCLUDED WITH YOUR SPACE / NON-INCLUS AVEC VOTRE ESPACE

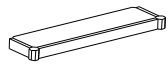


back / arrière

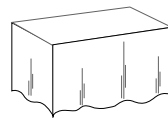
- WHITE COUNTER
COMPTOIR BLANC
1/2m x 1m x 40"
\$130.00**



- HIGH STOOL
TABOURET
\$30.00**



- .25M X 1M SHELVES
TABLETTE .25M X 1M
\$25.00**



- 2' X 4' DRAPED TABLE
TABLE DRAPEE 2' X 4'
\$54.00**



- CHAIR / CHAISE
\$27.00**



- WASTE BASKET
CORBEILLE À PAPIER
\$12.00**

FRONT IDENTIFICATION / IDENTIFICATION EN FAÇADE

PLEASE PRINT THE NAME THAT IS TO APPEAR ON THE FRONT OF THE BOOTH. **MAX. 18 LETTERS INCLUDING SPACES**

VEUILLEZ INSCRIRE EN LETTRES MAJUSCULES LE NOM EXACT DEVANT APPARAÎTRE EN FAÇADE. **MAXIMUM DE 18 LETTRES, ESPACES INCLUS**

6X

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name / Nom.: _____

Company name / Compagnie.: _____

Adresse / Adress.: _____ City / Ville.: _____

Postal code / Postal code.: _____ Phone / Téléphone.: _____

E-mail / Courriel.: _____ Fax / Télécopieur.: _____

<input type="checkbox"/> VISA Visa	<input type="checkbox"/> MasterCard Master card	<input type="checkbox"/> AMERICAN EXPRESS Amex	SUBTOTAL / SOUS-TOTAL:	\$
Card no. / N° de carte : _____			GST / TPS (5%):	\$
Expiration date / Date d'expiration: _____ / _____			SUBTOTAL / SOUS-TOTAL:	\$
Titulaire de la carte / Cardholder: _____			PST (8%):	\$
Cardholder's signature / Signature du titulaire: _____			TOTAL:	\$
PAYABLE WITH THIS RESERVATION / PAYABLE AVEC CETTE RÉSERVATION				GST 38629431RT PST 10338853



Contact / Contactez:
Maxime Fortier
max@ediexpo.com

Tél / Phone.: (450) 646-2251
Télec / Fax.: (450) 646-6342
www.decorexpertsexpo.com

778, Place Trans Canada
Longueuil, (Québec) J4G 1P1

N° DE PRODUCTION



June 3-4-5, 2011 / 3, 4 et 5 Juin 2011
 Metro Toronto Convention Centre Hall A

Please complete this form and return it by fax before:

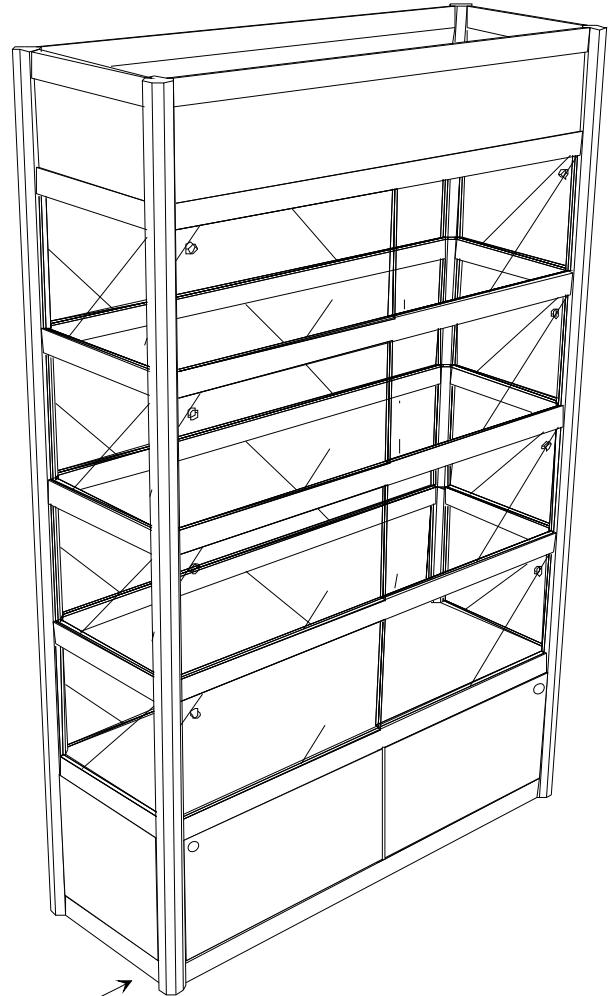
MAY 13th 2011

Veillez remplir et retourner par télécopieur avant le:

13 MAI 2011

450\$

Glass Showcase 1.5m x .5m
 Présentoir vitré 1.5m x .5m



bottom storage lockable
 bas fermé avec serrure

Name / Nom.: _____

Company name / Compagnie.: _____

Adresse / Adress.: _____ City / Ville.: _____

Postal code / Postal code.: _____ Phone / Téléphone.: _____

E-mail / Courriel.: _____ Fax / Télécopieur.: _____

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	SUBTOTAL / SOUS-TOTAL:	\$
Card no. / N° de carte .:			GST / TPS (5%):	\$
Expiration date / Date d'expiration: /			SUBTOTAL / SOUS-TOTAL:	\$
Titulaire de la carte / Cardholder:			PST (8%):	\$
Cardholder's signature / Signature du titulaire:			TOTAL:	\$
PAYABLE WITH THIS RESERVATION / PAYABLE AVEC CETTE RÉSERVATION				<small>GST 38629431RT PST 10338853</small>

	Contact / Contactez: Maxime Fortier max@ediexpo.com	Tél / Phone.: (450) 646-2251 Téléc / Fax.: (450) 646-6342 www.decorexpertsexpo.com	778, Place Trans Canada Longueuil, (Québec) J4G 1P1	N° DE PRODUCTION
	Pour la durée de l'événement - montage et démontage inclus / For the duration of the event - set up and dismantle included			

Date:	Company / Compagnie:	Phone / Tél: ()	Fax / Téléc: ()
Address / Adresse:		Postal Code / Code postal:	
E-mail / Courriel:			
Contact / Responsable:		Booth no. / No.stand.:	GST 138629431RT
Show name / Nom de l'événement:		Date: June 3-4-5, 2011 3, 4 et 5 Juin 2011	Place / Lieu: Metro Toronto Convention Centre Hall A PST 10338853

USE COLUMN RATES (B) IF PAID AFTER / UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE 13 JUNE / JUIN 2011

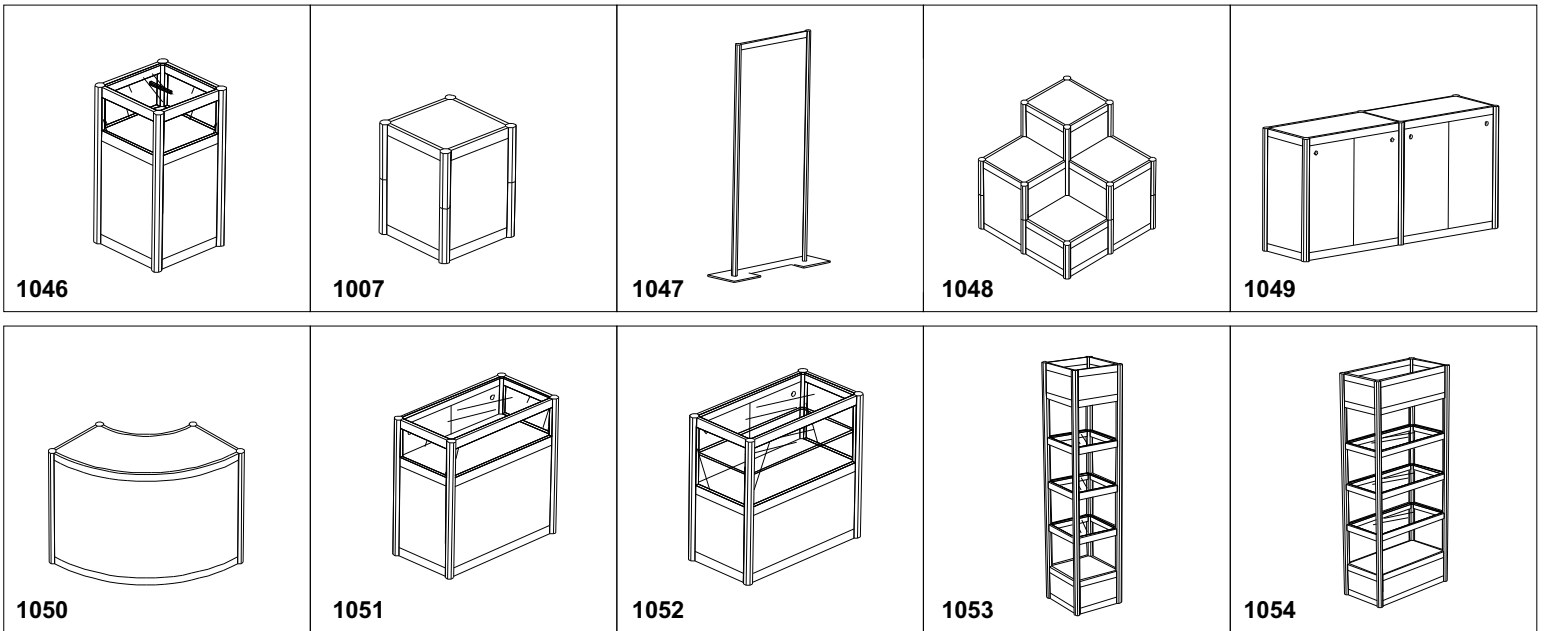
CODE	QTÉ / QTY	FURNITURE & ACCESSORIES	MEUBLES ET ACCESSOIRES	A	B	TOTAL
1000		12" plexi raffle cube	Boîte de tirage 12" plexi	\$ 90.00	\$ 112.50	
1004		Black chair	Chaise noire	\$ 27.00	\$ 33.75	
1005		Steno chair	Chaise sténo	\$ 42.50	\$ 53.15	
1006		Easel	Chevalet - trépied	\$ 29.00	\$ 36.25	
1008		Counter 1/2m x 1m x 40" <input type="checkbox"/> white <input type="checkbox"/> black	Comptoir 1/2m x 1m x 40" <input type="checkbox"/> blanc <input type="checkbox"/> noir	\$ 130.00	\$ 162.50	
1010		Counter (doors / shelve) <input type="checkbox"/> white <input type="checkbox"/> black	Comptoir (portes / tablette) <input type="checkbox"/> blanc <input type="checkbox"/> noir	\$ 150.00	\$ 187.50	
1012		Cube (white) height: <input type="checkbox"/> 14" <input type="checkbox"/> 24" <input type="checkbox"/> 30" <input type="checkbox"/> 40"	Cube (blanc) hauteur: <input type="checkbox"/> 14" <input type="checkbox"/> 24" <input type="checkbox"/> 30" <input type="checkbox"/> 40"	\$ 100.00	\$ 125.00	
1014		Waste basket	Corbeille à papier	\$ 12.00	\$ 15.00	
1017		Coffee table 20"	Table à café 20"	\$ 42.00	\$ 52.50	
1018		Low pedestal table 30"	Table bistro basse 30"	\$ 58.00	\$ 72.50	
1018b		High pedestal table 40"	Table bistro haute 40"	\$ 80.00	\$ 100.00	
1020		Draped table: 2' X 4' <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Black	Table drapée: 2' X 4' <input type="checkbox"/> Bleue <input type="checkbox"/> Rouge <input type="checkbox"/> Blanche <input type="checkbox"/> Noire	\$ 44.00	\$ 55.00	
TAB6		Draped table: 2' X 6' <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Black	Table drapée: 2' X 6' <input type="checkbox"/> Bleue <input type="checkbox"/> Rouge <input type="checkbox"/> Blanche <input type="checkbox"/> Noire	\$ 58.00	\$ 72.50	
TAB8		Draped table: 2' X 8' <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Black	Table drapée: 2' X 8' <input type="checkbox"/> Bleue <input type="checkbox"/> Rouge <input type="checkbox"/> Blanche <input type="checkbox"/> Noire	\$ 71.00	\$ 88.75	
1021		Raised draped table: 2' X 4' (42" height)	Table drapée haute 2' X 4' (42" de hauteur)	\$ 66.00	\$ 82.50	
1022		Raised draped table: 2' X 6' (42" height)	Table drapée haute 2' X 6' (42" de hauteur)	\$ 79.00	\$ 98.75	
1023		Raised draped table: 2' X 8' (42" height)	Table drapée haute 2' X 8' (42" de hauteur)	\$ 91.00	\$113.75	
1028		Plexi shelf (for slatwall) <input type="checkbox"/> Flat <input type="checkbox"/> Angled	Tablette plexi (pour mur rainuré) <input type="checkbox"/> Droite <input type="checkbox"/> Inclinée	\$ 25.00	\$ 31.25	
1030		High stool without back	Tabouret sans dossier	\$ 30.00	\$ 37.50	
1031		High stool with back	Tabouret avec dossier	\$ 50.00	\$ 62.50	
1031a		Ajustable high stool with back	Tabouret ajustable avec dossier	\$ 75.00	\$ 93.75	
1032		Uzite Carpet (sq. ft.) <u>Grey Only</u>	Tapis uzite (p.c.) <u>Gris Seulement</u>	\$ 1.00	\$ 1.25	
1035		Carpet Grey 20 oz (sq.ft) (other colors on request)	Tapis 20 oz Gris(p.c) (autres couleurs sur demande)	\$ 1.50	\$ 1.90	
1036		Underpad (carpeting) (sq. ft)	Sous-tapis (p.c.)	\$ 0.90	\$ 1.25	
1037		Custom cut carpet (sq. ft)	Tapis dimensions spéciales ou coupé (p.c.)	\$ 2.00	\$ 2.50	
1038		Velcro male or female (min. one meter)	Velcro mâle ou femelle (min. un mètre)	\$ 4.60 m	\$ 5.75 m	
1039		Literature Rack (zigzag)	Porte document (zigzag)	\$ 149.25	\$ 186.55	

<input type="checkbox"/> Visa	<input type="checkbox"/> Master card	<input type="checkbox"/> Amex	SUBTOTAL / SOUS-TOTAL:	\$
Card no / N° de carte .:			GST (5%):	\$
Expiration Date / Date d'expiration:			SUBTOTAL / SOUS-TOTAL:	\$
Cardholder / Titulaire de la carte:			PST (8%):	\$
Cardholder's signature / Signature du titulaire:			TOTAL:	\$
50% of the total amount will be retained for any cancellation / 50% du montant total sera retenu pour toute annulation			Agent Project: Maxime Fortier Chargé(e) de projet:	

Date:	Company / Compagnie:	Phone / Tél: ()	Fax / Téléc: ()
Address / Adresse:		Postal Code / Code postal:	
E-mail / Courriel:			
Contact / Responsable:	Booth no.: / No.stand.:		GST 138629431RT
Show name / Nom de l'événement:	Date: June 3-4-5, 2011 3, 4 et 5 Juin 2011	Place / Lieu: Metro Toronto Convention Centre Hall A	PST 10338853



USE COLUMN RATES (B) IF PAID AFTER / UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE 13 JUNE / JUIN 2011



CODE	QTY / QTÉ	FURNITURE & ACCESSORIES	MEUBLES ET ACCESSOIRES	A	B	TOTAL
1046		Ballot Bin (1/2m x 1/2m x 40")	Cube de récupération de cocardes (1/2m x 1/2m x 40")	\$ 110.00	\$ 137.50	
1007		Cube (white) height: <input type="checkbox"/> 14" <input type="checkbox"/> 24" <input type="checkbox"/> 30" <input type="checkbox"/> 40"	Cube (blanc) hauteur: <input type="checkbox"/> 14" <input type="checkbox"/> 24" <input type="checkbox"/> 30" <input type="checkbox"/> 40"	\$ 100.00	\$ 125.00	
1047		Free standing panel (1m x 8')	Panneau autoportant (1m x 8')	\$ 125.00	\$ 156.25	
1048		Cubes height: 1 x 40" 2 x 28" 1 x 14"	Cubes hauteur: 1 x 40" 2 x 28" 1 x 14"	\$ 330.00	\$ 412.50	
1049		2 Counters 1m x 1/2 m x 40" (doors / shelve)	2 Comptoirs 1m x 1/2 m x 40" (portes / tablette)	\$ 290.00	\$ 362.50	
1050		Curved counter 1mdia. x 40"	Comptoir courbe 1mdia. x 40"	\$ 310.00	\$ 387.50	
1051		Glass counter 1/2m x 1m x 40" (1 glass shelve)	Comptoir vitré 1/2m x 1m x 40" (1 tablette vitrée)	\$ 240.00	\$ 300.00	
1052		Glass counter 1/2m x 1m x 40" (2 glass shelve)	Comptoir vitré 1/2m x 1m x 40" (2 tablettes vitrées)	\$ 240.00	\$ 300.00	
1053		Showcase (with glass) 1/2m x 1/2m x 8'	Colonne vitrée 1/2m x 1/2m x 8'	\$ 358.00	\$ 447.50	
1054		Showcase (with glass) 1/2m x 1m x 8'	Colonne vitrée 1/2m x 1m x 8'	\$ 398.00	\$ 497.50	

<input type="checkbox"/> VISA Visa	<input type="checkbox"/> MasterCard Master card	<input type="checkbox"/> AMERICAN EXPRESS Amex	SUBTOTAL / SOUS-TOTAL:	\$
Card no / N° de carte .:			GST (5%):	\$
Expiration Date / Date d'expiration:			SUBTOTAL / SOUS-TOTAL:	\$
Cardholder / Titulaire de la carte:			PST (8%):	\$
Cardholder's signature / Signature du titulaire:			TOTAL:	\$
50% of the total amount will be retained for any cancellation / 50% du montant total sera retenu pour toute annulation				Agent Project: Chargé(e) de projet: Maxime Fortier

Date:	Compagnie / Company:	Tél: / Phone: () ()	Téléc: / Fax: () ()
Adresse / Address:		Code postal / Postal Code:	
Courriel / E-mail:			
Responsable / Contact:		No. stand / Booth no.:	GST 138629431RT
Nom de l'événement / Show name: 		Date: June 3-4-5, 2011 3, 4 et 5 Juin 2011	Lieu / Place: Metro Toronto Convention Centre Hall A PST 10338853

USE COLUMN RATES (B) IF PAID AFTER / UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE 13 JUNE / JUIN 2011

SIGNS OF STANDARD SIZES / ENSEIGNES DE DIMENSIONS RÉGULIÈRES

QTÉ. / QTY.	SIZE/ DIMENSION	A	B	TOTAL
	7" X 44" <input type="checkbox"/> verticale / vertical <input type="checkbox"/> horizontale / horizontal	29,95 \$	38,95 \$	
	14" X 22" <input type="checkbox"/> verticale / vertical <input type="checkbox"/> horizontale / horizontal	29,95 \$	38,95 \$	
	22" X 28" <input type="checkbox"/> verticale / vertical <input type="checkbox"/> horizontale / horizontal	59,90 \$	77,90 \$	
	28" X 44" <input type="checkbox"/> verticale / vertical <input type="checkbox"/> horizontale / horizontal	119,00 \$	154,70 \$	
	40" X 60" <input type="checkbox"/> verticale / vertical <input type="checkbox"/> horizontale / horizontal	233,00 \$	302,90 \$	

TEXT AND LAYOUT OF SIGN (print or type)

TEXTE ET DISPOSITION DE L'ENSEIGNE (lettres moulées ou dactylographiées)

IMPORTANT

CURRENT PRICES ARE BASED ON THE FOLLOWING:




- Up to 10 words on white card background.
- Each additional word \$0.75
- Extra charge on all special work (logos, trade mark, special lettering, etc..) Quotation supplied on request.
- Orders received during the move-in will be charged 50% over the above mentioned rates. Order early and save.
- The G.S.T. and Q.S.T. are not included in the above mentioned prices.

LES PRIX ACTUELS SE RÉFÈRENT AUX ÉNONCÉS SUIVANTS:

- Jusqu'à concurrence de 10 mots sur fond blanc.
- Une charge de 0,75\$ pour chaque mot additionnel.
- Tarif supplémentaire pour toute demande spéciale (logo, marque de commerce, lettrage spécial, etc...) Liste des prix disponible sur demande.
- Pour toutes commandes reçues durant la période de montage, une majoration de 50% du prix ci-haut mentionné, sera appliquée. Commandez tôt et épargnez.
- La TPS et la TVQ ne sont pas incluses dans les prix.

SPECIAL INSTRUCTIONS / DIRECTIVES SPÉCIALES

Signature autorisée / Authorized signature:	Date:
---	-------

<input type="checkbox"/>  Visa	<input type="checkbox"/>  Master card	<input type="checkbox"/>  Amex	SUBTOTAL / SOUS-TOTAL:	\$
Card no. / N° de carte .:			GST / TPS (5%):	\$
Expiration date / Date d'expiration:			SUBTOTAL / SOUS-TOTAL:	\$
Titulaire de la carte / Cardholder:			PST (8%):	\$
Cardholder's signature / Signature du titulaire:			TOTAL:	\$
PAYABLE WITH THIS RESERVATION / PAYABLE AVEC CETTE RÉSERVATION				GST 38629431RT PST 10338853

Maxime Fortier

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5
 P: 905.283.0550 F: 905.283.0551
M.T.C.C. SITE OFFICE – P: 416.585.8109
www.showtech.ca

TREATING YOURSELF EXPO
JUNE 3 – 5, 2011
HALL A - 8102-29569

DISCOUNT PRICE DEADLINE DATE: MAY 17, 2011

EXHIBITOR INFORMATION

COMPANY NAME: _____ BOOTH #: _____
 Address: _____ Phone#: _____
 City: _____ Province/State: _____ Fax #: _____
 Postal Code/Zip: _____ Contact Name: _____ E-mail: _____

PAYMENT INFORMATION

This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Discount Price Deadline Date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the deadline date. Bank transfers please add \$25.00 bank charge to your payment.

Payment: Visa Master Card American Express Cheque Payable to SHOWTECH

CREDIT CARD # _____

CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: **X** _____ CREDIT CARD EXPIRY DATE: _____ / _____
 HST: R104060264 I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD MONTH YEAR

QUOTATION: SIGN/BANNER HANGING: PLEASE COMPLETE ENCLOSED FORM AND RETURN PRIOR TO DISCOUNT PRICE DEADLINE DATE.

RENTAL POWER

POWER INSTALLED AT BACK OF BOOTH	CODE	QUANTITY	DISCOUNT PRICE	REGULAR PRICE	TOTAL AMOUNT
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500	_____	\$ 140.00	\$ 189.00	_____
15 amp, 120 volt outlet	CS120115	_____	\$ 167.00	\$ 225.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024	_____	\$ 212.00	\$ 286.00	_____
20 amp, 120 volt duplex outlet	CS120120	_____	\$ 225.00	\$ 304.00	_____
15ft extension cord – power order required	E15	_____	\$ 23.00	\$ 23.00	_____
UNDERCARPET POWER – ATTACHED BOOTH LAYOUT FORM REQUIRED					
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500U	_____	\$ 173.00	\$ 234.00	_____
15 amp, 120 volt outlet	CS120115U	_____	\$ 200.00	\$ 270.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024U	_____	\$ 246.00	\$ 332.00	_____
OVERHEAD POWER – ATTACHED BOOTH LAYOUT FORM REQUIRED					
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500V	_____	\$ 173.00	\$ 234.00	_____
15 amp, 120 volt outlet	CS120115V	_____	\$ 200.00	\$ 270.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024V	_____	\$ 246.00	\$ 332.00	_____

SPECIAL REQUIREMENTS – CONTACT SHOWTECH 3 WEEKS PRIOR TO MOVE-IN DATE FOR QUOTATIONS

BUILDING VOLTAGE: 120-208-600 VOLTS (OTHER VOLTAGES AVAILABLE UPON REQUEST)

AMPS/ WATTS/ HP/ KW	VOLTS	PHASE	QUANTITY	QUOTED UNIT PRICE	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RENTAL LIGHTING

DESCRIPTION					
1 – 4 - 8ft adjustable stand c/w Two–150 watt quartz floodlights	L2150	_____	\$ 115.00	\$ 155.00	_____
Ceiling mounted 1000 quartz floodlight	L1000	_____	\$ 268.00	\$ 362.00	_____
SYSTEM & BOOTH LIGHTING – HARD WALL REQUIRED					
120 watt incandescent chrome arm light fixture	L150A	_____	\$ 65.00	\$ 88.00	_____
200 watt quartz black arm light fixture	L200B	_____	\$ 83.00	\$ 112.00	_____
200 watt quartz white arm light fixture	L200W	_____	\$ 83.00	\$ 112.00	_____
LED 13 watt black arm light fixture, equivalent to 150 w quartz – NEW	LLEDA	_____	\$ 88.00	\$ 119.00	_____
3ft track c/w 3 - 150 watt quartz floodlights – fascia required	LT3150	_____	\$ 181.00	\$ 244.00	_____

SUB-TOTAL
+13% HST

ON-LINE ORDERS: SEE ATTACHED SHOWTECH INSTRUCTIONS
 WEBSITE: WWW.SHOWTECH.CA. CLICK THE "ON-LINE" ICON

TOTAL AMOUNT PAYABLE - CANADIAN FUNDS \$

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5
 P: 905.283.0550 F: 905.283.0551
M.T.C.C. SITE OFFICE – P: 416.585.8109
www.showtech.ca

TREATING YOURSELF EXPO
JUNE 3 – 5, 2011
HALL A - 8102-29569

DISCOUNT PRICE DEADLINE DATE: MAY 17, 2011

STEP 1 - EXHIBITOR INFORMATION

COMPANY NAME: _____ BOOTH #: _____
 Address: _____ Phone#: _____
 City: _____ Province/State: _____ Fax #: _____
 Postal Code/Zip: _____ Contact Name: _____ E-mail: _____

PAYMENT INFORMATION

This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Discount Price Deadline Date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the deadline date. Bank transfers please add \$25.00 bank charge to your payment.

Payment: Visa Master Card American Express Cheque Payable to SHOWTECH

CREDIT CARD #																				
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____ CREDIT CARD EXPIRY DATE: _____ / _____
 HST: R104060264 I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD MONTH YEAR

STEP 2 - QUOTATION INFORMATION

TO RECEIVE QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO - 416.585.8255
FOR ASSISTANCE CONTACT OUR SITE OFFICE - 416.585.8109

****Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation**.**

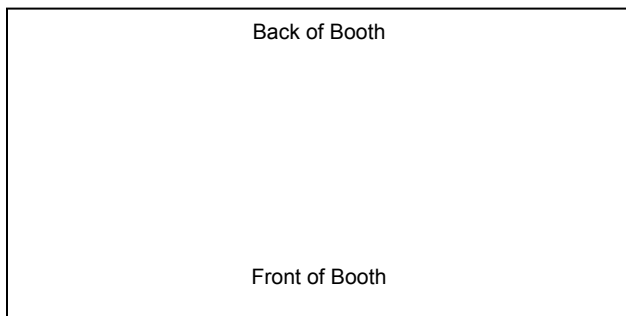
ALL SUSPENDED ITEMS MUST BE COMPLETED BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP.

NOTE: Exhibitors are responsible for the collection of their signage after Show close. SHOWTECH is not responsible for loss or storage of signage at show completion. Special instructions should be sent under separate cover.

Quantity: _____ Vertical: _____ ↔ Horizontal: _____ Weight: _____ lbs.
(please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION

PLEASE COMPLETE THE FOLLOWING SECTION



- Banner: _____ Square sign: _____
 Triangle sign: _____ Round sign: _____ Other: _____
- Height from floor to bottom of sign _____ ↓
- Material of sign/s _____
- Power required _____ Amps/Volts _____
- Has this sign be hung before at MTCC _____
- If yes, which show _____

STEP 3 - QUOTATION ESTIMATE

Please complete STEPS 1, 2 & 3, initial acceptance of quote in ***Total Estimate** section below and return by fax to 416.585.8255. This quotation is based on the above information.

\$ _____ Sign Estimate + 13% HST
 \$ _____ Power Cost for sign + 13% HST
 \$ _____ ***Total Estimate** based on information above.
 (Subject to change on site) _____

ON-LINE ORDERS: SEE ATTACHED SHOWTECH INSTRUCTIONS
 WEBSITE: WWW.SHOWTECH.CA. CLICK THE "ON-LINE" ICON

DO NOT USE THIS FORM IF YOU HAVE ORDERED POWER TO BE PLACED AT THE 'BACK OF BOOTH'

Booth #/s

Show Name: _____

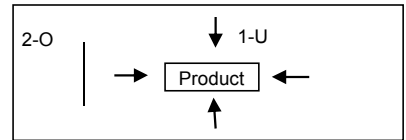
Show Dates: _____ Facility: _____

COMPANY _____ E-MAIL ADDRESS _____ PHONE NUMBER _____

X
AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT NAME (PLEASE PRINT) _____ DATE _____

SHOWTECH must receive this booth layout form along with your completed order form to ensure proper placement of services in your Booth.
Use this grid to indicate placement of SHOWTECH 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 _____ 10 x 10-1 square = 1 foot, 20 x 20-1 square = 2 feet, 40 x 40-1 square = 4 feet etc.
- Overhead or Undercarpet outlets - Draw a "O" for overhead or "U" for undercarpet placement.
- 1000 watt quartz floodlight - Draw arrow/s to indicate light direction.
- Sign/Banner hanging - Draw line to indicate location.



Example

BACK OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

A large grid for drawing the booth layout. The grid is composed of solid lines forming a large rectangle and dashed lines forming a 10x10 grid of squares within that rectangle. The grid is intended for drawing the booth outline and indicating the placement of services and products.

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

SHOWTECH

TERMS & CONDITIONS

GENERAL:

The Centre's 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 SHOWTECH 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 SHOWTECH tradesperson has found and corrected the cause of the malfunction.

All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.

Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

1. This order form **MUST BE RECEIVED** with full payment by the discount price deadline date to qualify for the Discount Price. Orders received after this date shall be charged Regular Prices.
2. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay Regular Price for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$40.00 will be required.
3. Failure to provide all the necessary information requested on this form may result in a delay of service installation.
4. Out of country, payments may be made by credit card, money order, or bank transfer (there is an additional charge for this service).
5. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
6. On-site orders **MUST** be paid by valid credit card, or cash, company cheques can only be accepted if accompanied by a valid credit card number and signature. Personal cheques will not be accepted on show site.
7. 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 SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
8. **REFUNDS/CANCELLATIONS:**
 - a. If services have already been provided at the time of cancellation, original charges will apply.
 - b. No refunds on unused outlets or lights installed as ordered.
 - c. Refunds will not be considered unless the exhibitor has notified a SHOWTECH representative of any problem with our service or product on site prior to the show close.
 - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
 - e. Full refund will be issued on items listed from our order form if we receive a cancellation notice in writing **on or before** the deadline date.
 - f. A 50% refund will be issued on listed items from our order form if we receive a cancellation notice in writing **after** the deadline date.
9. Third Party Order (Exhibitor appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. 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. In-line and peninsula outlets are installed at the back of booth. If you require them elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see order form).
2. Island booth outlets will be placed in one main location per exhibitor's floor plan. If a plan is not provided, the outlets will be installed at our discretion.
3. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate on order form in space provided.
4. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
5. Sharing power from an adjoining booth is not permitted.
6. All electrical connections, installation, 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 are prohibited. Extension cords must be #14 gauge, 3-wire grounded cords.
7. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and C.S.A. or Electrical Safety Authority approval sticker.
8. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
9. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any equipment, which is being displayed, offered for sale or used in any show, convention, or similar exhibition **MUST BE APPROVED**. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the Electrical Safety Authority – www.esa-safe.com click on "Electrical Product Safety", then "Product Approval Requirements or call 877.372.7233.

MECHANICAL:

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
2. All installations and connections to be made to the Centre's sources of natural gas, compressed air, water and all connections to drains, must be made by an authorized SHOWTECH tradesperson.
3. Mechanical services are only turned on during Show Hours.
4. 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.



SEND

SHOWTECH Online Ordering

ORDERING PRODUCTS AND SERVICES ONLINE IS FAST... SIMPLE AND SECURE.

- Step 1** To access online ordering go to: www.showtech.ca
- Step 2** Click "Online Ordering"
- Step 3** Click "Login & Order Online" beside your show
- Step 4** You will need to create a permanent Online Ordering account:
- > Click "Sign Up"
 - > Click "New Exhibitor"
 - > Complete Add Exhibitor Information, click "Save"
 - > Complete "User Profile", click "Next"
 - > Read the "Terms and Conditions"
 - > To continue, click "I Agree", click "Finish"
 - > Click on Show Calendar
 - > Select your Show, proceed with your order

Please keep your User ID and Password for future ordering on shows and events serviced by SHOWTECH POWER & LIGHTING.

Remember to order by the Deadline date to avoid extra costs.

Thank you for your order.

SHOWTECH
POWER & LIGHTING

ELECTRICAL & LIGHTING INFORMATION

SAVING TIME & MONEY

- Send all necessary forms with payment prior to the deadline date to ensure you receive the advance pricing.
- The prevailing Sales Tax applies to all orders for shows/events held in Canada (no out of country exemptions).
- Order right the first time! Check the equipment rating nameplate on the bottom or back of your equipment to determine your needs. Changes are expensive and can create delays when setting up your exhibit.
- Most convention facilities require the electrical contractor to turn off the power each night approximately 1 hour after show close and re-energize the power approximately 1 hour before the opening of the show.
- Order 24-hour power if you require your power to remain energized throughout the show.
- Undercarpet/overhead placement of power, sign/banner hanging and overhead lighting please complete the Booth Layout Grid form included in the SHOWTECH order form package.
- Review the Electrical Code requirements on Page 2 and take necessary steps to ensure all show equipment meets the necessary specifications. This will help you identify equipment which may not pass approval before you arrive at show site.
- All wiring must have a 3-wire grounded cord, minimum #14 gauge. We use flat cords for undercarpet installation.
- Rental extension cords do not include the cost of power.
- If you are not sure if your exhibit conforms to code, or if you have any questions about SHOWTECH products or services, please contact the number on the order form. Our staff would be pleased to help you. Clearing up confusion and problems before show move-in prevents costly set up delays and on-site challenges.

LIGHTING



Lighting creates a dramatic visual impact when done right! Together we can select lighting which will make your presence on the show floor outstanding.



SHOWTECH rental lighting includes the cost of power to operate our lighting.



To view our lighting options go to our website at www.showtech.ca/lighting or contact our Customer Service Representative at the telephone number on the order form.

ELECTRICAL CHECKLIST

- Determine the amount of power each piece of equipment requires by looking for the nameplate on the bottom or back of your product. It will tell you how much power and the voltage your equipment requires to operate. All equipment in Canada must bear this nameplate.
- Most equipment that plugs into a standard wall outlet found in your home or office in North America will require standard 120 volt.
- Total the wattage or amperage to determine your needs. Example: 10 – 100 watt light bulbs equal 1000 watts of standard power (10 x 100 = 1000 watts of power required).
- Standard building voltage is: 120-208-600 volts. Other voltages are available upon request.
- Wall, column or permanent building receptacles are NOT part of a booth space. These receptacles are not properly energized and could be a safety hazard. Exhibitors will be charged for their use.
- Borrowing power from an adjoining booth is NOT permitted. Using your neighbour's outlet may cause an overload in the circuit. Overloaded circuits are a safety issue.
- A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

ELECTRICAL CODE

Temporary electrical services for exhibits

Electrical regulations for an exhibit at all convention facilities are necessary to ensure the safety of all exhibitors, visitors and staff, and are based on the Canadian Electrical Code and Local Hydro regulations.

Too frequently, fires have been traced to an exhibitor's faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits may be inspected "by the Local Hydro Inspector" to determine if any violations exist. If a violation is identified qualified SHOWTECH electricians are available to correct the problem. Required corrections will be performed on a time and material basis. If the exhibitor does not wish to have the problem corrected, electrical service cannot be supplied.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to show site.

Serious risks are involved which can be reduced by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these key points.

- All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker.
- All display wiring must have a 3-wire grounded cord, minimum of #14 gauge.
- The use of unapproved open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- Two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- It is illegal to sell, display and/or energize any electrical equipment unless it has been approved by a recognized certification agency (i.e. CSA, ULC). Without this approval SHOWTECH cannot provide electrical services.
- Exhibitors are responsible for ensuring that all electrical equipment in the booth has the appropriate approval. Should your equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is being sought.

For additional information please visit the ELECTRICAL SAFETY AUTHORITY website: www.esa-safe.com, click on "Electrical Product Safety" / "Product Approval Requirements" or telephone: 877.ESA.SAFE (372.7233).

COMPANY:	_____	SHOW NAME:	_____
STREET:	_____	LOCATION:	_____
CITY:	_____	BOOTH #:	_____
PROV / STATE:	_____	POSTAL CODE:	_____
E-MAIL:	_____	INSTALLATION DATE:	_____
PHONE:	_____	FAX:	_____
ORDERED BY:	_____	EXHIBIT START DATE:	_____
PO #:	_____	EXHIBIT END DATE:	_____
		CONTACT ON-SITE:	_____
		STAYING AT:	_____
		PHONE:	_____

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	TOTAL
FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS			
	17" LCD FLAT SCREEN MONITOR (3:4 RATIO, 1280 x 1024)	\$240.00	
	20" LCD FLAT SCREEN MONITOR (3:4 RATIO, 1280 x 1024)	\$360.00	
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$750.00	
	37" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$1,050.00	
	42" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1024 x 1024, VIDEO, SPEAKERS)	\$1,350.00	
	45" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,800.00	
	50" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, SPEAKERS)	\$2,100.00	
	65" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$3,000.00	
	FLAT SCREEN MONITOR FLOOR STAND	\$150.00	
	LCD PROJECTOR (1024 x 768, 2500 LUMENS)	\$1,050.00	
COMPUTERS			
	All computers come with 10/100 Ethernet, Windows and Office software		
	STANDARD DESKTOP COMPUTER (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$260.00	
	PERFORMANCE DESKTOP COMPUTER (P4, 2.4GHZ, 512RAM, 40GB HD, DVD R/W, 17" LCD MONITOR)	\$325.00	
	NOTEBOOK COMPUTER (P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$325.00	
COMPUTER ACCESSORIES			
	COLOUR INKJET PRINTER	\$150.00	
	LASER PRINTER - B & W, 15 PPM	\$200.00	
	LASER PRINTER - B & W, 25 PPM (NETWORKABLE)	\$300.00	
	DESKTOP SPEAKERS - PAIR	\$50.00	
	ETHERNET 10/100 8 PORT SWITCH	\$50.00	
VIDEO PLAYERS & MONITORS			
	DVD PLAYER - MULTIZONE	\$225.00	
	VHS PLAYER	\$180.00	
	VHS COMBO UNIT WITH 20" MONITOR	\$360.00	
	20" LCD FLAT SCREEN MONITOR (3:4 RATIO)	\$360.00	
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO)	\$750.00	
	37" LCD FLAT SCREEN MONITOR (16:9 RATIO)	\$1,050.00	
	28" CRT VIDEO RECEIVER/MONITOR	\$225.00	
	53" VIDEO PROJECTION CABINET (3:4 RATIO, VIDEO, SPEAKERS)	\$1,050.00	
VIDEO ACCESSORIES			
	VIDEO CART WITH SKIRT	\$60.00	
	VIDEO CART WITH SKIRT (WHEN USING PERSONAL EQUIPMENT)	\$90.00	
	6 FT TRIPOD SCREEN	\$150.00	
AUDIO EQUIPMENT			
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$105.00	
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$405.00	
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$825.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)	\$390.00	
OTHER			
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!		

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX; USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:		
CREDIT CARD #:	_____	DELIVERY & PICKUP:	\$100	
EXPIRY:	_____	LABOUR - SETUP/DISMANTLE:		
		LABOUR - ADDITIONAL:		
AUTHORIZED SIGNATURE:	_____	SUB-TOTAL:		
NAME ON CREDIT CARD:	_____	PROVINCIAL SALES TAX:	0.0%	
DATE:	_____	GST or HST:	13%	
		TOTAL:		

For further information, please contact: **905-366-9127 PH**
e-mail address: rick.caruso@avwtelav.com **905-366-0274 FAX**

INSTRUCTIONS FOR USE

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
- 2 Orders received less than 5 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by an AVW-TELAV representative.
Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 AVW-TELAV is not responsible for any equipment performance problems caused by customer's software.



Treating Yourself Expo

June 3 – 5, 2011

Exhibitor Badge Request Form

Please send this form directly to CONEXSYS Registration

Fax: (905) 405-9870 or 1-800-628-8838
e-mail to troy@conexsysregistration.com

EXHIBITOR COMPANY NAME: _____

BOOTH NO. _____

CONTACT NAME: _____

COMPANY NAME TO APPEAR ON BADGE: *(if different than exhibitor name)*

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL/ZIP CODE: _____

TELEPHONE: (____) _____ FAX:(____) _____

EMAIL: _____

EXHIBITOR BADGES

- 2 Free Badges per 5' x 10' Booth*
- 5 Free Badges per 10' x 10' Booth*
- 10 Free Badges per 10' x 20' Booth*
- 15 Free Badges per 20' x 20' Booth*

◆ **Additional badges can be purchased for \$10.00 each – Contact Jim Mahon at jimm2@cogeco.ca**

	FIRST NAME	LAST NAME
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3		
4		
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