

Exhibitor Manual



Metro Toronto Convention Centre
Toronto, ON, Canada

www.WC2015.org

Exhibit Logistics Manager:
Jan Altmann
International Conference Services Ltd.
Email: IUPESM2015-Exhibits@icsevents.com
Telephone: +1 604 630 5964





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1. Exhibition Resume

A. Overview

Canada is proud to host the next IUPESM World Congress on Medical Physics and Biomedical Engineering (IUPESM WC 2015), to be held at the Metro Toronto Convention Centre, June 7-12, 2015. The Canadian Medical and Biological Engineering Society (CMBES) and the Canadian Organization of Medical Physicists (COMP) have joined forces to host this international event. The Congress is sponsored by the International Union of Physical & Engineering Sciences in Medicine (IUPESM) and its member organizations, the International Organization for medical Physics (IOMP) and the International Federation for Medical and Biological Engineering (IFMBE). The Congress will also serve concurrently as the annual meetings for both CMBES and COMP in 2015.

The IUPESM World Congress attracts biomedical engineers and medical physicists from around the globe. IUPESM World Congress 2015 offers an exceptional opportunity to showcase the breadth and caliber of biomedical engineering and medical physics from around the world. The Congress embraces all aspects of biomedical engineering and medical physics and welcomes everyone who is working in these fields or has an interest in them. The MTCC is located right in the heart of downtown Toronto and provides a truly exceptional venue while offering a superb variety of restaurants, accommodation and tourism opportunities close by.

The Congress is co-chaired by David Jaffray (Medical Physics) and Tony Easty (Biomedical Engineering), who are committed to organizing a truly memorable event. Congress planning activities are well underway, but please don't hesitate to contact the co-chairs or the Congress Committee to suggest areas of focus that you would like to see covered at the Congress. Your active contribution is welcome and we look forward to welcoming you to our world class city Toronto in 2015!

B. Date

Date: June 7-12, 2015
Venue: Metro Toronto Convention Centre (MTCC)
South Building
222 Bremner Boulevard
M5V 3L9
Toronto, ON, Canada
Room: Exhibit Hall E, Level 800
Website: <http://wc2015.org>

C. Purpose

Health. Technology. Humanity.

The Congress, embracing all aspects of biomedical engineering and medical physics, will include state-of-the-art lectures, scientific and educational sessions, selected oral presentations, workshops, and



poster presentations. The meeting is undoubtedly the best opportunity for networking, sharing the latest information, and discussing with the world's leading experts in these fields. The Congress themes are:

- Global Health Challenges
- Evidence and Health Informatics
- Women in Biomedical Engineering and Medical Physics
- Urban Health and Future Earth
- Next Generation Medicine

D. Hosts

International Union for Physical and Engineering Sciences in Medicine (IUPESM) - The IUPESM represents the combined efforts of more than 40,000 medical physicists and biomedical engineers working on the physical and engineering science of medicine. The principal objectives of IUPESM are: (a) to contribute to the advancement of physical and engineering science in medicine for the benefit and wellbeing of humanity; (b) to organize international cooperation and promote communication among those engaged in health-care science and technology; (c) to coordinate activities of mutual interest to engineering and physical science within the health care field, including international and regional scientific conferences, seminars, working groups, regional support programs and scientific and technical publications; (d) to represent the professional interests and views of engineers and physical scientists in the health-care community.

International Organization for Medical Physics (IOMP) - The IOMP represents over 18,000 medical physicists worldwide, 80 adhering national member organizations and 6 regional organizations. The mission of IOMP is to advance medical physics practice worldwide by disseminating scientific and technical information, fostering the educational and professional development of medical physicists, and promoting the highest quality medical services for patients.

International Federation of Medical and Biological Engineering (IFMBE) - IFMBE is primarily a federation of national and transnational organizations. These organizations represent national interests in medical and biological engineering. The objectives of the IFMBE are scientific, technological, literary, and educational. Within the field of medical, biological and clinical engineering IFMBE's aims are to encourage research and the application of knowledge, and to disseminate information and promote collaboration.

Canadian Organization of Medical Physicists (COMP) - COMP is the main professional body for medical physicists practicing in Canada. The membership is composed of graduate students, professional physicists, scientists, and academics located at universities, hospitals, cancer centers, and government research facilities. Every member has an educational or professional background in physics or engineering as it applies to medicine. COMP's vision is to be the recognized leader and primary



resource for medical physics in Canada. COMP's mission is to champion medical physicists' efforts for patient care excellence through education, knowledge transfer, advocacy and partnerships.

Canadian Medical and Biological Engineering Society (CMBES) - CMBES is Canada's principal society for engineering in medicine and biology. The Society's aims are twofold: scientific and educational: directed toward the advancement of the theory and practice of medical device technology; and professional: directed toward the advancement of all individuals in Canada who are engaged in interdisciplinary work involving engineering, the life sciences and medicine.



2. Deadlines

Check	Show Management	Return to	Due Date
<input type="checkbox"/>	Certificate of Insurance (Mandatory)	ICS	April 7, 2015
<input type="checkbox"/>	Exhibit Staff Registration	ICS	April 7, 2015
<input type="checkbox"/>	Logo, Company Bio	ICS	April 7, 2015
<input type="checkbox"/>	Booth plan approval (exhibits larger than 300 square feet only)	ICS	April 7, 2015
<input type="checkbox"/>	Booth Entertainment Request	ICS	April 7, 2015
<input type="checkbox"/>	Extended Move-in/Move-out Hours Request	ICS	April 7, 2015
<input type="checkbox"/>	Delivery Time Slot Request	ICS	April 7, 2015
<input type="checkbox"/>	Housing	ICS	May 1, 2015

Check	Show Decorator	Return to	Due Date
<input type="checkbox"/>	Advanced Warehouse open for shipments	Levy	May 6, 2015 to June 3, 2015
<input type="checkbox"/>	Standard Booth Order Form (Mandatory)	Levy	May 15, 2015
<input type="checkbox"/>	Discounted Rate expires (order & full payment must be received)	Levy	May 15, 2015
<input type="checkbox"/>	Request for set-up by non-official contractor	Levy	May 15, 2015

Check	Venue & Exclusive Suppliers	Return to	Due Date
<input type="checkbox"/>	Ontario Electrical Safety Authority Form	ESA	Earliest Convenience
<input type="checkbox"/>	Catering (Full Menu)	MTCC	May 15, 2015
<input type="checkbox"/>	Exhibitor Parking Pass	MTCC	May 22, 2015
<input type="checkbox"/>	Telecommunication Services (Early Pricing)	MTCC	May 22, 2015
<input type="checkbox"/>	Janitorial Service (Early Pricing)	MTCC	May 22, 2015
<input type="checkbox"/>	Wired High-Speed Internet Services (Early Pr.)	MTCC	May 22, 2015
<input type="checkbox"/>	Electrical, Rigging & Mechanical (Early Pr.)	Showtech	May 26, 2015

Check	Customs & Shipping	Return to	Due Date
<input type="checkbox"/>	Customs Brokerage & Transportation Services	NALSI	Prior to shipping



3. Contact Information

A. Important Contacts

Congress Manager

Richard Carlisle: +1 647 381 9496
IUPESM2015@icsevents.com

Sponsorship & Exhibit Sales Manager

Cali Vindeirinho: +1 604 639 3919
IUPESM2015-Sponsorship@icsevents.com

Exhibit Logistics Manager

Jan Altmann: +1 604 630 5964
IUPESM2015-Exhibits@icsevents.com

Registration & Housing Manager

Nesha Milicevic: +1 604 681 2153
IUPESM2015-Registration@icsevents.com

B. Exclusive Suppliers

The MTCC mandates certain services to be managed exclusively by the MTCC Services Team and/or their exclusive suppliers for any event held at the MTCC.

Catering

Catering Department: +1 416 585 8144
catering@mtccc.com

Internet & Telecommunications Services

Telecommunications Department: +1 416 585 3596
telecommunications@mtccc.com

Exhibitor Services & Janitorial Services

Exhibitor Services Team: +1 416 585 8387
exhibitor-services@mtccc.com

Electrical & Mechanical Services

Customer Service Representative: +1 905 283 0550

C. Official Suppliers

From expert high-tech products and services to general support teams, these proven partners are integral to the success of the IUPESM World Congress. Carefully selected for reliability and expertise, each of the companies below has been awarded the status of Official Supplier to the IUPESM World Congress.

Watch out for the Official Supplier Logo:

General Services Contractor

Levy Show Services (Levy)
Daisy Aldaba: +1 604 277 1726
daldaba@levyshow.com
operations@levyshow.com

Official Customs Broker & Transportation Service Supplier

North American Logistics Services Inc. (NALS)
Derek Pimentel: +1 905 951 5491
dpimentel@nalsi.com





4. General Information

A. Exhibition Schedule - Updated April 24, 2015

	Date	Time
Exhibitor Move-In* (extended hours for exhibits in excess of 200sqf upon request)	Saturday, June 6 Sunday, June 7	15:00 - 18:00 8:00 - 15:00
Final Adjustments only No more tools/paint may be used; aisles are to be kept clear at all times.	Sunday, June 7	15:00 - 17:45
Exhibitor Service Center	Saturday, June 6 Sunday, June 7 Monday, June 8 Tuesday, June 9 Wednesday, June 10 Thursday, June 11 Friday, June 12	15:00 - 18:00 8:00 - 20:30 9:00 - 17:30 9:00 - 17:30 9:00 - 17:30 9:00 - 23:59 15:30 - 18:00
Welcome Reception**	Sunday, June 7	18:00 - 20:00
Exhibition Show Hours**	Sunday, June 7 Monday, June 8 Tuesday, June 9 Wednesday, June 10 Thursday, June 11	18:00 - 20:00 9:30 - 17:00 9:30 - 17:00 9:30 - 17:00 9:30 - 17:00
Exhibitor Move-Out*** (extended hours for exhibits in excess of 200sqf upon request)	Thursday, June 11 Friday, June 12	19:00 - 23:59 15:30 - 22:00

* Forklift Services for Move-In available on Saturday, June 6 only. All crates have to be off show floor by end of day Saturday, June 6.

**All exhibits are required to be staffed during the Welcome Reception and Exhibition Show Hours - no exceptions.

*** Please note that due to ongoing sessions in the neighboring hall, carry out will be allowed only on Thursday, June 11 from 17:00 to 19:00 and Friday, June 12 from 8:00 to 15:30, but no construction dismantle.



B. Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary staff registrations for every exhibit space rental unit purchased in the event. Additional Exhibitor Staff Registrations are available for \$300.00, up to a maximum of four (4) staff members per unit. Exhibit Staff Registrations grant exhibitor's access to the Exhibit Hall during Exhibitor Service Center Hours only and the following privileges:

- Access to Exhibit Hall only
- Congress Bag
- Onsite Program and Congress Handouts
- Welcome Reception
- Networking Breaks
- Option to purchase Gala Dinner Tickets

An email with a registration password will be sent to all exhibitors. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move in period.

C. Exhibitor Marketing Banner

All exhibitors are welcome to use the Exhibitor Marketing Banner in their communication leading up to the congress. The Banner is available for [download](#).



D. Housing

The Congress Secretariat (International Conference Services Ltd.) is the official housing bureau for the IUPESM World Congress 2015 and will offer assistance with the coordination of housing requirements for the Congress. We have negotiated special room rates with more than 7 hotels in close proximity to the Metro Toronto Convention Centre. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau. In addition discounted registration rates will be available to full congress registrations (not exhibitor badges) who book accommodation through the official housing bureau.

Although the associations and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Congress and book through the official housing bureau. The success of the Congress and the supporting associations depends on you using the contracted hotels.



The IUPESM World Congress and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Congress in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

If you have any questions, please contact the Housing and Registration Manager at: iupesm2015-groups@icsevents.com.

If you have a group of 10 or more that you would like to register or book accommodation for the IUPESM World Congress 2015, please contact our Group Coordinator at iupesm2015-registration@icsevents.com.

E. Standard Exhibit Space Package

It is mandatory to submit the “Standard Exhibit Space Package Request” Form! Should no standard booth package be required, mark respectively and submit the form. Please refer to respective form under Exhibitor Order Forms.

Each standard exhibit space rental unit includes the following:

- Floor space as assigned
- 1 booth # sign
- Back drape: 8’-00” high (2.50m) - blue
- Side drape: 3’-00” high (0.90m) - blue
- 1 - 6’-0” skirted table
- 2 - chairs
- 1 - waste basket

Exhibit space rental does not include any of the following: carpet, additional furniture, electricity, internet connection, labour, shipping or any other services. These items may be ordered through the forms provided at the end of this Exhibitor Manual.

F. Shipping & Customs

North American Logistics Services Inc. (NALSI) is the official customs broker and transportation service provider for the IUPESM World Congress 2015. To ensure all shipments arrive on time, the use of the official customs broker is highly recommended. The IUPESM World Congress 2015 cannot be responsible for any delayed or lost shipments.

Order Form and contact information can be found in the section “Exhibitor Order Forms”.

Should you decide not to ship with the official transportation service provider and not take advantage of advanced material handling, please reserve your time slot for unloading well in advance. A



marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out.

All exhibitors transporting their own goods to show-site by truck are required to apply for scheduled times to unload their shipments. Please refer to Delivery Time Slot Request Form at the end of the Exhibitor Manual. All Exhibitors must strictly adhere to their scheduled unloading time slot to ensure the smooth and timely setup of each and every booth. The unloading schedule as well as the exact procedures will be forwarded to all exhibitors should an application been received by show management on or before April 7, 2015. Furthermore, mail or fax the Material Handling Order Form & Invoice with pre-payment to Levy.

Directions to the Metro Toronto Convention Centre South Building, Loading Dock

- Head north on Cherry St. (toward Lakeshore Blvd.)
- Slight left onto Lake Shore Blvd.
- Turn right onto Lower Simcoe St.
- Entrance to Loading Dock will be immediately to your left.

G. Move-In & Construction Limitations

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed evenings, during which time no access will be given to the hall. The exhibitor must complete their exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out a request form and return to Levy no later than May 15, 2015. If the request form and the certificate or insurance from the non-official contractor is not received by May 15, 2015, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit.

Any exhibitor, who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by IUPESM World Congress 2015 Secretariat at its own discretion. Moreover, the exhibitor is then liable to IUPESM World Congress 2015 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

The exhibitor and their affiliates are liable for any damage they cause to the building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor and/or their affiliates will require compensation from the exhibitor for the cost of recovering any damaged facilities to their original state. Failure to comply will also result in a \$50.00 minimum penalty per occurrence. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The



exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of their exhibit material to conform to maximum floor loading specifications. Floor loading is given as 300 lbs/sq ft. Also, exhibit material may not exceed 10,000 lbs gross weight unless approval has been granted in writing.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event. A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code.

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

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 (ESA) 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 or used in any congress shall be approved; this includes lighting and any display equipment. 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 please make sure to visit www.esa-safe.com (electrical product safety section) for a current listing.

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. Please see application forms in the section "Exhibitor Order Forms". For more information call: 1 (877) ESA-SAFE (372-7233).

All exhibitors with an exhibit space in excess of 300 square feet (27 square meters) are required to get approval on their booth layouts/designs from IUPESM World Congress 2015 Secretariat in writing. The layout, with measurements and building material specifications, needs to be submitted in detailed renderings to IUPESM World Congress 2015 Secretariat. If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

Deadline for submission of booth layout: April 7, 2015



Maximum booth height restrictions are based on exhibit space:

Booths under 400 sq ft	8'-0"	2.5m
Booths between 400 sq ft and 600 sq ft	12'-0"	3.6m
Booths in excess of 600 sq ft	20'-0"	6.0m

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1'-0" (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items to be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

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.

All exhibitors working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. No one under the age of 16 years may be allowed in the exhibit area during move-in / out. During move-in / out, exhibit halls and loading dock 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.

Access to/or the use of the Exhibit Hall floor-ports is exclusive to the MTCC staff and their Official Electrical/Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.

You are required to report any unsafe condition or accident of which you have knowledge to a security guard or Show Management.

Exhibit Hall E at MTCC is not carpeted. It is mandatory that all exhibit booths install floor covering (carpet and/or hard flooring). Exhibitors cannot glue their flooring to the floor! IUPESM World Congress 2015 Secretariat will carpet aisles between exhibit booths.

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 the property.



The IUPESM World Congress 2015 Secretariat, MTCC and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

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 MTCC 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.

Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

H. Security & Safety

The Exhibition Hall will be locked during Non-Exhibit Service Center opening hours. Security will be provided during the set-up, show and dismantling period. Although 24 hour security is provided, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during Non-Exhibit Service Center opening hours without consent of the secretariat office. The IUPESM World Congress 2015 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

The nurse's room is located on Level 800 across from Hall D.

I. Liability Insurance

IUPESM World Congress 2015 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore IUPESM World Congress 2015 requires all exhibitors to provide proof of liability insurance with a minimum of **\$ 2,000,000** for each accident or occurrence limit of liability is in place for the duration of the event. **Third party liability insurance certificate is mandatory** and must be provided to IUPESM World Congress 2015 Secretariat no later than April 7, 2015. In case the exhibitor receives the exhibitor manual after April 7, 2015, the exhibitor



is required to provide the certificate of insurance as soon as possible, and must be received **prior to move-in!** Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile
- Including Host Liquor Liability, if planning on serving Liquor
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd. (ICS)
- International Union for Physical and Engineering Sciences in Medicine (IUPESM)
- International Organization for Medical Physics (IOMP)
- International Federation of Medical and Biological Engineering (IFMBE)
- Canadian Organization of Medical Physicists (COMP)
- Canadian Medical and Biological Engineering Society (CMBES)
- Metro Toronto Convention Centre (MTCC).

Insurance companies may submit their own form (must be in English only) or use the official Certificate of Insurance of the IUPESM World Congress 2015.

J. Announcements/Messages

Announcements will not be permitted during the show.

K. Parking

In order to arrange for parking services please complete the Exhibitor Parking Pass Order Form and make payment prior to May 22, 2015. Multiple day parking pass rates are available for two or more consecutive days. Multiple day parking passes allow for in/out privileges, starting at 7:00 until 7:00 the following day. One day parking pass does not allow in/out privileges; one time use only. Parking passes are non-refundable and non-transferable. The MTCC is not responsible for lost passes.

There is an internal walkway adjoining the buildings. There are 1700 garage spaces as follows:

- 1200 North Building - enter from Simcoe St., south of Front St.W. (clearance 6'3", 1.9 m)
- 500 South Building - enter from Lower Simcoe St., south of Bremner Blvd. (clearance 6'6", 2 m)



Regular parking rates can be found online at www.mtccc.com/attendees/parking.aspx. Parking passes are available on a first come first serve basis. Rates are subject to change without notice.

- 1 Day Parking: \$ 18.00
- 2 Day Parking: \$ 30.00
- 3 Day Parking: \$ 45.00
- 4 Day Parking: \$ 60.00
- 5 Day Parking: \$ 75.00

L. Catering

The exclusive caterer for the MTCC is their in-house Catering Department. The Catering Department retains the exclusive right to provide, control and retain all food and beverage services through the facility for events. All food and beverage items must be supplied and prepared by the MTCC Catering Department, this includes bottled water.

All alcohol sales and consumption in the MTCC is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the MTCC is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a MTCC Bartender. The Convention Centre prohibits exhibitors/event participants from removing alcohol from the premises.

For more information on the menus please see the Catering Order Forms in the section “Exhibitor Order Forms”.

M. Cleaning

The IUPESM World Congress 2015 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times. The MTCC is the exclusive provider of all cleaning services. External companies are prohibited from performing any type of janitorial service within the building.

A vacuuming order form is included in the section “Exhibitor Order Forms”.

N. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines. Exceptions may be given by secretariat office prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of IUPESM World Congress 2015 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval as well. Noisy demonstrations may be restricted or



prohibited even after permission is granted, if such demonstrations are considered a disruption of the general order of the event.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb neighboring exhibitors or damage other exhibit booths.

The exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

O. Non-Smoking

Smoking is prohibited in the Exhibition Hall and the MTCC.

P. Move-out & Removal

Décor and carry-out items may be dismantled and removed from the exhibit floor starting 17:00 on Thursday June 11. Dismantling of exhibit construction may only commence after 19:00. The IUPESM World Congress 2015 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition no later than outlined in the Exhibition Schedule.

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

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out a request form and return to Levy no later than May 15, 2015. If the request form and the certificate or insurance from the non-official contractor is not received by May 15, 2015, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit.

After the exhibition, when the subcontractors remove the furniture, exhibitors should take care not to leave behind any belongings in the drawers or shelves. The IUPESM World Congress 2015 Secretariat does not take responsibility for any damages and losses as a consequence. All participants must return the equipment and tools that are leased from IUPESM World Congress 2015.

Empty crates may only be delivered to the booth after aisle carpet has been removed.



5. Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free-Aisles” may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please visit the [Congress Website](#).



6. Show Management Forms

A. Certificate of Insurance - Mandatory

The IUPESM World Congress 2015 requires all its Exhibitors to provide proof that liability insurance with a \$ 2,000,000 each accident or occurrence limit of liability is in place for the duration of this event. Please forward this form to your insurance broker and have them complete and return it prior to your event start date.

Complete and return to:
Email: IUPESM2015-Exhibits@icsevents.com
no later than April 7, 2015

This is to certify that Insurance as described below has been arranged on behalf of the Assured.
 This Insurance is in full force and effect as of the date of this certificate.

Assured/ Exhibitor:				
Event Name		IUPESM World Congress on Medical Physical & Biomedical Engineering 2015		
Event Date		June 7-12, 2015		
Policy #	Effective Date	Expiration date	Insurance Company	Limit of Liability
Interest Insured: Commercial General Liability		Additional insured to be named:		
<ul style="list-style-type: none"> Inclusive Limit Covering Third Party Bodily Injury and Property Damage Including Non-Owned Automobile Including Host Liquor Liability, if planning on serving Liquor Including Cross Liability Clause 		<ul style="list-style-type: none"> International Conference Services Ltd. (ICS) International Union for Physical and Engineering Sciences in Medicine (IUPESM) International Organization for Medical Physics (IOMP) International Federation of Medical and Biological Engineering (IFMBE) Canadian Organization of Medical Physicists (COMP) Canadian Medical and Biological Engineering Society (CMBES) Metro Toronto Convention Centre (MTCC) 		

Coverage is in effect for the event for which a contract exists between the Insured and IUPESM WC 2015 incl. Move-in.

Dated	Brokerage Name	Signed by Authorized Representative of Insuring Company



B. Booth Entertainment Request

Complete and return to IUPESM2015-Exhibits@icsevents.com
no later than April 7, 2015

Applicant Information	
Exhibitor:	
Name of Applicant:	
Telephone:	
Email:	

Games of chance and lottery devices	
<p>The use of games of chance and lottery devices are permitted only with written permission of IUPESM World Congress 2015 Secretariat. Request must be accompanied by description of game of chance and/or lottery device, sample handouts and comply with the Gaming Control Act of Ontario. Approval by the Alcohol and Gaming Commission of Ontario may be required.</p>	
Applicant Signature	

Amplifiers, musical performances and any other sound generating equipment		
<p>The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval IUPESM World Congress 2015 Secretariat. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths.</p>		
Request to operate the following within booth parameters:	<input type="checkbox"/> Amplifier <input type="checkbox"/> Multimedia Device with Speaker	<input type="checkbox"/> Musical Performances/Instrument <input type="checkbox"/> Other (Please specify)
Applicant Signature		
Approved by ICS	Date:	Signature



C. Extended Move-in/Move-out Hours Request

Complete and return to IUPESM2015-Exhibits@icsevents.com
 no later than April 7, 2015

Applicant Information	
Exhibitor:	
Name of Applicant:	
Telephone:	
Email:	

Extension of regular Move-in/Move-out times may exceptionally be granted to exhibits in excess of 200sqf upon approval by congress secretariat.

Extended Move-in/Move-out Hours Request	
Move-in Date:	Additional Hours required:
Move-out Date:	Additional Hours required:
Applicant Signature:	

Show Management use only		
Approved by ICS or General Services Contractor	Approved Move-in Extension:	
	Approved Move-out Extension:	
	Date:	Signature:



D. Delivery Time Slot Request

Only complete and return to IUPESM2015-Exhibits@icsevents.com
no later than April 7, 2015
if show-site delivery is preferred.

Applicant Information	
Exhibitor:	
Name of Applicant:	
Telephone:	
Email:	

A marshalling yard has been established at 100/120 Cherry Street to facilitate move-in and move-out.

Delivery Time Slot Request		
Requested Time Slot:	Date:	Time:
# of Vehicles:		
Applicant Signature:		

Show Management use only		
Approved by ICS or General Services Contractor	Approved Date:	Approved Time:
	Date:	Signature:

All Exhibitors must strictly adhere to their scheduled unloading time slot to ensure the smooth and timely setup of each and every booth!

Furthermore, mail or fax the Material Handling Order Form & Invoice with pre-payment to Levy.



7. Exhibitor Order Forms

Please find the official Order Forms of IUPESM World Congress 2015 on the following pages:

A. General Services Contractor & Audio Visual Booth Services

Levy Show Services (Levy)

Daisy Aldaba: +1 604 277 1726

daldaba@levyshow.com

operations@levyshow.com

[Place an Online Order](#) - Use Show Code IUPESM2015

B. Exclusive Supplier Services

Exhibitor Services & Janitorial Services

Exhibitor Services Team: +1 416 585 8387

exhibitor-services@mtccc.com

Catering

Catering Department: +1 416 585 8144

catering@mtccc.com

Internet & Telecommunications Services

Telecommunications Department: +1 416 585 3596

telecommunications@mtccc.com

[Place an online Order](#)

Electrical & Mechanical Services

Showtech

Customer Service Representative: +1 905 283 0550

[Place an Online Order](#)

C. Official Customs Broker & Transportation Service Supplier

North American Logistics Services Inc. (NALSIS)

Derek Pimentel: +1 905 951 5491

dpimentel@nalsi.com



IUPESM World Congress 2015

June 7 – 12, 2015

Metro Toronto Convention Centre
Toronto, ON

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the ***IUPESM World Congress 2015.***

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at (604) 277 1726 or via email at operations@levyshow.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at the ***IUPESM World Congress 2015.***

Thank you and we look forward to servicing your needs.

Levy Show Service Inc.



STANDARD BOOTH



STANDARD BOOTH PACKAGE

Each 10' x 10' Booth includes the following:

- 8' high drapery backwall - blue
- 3' high drapery sidewalls - blue
- 1- 6' x 2' skirted table - blue
- 2 - padded chairs
- 1 - wastebasket
- 1 - 7" x 44" booth identification sign (1 colour only, no logos)

EXHIBIT FLOOR SPACE MUST BE COVERED.
See carpet order form in kit for options.

Electrical must be ordered through Showtech
(exclusive supplier to the Metro Toronto Convention Centre).

No, thank you. Booth Package not required.

Please complete the following information and fax by
Friday, May 15, 2015
(It is imperative that this form be received by our office)

COMPANY NAME _____ **CONTACT** _____

- Or No, thank you. Booth identification sign not required
 Yes, Booth identification sign required (to read as follows)

BOOTH ID SIGN TEXT AS FOLLOWS: (20 Characters - BLOCK LETTERING) BOOTH #

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

--

* Logos on sign headers or 20 plus characters available at a cost of \$180.00, please see Graphic and Sign Order form to order from Levy Show Service Inc.



HEAD OFFICE
 12340 Horseshoe Way
 Richmond, BC
 Canada, V7A 4Z1
Fax: 604 277 1736
Telephone: 604 277 1726
Email: operations@levyshow.com



IUPESM World Congress 2015
June 7 - 12, 2015
Metro Toronto Convention Centre
Toronto, ON

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER			
ADDRESS	street	city	state/province	zip/postal code	country		
PHONE	FAX	P/O Number		E-MAIL			
AUTHORIZED CONTACT SIGNATURE X				AUTHORIZED CONTACT - PLEASE PRINT		DATE	

All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling / Exhibit Transportation Terms & Conditions.

PAYMENT INFORMATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> CHEQUE		EXPIRY DATE		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country				
CARDHOLDER'S SIGNATURE X				CARDHOLDER'S NAME - PLEASE PRINT							

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank cheque, however, **we require your credit card authorization to be on file with LSS.** For your convenience, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labour charges.

CALCULATION OF ORDER FORMS

		TOTAL FROM EACH ORDER FORM
Carpet, Drape, & Complements Rental Order Form	\$	<input type="text"/>
Table and Chair Rental Order Form	\$	<input type="text"/>
Accessories Rental Order Form.....	\$	<input type="text"/>
Furniture Rental Order Form.....	\$	<input type="text"/>
Hardwall System Rental Order Form	\$	<input type="text"/>
Graphics and Sign Order Form.....	\$	<input type="text"/>
Plant & Flower Rental Order Form	\$	<input type="text"/>
Audio Visual & Computer Form.....	\$	<input type="text"/>
Material Handling Order Form	\$	<input type="text"/>
Other LSS Services	\$	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

FULL PAYMENT IN CANADIAN FUNDS

\$

To simplify payment, send one cheque payable to Levy Show Service Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Cheque no. Dated in the amount of \$



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 Email: operations@levyshow.com



IUPESM World Congress 2015
 June 7 - 12, 2015
 Metro Toronto Convention Centre
 Toronto, ON

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLOURED CARPET SELECTIONS (16 oz)

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	211.20	269.00	
10 ft. X 20 ft.	422.40	538.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.11	2.69	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.70	3.45	

Blue Red Grey Black

COLOUR CARPET SELECTIONS (28 oz)

Size - 10 ft. X 10 ft.	595.00	755.00	
10 ft. X 20 ft.	1,190.00	1,510.00	
100 - 700 square feet			
Size _____ ft. x _____ ft. = _____ sq. ft.	5.95	7.55	
701 - 1200 square feet			
Size _____ ft. x _____ ft. = _____ sq. ft.	5.60	7.15	

Black Charcoal Navy Cream Cardinal White Grey

A surcharge may be applied for damages incurred after installation.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.30	1.66	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.65	.85	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$7.07/ft	\$9.61/ft	
_____ lin. ft. of 8' high drape	\$9.67/ft	\$13.02/ft	

Blue Red Burgundy Silver White Black
 Hunter Green

COMPLEMENTS (Also see Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	21.00	27.00	
	Tropical plants - 3'- 4'	84.00	110.00	
	Potted flowers	48.00	65.00	
	Retractable stanchion (max. belt length 8 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	85.00	108.15	
	Fish bowl	35.00	44.00	

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
H.S.T. 13%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM


ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT


STANDARD RATE will be applied to all orders not received and paid in full by **May 15, 2015**. We reserve the right to adjust orders calculated incorrectly.


A 25% CANCELLATION FEE will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied. HST#R103315057
 CARPET-DRAPE 2015 10 x 10.cdr

TABLE AND CHAIR RENTAL ORDER FORM & INVOICE






TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		82.50	105.35	
6' x 2' Skirted		105.60	134.40	
8' x 2' Skirted		123.20	156.80	
Fourth side of table skirted		36.60	46.55	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		58.00	75.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Hunter Green				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		118.00	156.00	
6' x 2' Skirted		136.00	173.00	
8' x 2' Skirted		152.00	195.00	
Fourth side of table skirted		36.60	46.55	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		71.00	93.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

 BLACK PEDESTAL TABLE - 36" DIAMETER				
30" Table height		179.30	228.20	

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		94.60	120.40	
 FABRIC ARMCHAIR - GREY		107.80	137.20	
LIMERICK CHAIR		53.65	68.25	
 LEATHER EXECUTIVE CHAIR - BLACK		112.00	147.00	
 GREY GAS LIFT CHAIR		113.30	144.20	
GREY GAS LIFT STOOL		156.20	198.80	
 PADDED HIGH BACK STOOL		122.10	155.40	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
H.S.T. 13%		
TOTAL		

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TABLE-CHAIR 2015.cdr

Accessories



Aluminum Folding Literature Rack



Wire Literature Rack/ Black



Chrome Bag Holder



Coat Tree



Waste Basket



Bar Fridge/ colours vary



Aluminum Easel



Chrome Sign Holder



Pop - Up Booth



Fabric Poster Board / Horizontal or Vertical



Counter / White or Black



Jewelry Case / White









Show Case / White


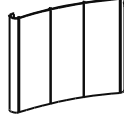



ACCESSORIES RENTAL ORDER FORM & INVOICE



ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		89.00	117.00	
FLAT LITERATURE RACK		187.00	238.00	
 CHROME BAG HOLDER		78.10	99.40	
 COAT TREE		37.40	46.70	
 WASTE BASKET		21.00	27.00	
 BAR FRIDGE 4 cubic feet		203.50	259.00	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		50.00	64.00	

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		85.00	108.00	
 POP-UP BOOTH 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		1985.00	1985.00	
 TALL CABINET SHOW CASE 3 shelves with lockable door 20" X 40" X 96" <input type="checkbox"/> Lights \$75.00		696.00	886.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 42" tall <input type="checkbox"/> Lock (\$21.00 each)		White 345.00	White 440.00	
		Black Fabric 345.00	Black Fabric 440.00	
 SHOW CASE - White Two shelves 20" x 40" x 42" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		408.00	519.00	
CURVED COUNTER 1.36 m		493.00	627.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
H.S.T. 13%		
TOTAL		







PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
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ACCESSORIES 2015.cdr

FURNITURE RENTAL ORDER FORM & INVOICE (refer to colour slick)



ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 17" H x 30"D Coffee Table Black		84.00	110.00	
 30" H x 36"D Round Ped Table Black		179.30	228.20	
 40" H x 30"D Round Ped Table Chrome		99.00	130.00	
 GIRARI GLASS COCKTAIL TABLE 40" H x 30"D Bar Height		134.00	175.00	
 CHROME & PLEXI COFFEE TABLE 24" x 48" x 21" high <input type="checkbox"/> Black <input type="checkbox"/> White		132.00	173.00	
 CHROME & PLEXI END TABLE 18" x 18" x 21" high <input type="checkbox"/> Black <input type="checkbox"/> White		101.00	132.00	

CHAIRS

 FABRIC ARMCHAIR - GREY		107.80	137.20	
 LIMERICK CHAIR		53.65	68.25	
 FABRIC SLED BASE CHAIR - GREY		94.60	120.40	
 PADDED HIGH BACK STOOL		122.10	155.40	
 YALETOWN PADDED STOOL		Black 101.00	Black 132.00	
		White 111.00	White 145.00	

LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 CITI LOVESEAT/BLACK		380.00	483.00	
 CITI BLACK CHAIR		281.00	357.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
H.S.T. 13%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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FURNITURE(new) 2015.cdr

HARDWALL SYSTEM 10' x 10' EXHIBITS

MODEL 110 - 10'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110



DELUXE MODEL 110

MODEL 120 - 10'x10' CORNER



OPTIMUM DISPLAY - call for quote



BASIC MODEL 120



DELUXE MODEL 120

MODEL 130 - 10'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 130



DELUXE MODEL 130

MODEL 140 - 10'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 140



DELUXE MODEL 140

BASIC HARDWALL PACKAGE INCLUDES

- Aluminum structure
 - White hardwall or colored fabric backwalls
 - Carpet
- Please fill in carpet color selection on order form

- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

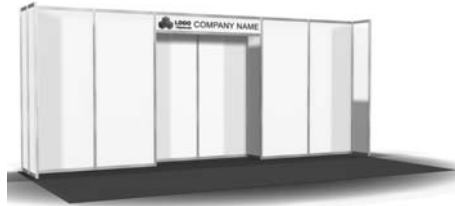


HARDWALL SYSTEM 10' x 20' EXHIBITS

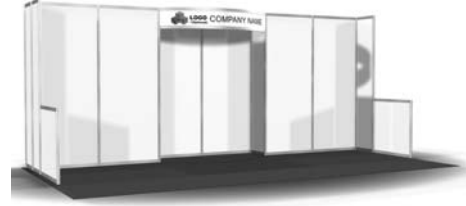
MODEL 210 - 10'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210

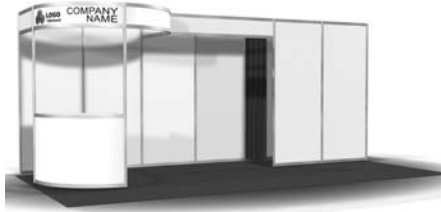


DELUXE MODEL 210

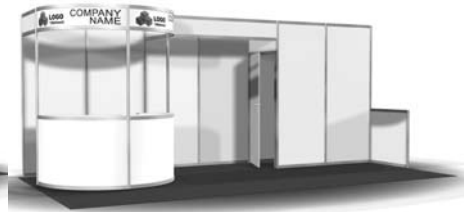
MODEL 220 - 10'x 20' CORNER



OPTIMUM DISPLAY - call for quote



BASIC MODEL 220

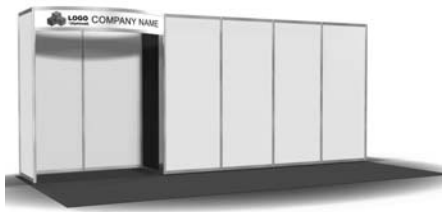


DELUXE MODEL 220

MODEL 230 - 10'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 230

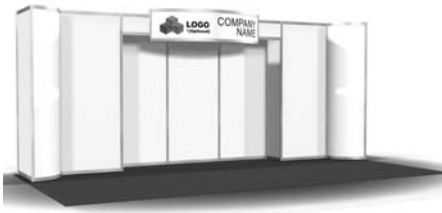


DELUXE MODEL 230

MODEL 240 - 10'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 240



DELUXE MODEL 240

BASIC HARDWALL PACKAGE INCLUDES

- Aluminum structure
 - White hardwall or colored fabric backwalls
 - Carpet
- Please fill in carpet color selection on order form

- Header assembly
 - Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form



Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With decades of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.



GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	42.00	66.00	
	7" x 44"	70.00	110.00	
	11" x 14"	49.00	73.00	
	14" x 22"	78.00	115.00	
	22" x 28"	100.00	150.00	
	28" x 44"	139.00	194.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	2.60	4.47	
	Easel back on sign (Up to 22" x 28")	9.17	15.69	
	Logo sign	\$180.00		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LSS specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai)
- Photographic & Pixel based complex graphics (Bitmap Files) must be MINIMUM 75 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & .jpg, (flattened images)
- All text MUST be outlined / converted to curves (if vector files) and embedded fonts (if bitmap files)
- No bleed or crop marks on files (create files to exact dimensions)
- Art work is to be received as print ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least two (2) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	22.00	28.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, digital signs, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical
 Horizontal

Levy Show Service Inc.
to design layout

LETTER COLOR SELECTIONS

Blue
 Red
 Green
 Teal
 Black
 Purple

Black lettering will be provided unless otherwise specified.

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
100% CANCELLATION FEE (OFFICE USE ONLY)		
DIGITAL SET UP FEE	\$50.00	
RUSH DELIVERY (IF NECESSARY)		
SUBTOTAL		
H.S.T. 13%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **May 15, 2015**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received and then cancelled. HST#R103315057



HEAD OFFICE
 12340 Horseshoe Way
 Richmond, BC
 Canada, V7A 4Z1
Fax: 604 277 1736
Telephone: 604 277 1726
Email: operations@levyshow.com



IUPESM World Congress 2015
June 7 - 12, 2015
Metro Toronto Convention Centre
Toronto, ON

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	48.00	65.00	
	Boston fern	61.00	78.00	
	Hanging green plant	61.00	78.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	84.00	110.00	
	4' - 5' tall floor plant	113.00	148.00	
	6' tall floor plant	140.00	183.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	123.00	162.00	
	Large floral arrangement	160.00	209.00	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
H.S.T. 13%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **May 15, 2015**. We reserve the right to adjust orders calculated incorrectly.

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FLOWER 2015.cdr



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AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
FLAT SCREEN DISPLAYS FOR VIDEO & COMPUTER					
	20" LCD Monitor c/w Speakers 3:4 Ratio	\$118.00	\$155.00		
	32" Video/XGA LCD Monitor c/w Speakers 16:9 Ratio 1366 x 768	\$258.00	\$335.00		
	37" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$324.00	\$422.00		
	42" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$464.00	\$603.00		
	52" LCD Monitor c/w Speakers 16:9 Ratio 1930 x 1080	\$767.00	\$998.00		
	Flat Monitor Floorstand (for use with rental monitors 32" and greater only)	\$88.00	\$114.00		
	Flat Monitor Floorstand with Shelf (for use with rental monitors 32" and greater only)	\$118.00	\$155.00		
FLAT SCREEN DISPLAYS FOR COMPUTER ONLY					
	24" LCD Flatscreen High Resolution WS Monitor 16:9 Ratio 1280 x 1024	\$129.00	\$168.00		
SCREENS / PROJECTION					
	Tripod Screen () 50" x 80" or () 70" x 70" or () 84" x 84" or () 96" x 96"	\$62.00	\$80.00		
	XGA Projector, 2500 Lumens (please call for brighter options) 4:3 Ratio	\$381.00	\$495.00		
	Video cart for projector	\$52.00	\$67.00		
VIDEO PLAYERS					
	DVD Player - Multi Region	\$77.00	\$101.00		
	Blu Ray Disc Player	\$180.00	\$235.00		
VIDEOWALLS					
	BARCO LED Wall 6mm	Please Call			
AUDIO EQUIPMENT					
	Booth Audio Syst. c/w 1 WIRED handheld mic, 1 mixer/amp, 2 speakers on stands	\$206.00	\$268.00		
	UHF wireless microphone () handheld or () headset () or () lavalier	\$180.00	\$235.00		
	Wired Mic (Shure SM58)	\$52.00	\$67.00		
	Slim Lectern Microphone (Shure MX412C)	\$57.00	\$74.00		
	Multi-disc CD Player	\$67.00	\$88.00		
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$67.00	\$88.00		
	Powered Speaker - Tannoy V8 (130W RMs) c/w Speaker Stand	\$108.00	\$141.00		
	Powered Speaker - Tannoy V15 (400W RMs) c/w Speaker Stand	\$129.00	\$168.00		
COMPUTERS & COMPUTER ACCESSORIES					
	17" Notebook Computer	\$299.00	\$388.00		
	Desktop PC P4, c/w 17" LCD	\$299.00	\$388.00		
	Powered Stereo Speakers (pair)	\$72.00	\$94.00		
	HP 4250 + Laser Printer	\$206.00	\$268.00		
	<i>Colour laser printer available upon request</i>				
	Premium Laser Printer Paper (500 sheets)	\$31.00	\$40.00		
OTHERS					

*** IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR PLEASE CONTACT OUR EXHIBITOR SERVICES DEPARTMENT AT 604 277 1726 OR EMAIL operations@levyshow.com AND REQUEST A CUSTOM QUOTE.***



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SPECIAL INSTRUCTIONS

RENTAL AGREEMENT

1. Please forward payment in full with your order.
2. Orders must be received by no later than two (2) weeks prior to show dates.
3. A **100% cancellation fee** will be applied to all orders received and then cancelled.
4. Your representative must be available at your booth on date and time specified to accept delivery of equipment. PLEASE NOTE that the equipment will NOT be left in your booth without an authorized person there to receive it.
5. The equipment is your responsibility until picked up by a Levy Show Service Inc. representative. DO NOT leave equipment unattended in the exhibit booth once the show finishes.

SUPPLEMENTARY CONDITIONS

EXTENSION To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

INSURANCE Insurance for the full replacement value of the equipment rented is the responsibility of the customer.

SOFTWARE CONDITIONS

SOFTWARE The customer agrees to be bound by all applicable licence and copywrite laws of any of the software on this equipment.

GUARANTEES & RESPONSIBILITY LIMITATION Levy Show Service Inc. is not responsible for software issues and will charge the customer if it responds to problems caused by the customer's software.

***** INSTALLATION LABOUR *****

Additional labour will be charged at our prevailing rates for installations requiring more than one-half hour.

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH #

COST SUMMARY			
RATE ADJUSTMENT	(OFFICE USE ONLY)		
SUBTOTAL			
Cables & Consumption (+5% on equipment)			
Special Installation Charges			on request
Basic Installation & Transportation Charges			\$180.00
H.S.T. 13%			
TOTAL			

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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A 100% CANCELLATION FEE will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.
 GST #R103315057



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LABOUR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY SHOW SERVICE INC. SUPERVISED

MOVE IN MOVE OUT

LEVY SHOW SERVICE INC. WILL SUPERVISE labour to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the labourers provided by Levy Show Service Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____
Labour will be dispatched to your booth space at the time specified. Please ensure that your supervisor is present as hourly labour charges will begin at start time indicated below.

A 25% (\$36.00 minimum) Surcharge will be added to the labour rates below for this professional supervision.

LABOUR RATES (RATES ARE PER HOUR)		Discount Advance Rate	Show Site Rate
REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$99.00 per Hour	\$138.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday & Sunday	\$150.00 per Hour	\$210.00 per Hour
DOUBLE TIME	All other times not mentioned & statutory holidays	\$198.00 per Hour	\$275.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS (RATES ARE PER HOUR)

REGULAR TIME	____ Labourers	____ Hours	\$99.00 / \$138.00	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Labourers	____ Hours	\$150.00 / \$210.00	\$ _____ Total	
DOUBLE TIME	____ Labourers	____ Hours	\$198.00 / \$275.00	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Labourers	____ Hours	\$99.00 / \$138.00	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Labourers	____ Hours	\$150.00 / \$210.00	\$ _____ Total	
DOUBLE TIME	____ Labourers	____ Hours	\$198.00 / \$275.00	\$ _____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
H.S.T. 13%		
TOTAL		

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labour hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

STANDARD RATE will be applied to all orders not received and paid in full by **May 15, 2015**. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labour orders. HST #R103315057

PAYMENT & LABOUR

The terms and conditions set forth below become part of the contractual agreement between Levy Show Service Inc and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOUR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY SHOW SERVICE INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH LEVY SHOW SERVICE INC.**

DEFINITIONS

"Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in CDN. or U.S. Funds and all cheques must be drawn on a Canadian or U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LSS except where specifically identified as a sale. All LSS rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation 100% of original fee will be applied. It is the EXHIBITOR'S responsibility to advise LSS Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LSS requires a British Columbia or Federal tax exemption number. For EXHIBITORS, LSS requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in CANADA, upon receipt of invoice. In the event of any dispute between EXHIBITOR and LSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to LSS relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LSS shall be considered a separate transaction, and shall be resolved on its own merits. LSS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LSS may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOUR PROVIDED UNDER THE SUPERVISION OF LSS

RESPONSIBILITIES

LSS shall be responsible for the performance of labour provided under this option. LSS cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LSS's direct supervision and control. In no event shall LSS be liable for loss or damage caused by delay in labour beginning work when EXHIBITOR requests labour to begin later than the start of the working day. LSS shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LSS's reasonable control.

INDEMNIFICATION

LSS agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LSS employees, or property damage arising out of work performed by labour provided by and supervised by LSS, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is responsibility of EXHIBITOR to supervise labour secured through LSS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LSS Safe Work Rules and/or Federal, Province and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of the EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LSS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LSS employees, and/or property damage arising out of work performed by labour provided by LSS but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LSS includes any and all violations of Federal, Province or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by LSS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LSS'S MATERIAL HANDLING TERMS AND CONDITIONS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LSS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LSS.



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 12340 Horseshoe Way
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IUPESM World Congress 2015
 June 7 - 12, 2015
 Metro Toronto Convention Centre
 Toronto, ON

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS and all Van Lines are included in this category due to their delivery procedures.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

Straight Time - 8:00 A.M. To 4:30 pm Monday through Friday

Overtime - 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**** Please be advised that overtime charges may apply during move-in or move-out.****

DESCRIPTION	CWT Price	Minimum
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 78.00	\$ 156.00
Special Handling Shipment.....	99.00	198.00
Uncrated or Pad Wrapped Shipment.....	112.00	224.00
Advance Shipment		
Crated or Skidded Shipment.....	\$ 86.00	\$ 172.00
Special Handling Shipment.....	115.00	230.00
Late to Warehouse (In Addition to Base Rate).....	42.00	84.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 29.00	\$ 58.00
Special Handling Shipment.....	29.00	58.00
Uncrated or Pad Wrapped Shipment.....	29.00	58.00
Overtime Charge (Outbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 29.00	\$ 58.00
Special Handling Shipment.....	29.00	58.00
Uncrated or Pad Wrapped Shipment.....	29.00	58.00

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS ÷ 100 = 12		\$86.00	\$1,032.00
E X A M P L E				
<p>PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.</p>				
		RATE ADJUSTMENT (OFFICE USE ONLY)		
		SUBTOTAL		
		H.S.T. 13%		
		TOTAL		

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



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SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY SHOW SERVICE INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

IUPESM World Congress - BOOTH NO. & COMPANY NAME
YRC/REIMER
6130 Netherhart Road
Mississauga, ON L5T 1B7

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of three business days in advance of the show move-in date. Shipments received less than three business days prior to the move-in day are subject to a late fee of \$25 per hundred pounds and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 16:00, Monday to Friday, no earlier than **May 6, 2015** and no later than **June 3, 2015**.

Shipments must include an official weight ticket or bill of lading.

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY SHOW SERVICE INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



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SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

IUPESM World Congress 2015- BOOTH NO. & COMPANY NAME
Metro Toronto Convention Centre
222 Bremner Blvd
Toronto, ON M5V 3L9

PLEASE REFER TO YOUR EXHIBITOR MANUAL FOR SHOW-SITE DATES AND TIMES.
Shipments must include an official weight ticket or bill of lading.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

TERMS & CONDITIONS

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR
- ~ WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LSS'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY SHOW SERVICE INC. IS THE OFFICIAL SHOW CONTRACTORS; OR
- ~ WHEN AN ORDER FOR LABOUR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY SHOW SERVICE INC.

1. **DEFINITIONS.** "Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LSS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LSS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LSS labels; or Improper information on empty labels. LSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LSS highly recommends the securing of security services from the Facility or Show Management. If any employee of LSS or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that LSS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LSS highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LSS by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup. In order to expedite removal of materials from the show site, LSS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by LSS at show site. LSS assumes no liability as a result of such re-routing or handling.
6. **LSS'S RESPONSIBILITIES.** LSS shall be responsible only for those services which it directly provides. LSS assumes no responsibility for any persons, parties, or other contracting firms not under LSS's direct supervision and control. LSS shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LSS's reasonable control, nor for ordinary wear & tear in the handling of materials. LSS and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to LSS in time to obtain the proper equipment.
7. **INSURANCE.** It is understood that LSS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LSS with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be submitted to LSS by the close of the show. No suit or action shall be brought against LSS or its subcontractors more than one year after the cause of action.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LSS for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LSS's sole and exclusive MAXIMUM LIABILITY for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.30 per pound article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN TORONTO, ON.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LSS, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgements, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labour secured through LSS, or the negligent supervision of such labour by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of CANADIAN or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LSS and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LSS for material handling and transportation services, waives and releases all claims against LSS, its employees, agents, officers, and directors, with respect to all matters for which LSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

YRC/REIMER
6130 Netherhart Road
Mississauga, ON L5T 1B7

EVENT: IUPESM World Congress 2015

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

YRC/REIMER
6130 Netherhart Road
Mississauga, ON L5T 1B7

EVENT: IUPESM World Congress 2015

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.

SHOWSITE

To: _____

EXHIBITOR NAME

**Metro Toronto Convention Centre
222 Bremner Blvd
Toronto, ON M5V 3L9**

EVENT: IUPESM World Congress 2015

BOOTH NO. _____ **#** _____ **OF** _____ **PCS.**

----- Cut along line and tape label to shipment -----

SHOWSITE

To: _____

EXHIBITOR NAME

**Metro Toronto Convention Centre
222 Bremner Blvd
Toronto, ON M5V 3L9**

EVENT: IUPESM World Congress 2015

BOOTH NO. _____ **#** _____ **OF** _____ **PCS.**

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.

If more labels are needed, copies are acceptable.



HEAD OFFICE
 12340 Horseshoe Way
 Richmond, BC
 Canada, V7A 4Z1
Fax: 604 277 1736
 Telephone: 604 277 1726
 Email: operations@levyshow.com



IUPESM World Congress 2015
 June 7 - 12, 2015
 Metro Toronto Convention Centre
 Toronto, ON

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labour. Levy Show Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labour should be made through Levy Show Service Inc. in advance whenever possible. Official labour forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Show Service Inc. no later than May 15, 2015.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the Metro Toronto Convention Centre. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Show Service Inc. with **Certificates of Insurance naming Levy Show Service Inc., International Conference Services and the IUPESM World Congress 2015 as additional insured's by May 15, 2015.** These Certificates or Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the May 15, 2015. If this form and the certificate or insurance from the non-official contractor is not received by May 15, 2015, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ Prov/State: _____ PC/Zip: _____

Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

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
Email: esa.cambridge@electricalsafety.on.ca

Mail to: Electrical Safety Authority
400 Sheldon Drive, Unit 1
Cambridge, Ontario N1T 2H9

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 \$59.00 + \$7.67 HST = \$66.67 payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and 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



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
Email: esa.cambridge@electricalsafety.on.ca

Mail to: Electrical Safety Authority
400 Sheldon Drive, Unit 1
Cambridge, Ontario N1T 2H9

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 \$136.00 + \$17.68 HST = \$153.68 per piece of equipment payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and 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



Canada Customs Regulations

Customs Regulations and Customs Bonds

Equipment and exhibits, in most cases, may be brought in free of duties and taxes, provided that, a Customs Broker provides a bond to cover all imports to the show.

Exhibitors not using a Customs Broker may be required to post a deposit, or pay duties and taxes, with Canada Customs.

It is recommended that associations contact a customs broker to have their event recognized with Canada Customs, providing them and their exhibitors an opportunity to obtain maximum benefits.

Material accompanying exhibitors

Hand baggage

If exhibitor staff bring any equipment or display material with them via aircraft, the exhibitor must have with them an equipment list showing description, country of origin and value.

When going through customs at the airport, the exhibitor will declare their goods. If the show is recognized, customs will give them documentation (Customs C6 Form) to give to the customs broker when they arrive at the show. If the show is not recognized, the exhibitor will be required to pay full duties and taxes or post a deposit with customs (direct to customs).

When leaving Canada with the equipment, documentation must be validated by Canada Customs at the airport prior to leaving the country.

Private Vehicle

The United States and Canada have now adopted a mandatory advanced electronic notification system. For this reason, it is recommended that any exhibitors wanting to drive their goods across the border contact a customs broker.

Imported Advertising Material (including give-away samples)

Advertising material including give-away items are subject to full duties and taxes. Please contact your customs broker to further assist.

Bonded Goods Sold at the Show

Customs Brokers are prepared to handle any release of this type of transaction. The exhibitor or their client must issue payment for duty, taxes and brokerage fees before material can be cleared from the show site.

If the above has not been complied with at the end of the show move-out period, the goods must be removed at the exhibitor's expense to a Bonded Warehouse for subsequent duty and tax payment and clearance.

Exhibitors wishing to contact Canada Customs directly may call:

Canada Border Services Agency
International Exhibitions & Convention Services Program
1980 Matheson Boulevard East
P.O. Box 7000, Station "A"
Mississauga, Ontario L5A 3A4

T: (905) 803-5261
F: (905) 803-5388
E: IECSP-PSEIC_GTA@cbsa-asfc.gc.ca



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 Metro Toronto Convention Centre 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 the Convention Centre 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. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Provincial Ministry of Labour Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. 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 (10 ft) 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.



Notice to Exhibitors / Display Companies

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.
11. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Metro Toronto Convention Centre 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 the Convention Center 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 Convention Centre.
14. You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management employee.

Metro Toronto Convention Centre Recycling Program

A large volume of material goes in to creating a successful event – from cardboard boxes, pallets and Styrofoam for shipping, to carpet and decor which make the space look fabulous. Not to mention the food and beverages consumed and enjoyed throughout. Although much of this material is used up during the event, or saved and reused afterwards, a lot ends up getting tossed.

To this end, the Metro Toronto Convention Centre (MTCC) has developed an aggressive waste reduction program.

We continuously strive to be good corporate citizens and to recycle as much as possible, both the material left over from events and that which is generated internally. This is an invitation to our exhibitors, show managers, 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 material sent to landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful! Here's how you can participate and make an impact.

Recycling on the Show Floor

- Use the recycling bins as marked – large bins are made available during move-ins/outs for wood / metal, cardboard / plastic / paper, and organics. If you do not see the bins, please inform one of our Cleaning Staff and they will be pleased to help
- Keep food separate from other materials – if normally recyclable material is contaminated by food or drink, it will be sent to landfill
- Take a look at our Recycling Program for Exhibitors:
<http://www.mtccc.com/exhibitors/forms.aspx#video>



Recycling in Meeting Rooms & Public Spaces

- Clearly marked recycling bins are conveniently located throughout the centre – the available streams are plastic / metal / glass, organics, paper, and waste
- It is important to note that this material is only accepted for recycling when it is separated properly at the source – if contamination occurs, the material will be sent to landfill

Donations

- If you no longer need certain materials, but they could be used by someone else, keep it aside so we can donate it for you. We work with several local charities and organizations that can use items such as pens, paper and notebooks, binders, bags, samples, furniture, etc.
- Inform an MTCC staff member of the item(s) to be donated and we will take care of the rest

Promote our Recycling Program

- It is important that everyone involved in the event be aware of the recycling requirements
- Show Managers, please use the communication tools provided to you by the Exhibitor Services team in all of your printed materials, emails, and brochures

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

Like to learn more? Reach out to our Exhibitor Services team for communication material and check out <http://www.mtccc.com/green> for information about the Sustainability Program at the MTCC, including food waste management and energy saving measures.

Vehicle Marshalling / Move-In

A marshalling yard has been established at 100/120 Cherry 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 3.8 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 0700–2359. Charges will be applied between 0001–0700.
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 the Convention Centre 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 the Convention Centre 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 at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

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 / (416) 585-8278 or cell number (416) 529-3461.



Directions from the Cherry St. Marshalling Yard to the Metro Toronto Convention Centre:

(A) Directions to the Metro Toronto Convention Centre North Building, West Ramp

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Yonge St.
4. Turn left onto Wellington St.
5. Turn left onto John St.

Entrance to the West Ramp will be to your left.

(B) Directions to the Metro Toronto Convention Centre North Building, East Loading Dock & West Freight Elevator

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left toward the Convention Centre Internal St.

Entrance to the East Loading Dock will be immediately to your left.

(C) Directions to the Metro Toronto Convention Centre South Building, Loading Dock & Truck Elevator

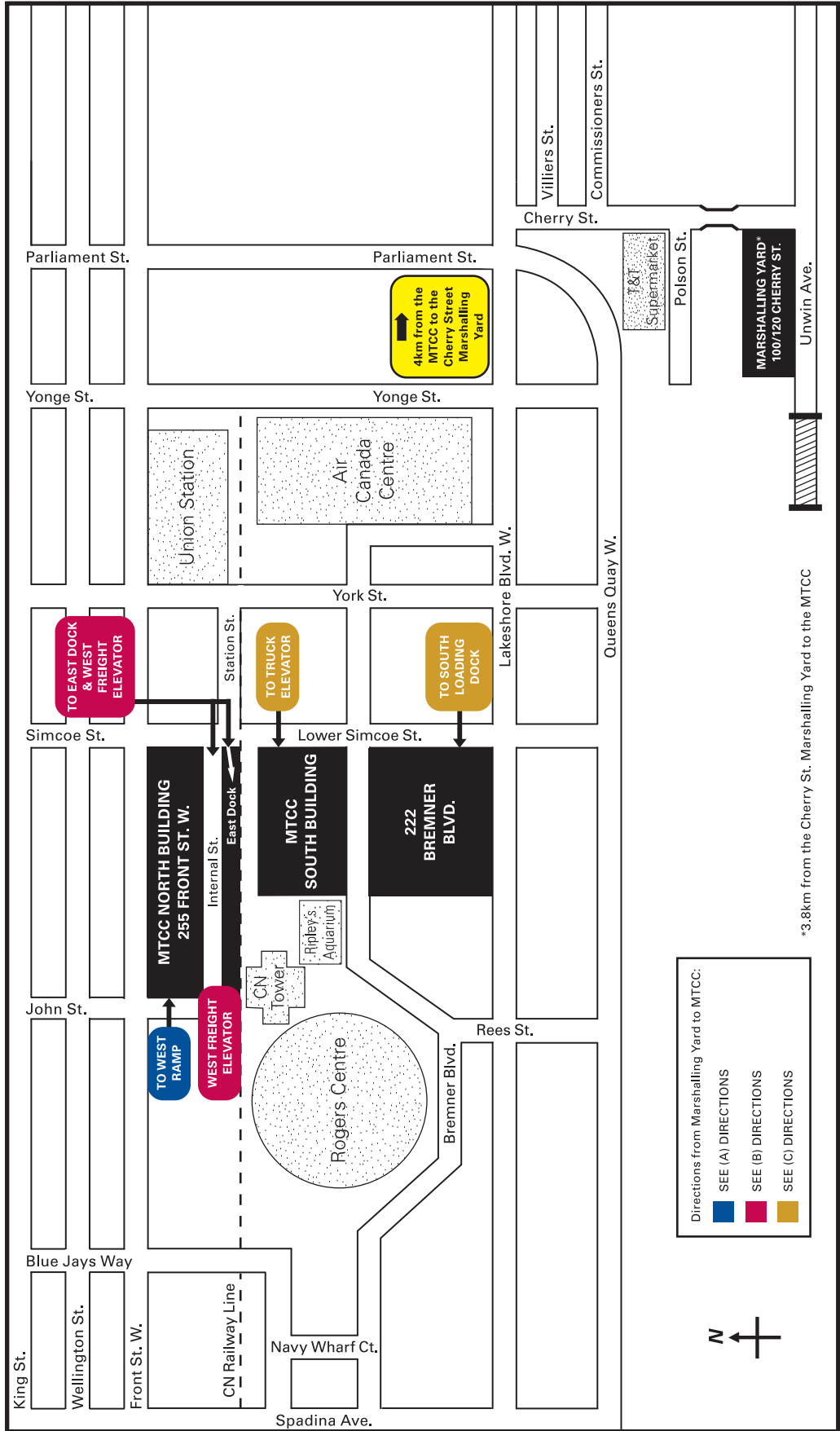
1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.

Entrance to Loading Dock will be immediately to your left.

Entrance to the Truck Elevator is 80m ahead to your left.



Metro Toronto Convention Centre (MTCC)



Directions from Marshalling Yard to MTCC:

- SEE (A) DIRECTIONS (Blue arrow)
- SEE (B) DIRECTIONS (Pink arrow)
- SEE (C) DIRECTIONS (Yellow arrow)



*3.8km from the Cherry St. Marshalling Yard to the MTCC

Map is not to scale

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:** Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with The Metro Toronto Convention Centre 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.

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 inch 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 Electrical Safety Authority (ESA) 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.

Fire Regulations for Exhibitors

Ceiling suspended items

1. All items to be suspended from ceilings including signs, displays, light and sound equipment etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.

Emergency procedures

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Metro Toronto Convention Centre emergency number is 8160, or (416) 585-8160.

As a reminder, the Metro Toronto Convention Centre is a smoke free environment.



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 Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building 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 (six 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 floor plans 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 floor plans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor / Company Name: _____
 Contact Person: _____
 Address: _____
 Postal Code: _____ Booth #: _____
 Telephone #: _____ Fax #: _____

Return completed forms to:
 Metro Toronto Convention Centre, Operations Department
 255 Front Street West, Toronto, Ontario M5V 2W6
 T: (416) 585-8135 | E: fsr@mtccc.com | www.mtccc.com



Emergency Procedures

NORTH AND SOUTH BUILDING
EMERGENCY NUMBER IS **(416) 585-8160 OR**
8160 FROM CLOSEST HOUSE PHONE

IN CASE OF FIRE EMERGENCY

IF YOU SEE FIRE OR SMOKE

- Leave the fire area immediately by the nearest exit.
- Close doors behind you.
- Activate the nearest fire alarm pull station.
- Leave building by nearest exit.

IN CASE OF FIRE ALARM

IF YOU HEAR A FIRE ALARM ALERT SIGNAL (SLOW BEEPING SOUND)

- Prepare to leave the building.
- Await instructions over the loud speakers (approximately one minute).

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL (FAST BEEPING SOUND)

- Leave the building via the nearest exit.
- Do not use elevators.
- If you encounter smoke in the stairway, use alternate exits.
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow instructions over loud speakers or from security staff.

Remain calm...Do not use elevators

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for security office (416) 585-8160 or 8160 from closest house phone.
- Give exact location.
- Give detailed information of the injury and the cause of the injury.
- Remain in contact with security until emergency personnel have arrived.

FOR NON-EMERGENCY SITUATIONS PLEASE CALL (416) 585-8360 OR 8360

If you require this document in an accessible format, please contact us at (416) 585-8199 or accessibility@mtccc.com.
If you require additional support or an accommodation in the event of an emergency evacuation,
please notify Security upon your arrival to the Centre at (416) 585-8360.



Rigging Policy / Overhead Work

This policy applies to all overhead work at the Metro Toronto Convention Centre. 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 Metro Toronto Convention Centre 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.

Rigging Plot submit to:

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

T: (416) 585-8148 | E: smuncaster@mtccc.com | 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 Metro Toronto Convention Centre, 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 on-site personnel, for both the set-up and teardown.

Prior to rigging any significant loads in the Metro Toronto Convention Centre 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.

Rigging Plots are not required for banners, signs or other small loads that will be installed by SHOWTECH Power & Lighting. Please contact SHOWTECH Power & Lighting at(416) 585-8500 or email Rick Green, Technical Producer, at rgreen@showtech.ca

Rigging Plot submit to:

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

T: (416) 585-8148 | E: smuncaster@mtccc.com | 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 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 of the Metro Toronto Convention Centre 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 the Metro Toronto Convention Centre: _____

Event move-in date/time: _____

Event move-out date/time: _____

Company Director's Signature: _____ Date: _____

Date Received by the Metro Toronto Convention Centre: _____

Metro Toronto Convention Centre Director: _____

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

NOTE: Rigging Load Release Form is only required for significant rigging activities and should accompany the Rig Plot sent for approval. It is not for banners, signs or other small loads that will be installed by SHOWTECH Power & Lighting.

Return completed form to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com

Exhibitor General Information & Policies

Employees, Service and Labour Charges

- Catering employees will deliver food and beverage, service, and clean related areas
- Catering personnel are not permitted to perform any non-food service related duties or act as badge checkers or ticket takers
- All food and beverage charges are subject to 18% service charge and 13% HST tax
- Disposable service ware is used on all food and beverage functions on the Exhibit Floor
- Exhibitor Booth Catering does not supply tables for your booth.
You must order these through the contracted service contractor

Exclusivity

1. The Catering Department retains the exclusive right to provide, control and retain all food and beverage services through the facility for events
2. All food and beverage items must be supplied and prepared by the Metro Toronto Convention Centre Catering Department, THIS INCLUDES BOTTLED WATER
3. No food, beverage, or alcohol will be permitted to be brought into or removed from the Metro Toronto Convention Centre facility by the client or any of the client's guests or invitees without written approval by the Catering Department
4. Requests must be received by the Catering Department no less than three (3) weeks prior to the first day of the event
5. The Catering Department reserves the right to assess a charge for such exclusions to exclusivity

Billing, Payments and Cancellations

- All menu prices are subject to change at any time; this also includes service charge and sales tax
- \$25.00 delivery fee is applied to all orders under \$60.00
- Booth deliveries on a Statutory Holiday are subject to a 5% surcharge on listed menu prices
- Full payment of the total estimated food and beverage and signed contract (BEO) is due in our office at least one (1) week prior to the first scheduled food function
- Event pre-payments of less than \$5000.00 can be processed by credit card. All other payment must be by company cheque or wire transfer
- On-site orders will require payment by Credit Card
- Cancellations received three (3) business days prior to the event day will be charged 75% of the estimated food & beverage charges and those received two (2) business days or less will be charged the full 100% of the estimated food and beverage charges.

Booth Catering Service Menu

Staffing

Booth Attendant \$180.00 / 4 hour shift

Coffee Service

Freshly Brewed Coffee \$42.00 / 10 cups
(regular & decaffeinated)

Tea \$38.00 / 10 cups
(regular, herbal, decaffeinated)

Includes cups, creamers, sugar, artificial sweetener
& stirrers

Beverage Service

Assorted canned soft drinks* \$4.00 / each

Bottled water* \$3.75 / each

Assorted bottle juices* \$4.25 / each

Iced Tea (can)* \$3.75 / each

Iced Tea (brewed) \$34.00 / 10 cups

Lemonade \$34.00 / 10 cups

Water Service

Water dispenser \$85.00

*Rental price per show based on a three (3) day rental and
begins on the first day of deliver, not first day of usage. Client
required to provide power (100 volt, 15 amp)*

18.5 L jug of water \$30.00 / each

Ice Delivery \$20.00 / 11 kg

From the bakery – 2 dozen minimum required

Assorted muffins \$48.00 / dz

Assorted danishes \$49.00 / dz

Assorted croissants \$49.00 / dz

Assorted bagels & cream cheese \$70.00 / dz

Assorted brownies \$37.00 / dz

Assorted dessert squares \$40.00 / dz

Assorted cookies \$35.00 / dz

Assorted cupcakes \$45.00 / dz

† Cupcakes with logo price based on logo,

5 business days notice required

Assorted English scones \$48.50 / dz

From the pantry

Selection of Ontario cheeses \$250.00

20 portion platter

Crudite \$125.00

20 portion platter

Fresh fruit platter \$115.00

20 portion platter

Assorted whole seasonal fruit \$3.75 / each

Mixed nuts \$77.00 / kg

Ontario peanuts \$35.00 / kg

Chips / pretzels \$36.00 / bowl

Granola bars \$2.90 / each

Frito Lay chips / pretzels \$3.00 / bag

Chocolate bars \$2.80 / each

Mints \$3.50 / dz

* 50 or more bottled beverages will be charged on consumption.
If bottled beverages are left for duration of the day, they will be
considered fully purchased.

**PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST
BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER**

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You MUST order through your service contractor. All listed prices are subject to 13% HST and 18% service charge. *Prices in effect until March 31, 2015.*

Booth Catering Service Menu

Box Luncheons (20 minimum per order)

Box lunch #1 \$24.00

Choice of: Roast beef, caramelized onion, horseradish on a panini bun; **or** grilled tofu, teriyaki glaze, julienne grilled peppers, carrots on a spinach tortilla; **or** Greek wrap - grilled chicken, hummus spread, tzatziki, olives, tomato, pickled onions.

Whole fresh fruit and a choice of gourmet cookie or granola bar or cheese & crackers

Box lunch #2 \$22.00

Choice of: Vegan wrap with chick peas, lentils, fresh mint and hummus; **or** Mexican turkey wrap, shaved smoked turkey, jalapeno corn cream cheese, guacamole, tomato, lettuce; **or** Asian beef wrap

Whole fresh fruit and a choice of granola bar or gourmet cookie or cheese & crackers

Box lunch #3 \$21.00

Choice of: Israeli couscous salad with portobello mushrooms, grilled vegetables and grains, in a wrap; **or** Tuna salad, celery lola rosa on spinach tortilla; **or** curry chicken on a bun

Fresh whole fruit and a choice of granola bar or gourmet cookie or cheese & crackers

Action stations

Cappuccino Service

Includes Nespresso machine; 200 capsules & cups; napkins, stir stix, sugar and creamer per day

1 Day Show \$900.00

2 Day Show \$1600.00

3 Day Show \$2000.00

4 Day Show \$2250.00

Additional cups of cappuccino / espresso at \$3.00 / each

Power & labour not included within charge

Requires 110V – 20amp power

Popcorn Cart \$800.00

To include old fashioned popcorn cart, popcorn kernels (yield 900-20 grm servings), butter, salt and popcorn flavouring

Client to supply 110V – 20amp power, 4x4 work space; trash removal and clean-up

Labour not included

NOTE: Prepped popcorn available at \$135.00 / bag; yields 50-20 grm bags

Pretzel Cart \$550.00

To include 50 pretzels, napkins, paper plates, grainy mustard & cheese sauce

Additional pretzels at \$5.00 / each

Power & labour not included within charge

Client to supply 110V – 20amp power, 4x4 work space, trash removal and clean-up

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You **MUST** order through your service contractor. All listed prices are subject to 13% HST and 18% service charge. *Prices in effect until March 31, 2015.*



Bar Service Order Menu

All alcohol sales and consumption in the Metro Toronto Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors and event participants from removing alcohol from the premises.

HOST BAR

Featured brands (1 oz)	\$8.25
Canadian beer / ale	\$7.50
<i>Molson Canadian, Labatt Blue, Molson Coor's light, Labatt Budweiser</i>	
Imported & Premium beer	\$8.00
<i>Imported: Heineken, Becks, Stella Artois, Corona</i>	
<i>Premium: Muskoka lager, Muskoka dark, Muskoka pilsner light, Alexander Keith's, Steam Whistle</i>	
Liqueurs (1 oz)	\$9.75
Martini	\$9.50
Wine by the glass	\$8.50
Sparkling water (300 ml)	\$4.75
Soft drinks	\$4.75
Tropical Fruit Punch (1 litre)	\$45.00
Domestic Beer by the Keg	\$685.00

*A bartender is required to distribute all alcoholic beverages.
A \$250.00 per 4 hour minimum shift labour fee will apply.*

Client to supply a 6'x4' work space, trash removal and clean-up.

**Special order wines, beers and champagnes are sold by the case only
and are not based on consumption.*

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You MUST order through your service contractor. All listed prices are subject to 13% HST and 18% service charge. *Prices in effect until March 31, 2015.*



Food & Beverage Order Form

Contact Name: _____

Booth #: _____

Show: _____

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

BILLING INSTRUCTIONS: Cash Cheque Credit Card

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

Show Dates: _____ Number of People: _____

MORNING SERVICE

Time _____

NOON SERVICE

Time _____

AFTERNOON SERVICE

Time _____

MORNING SERVICE

Time _____

NOON SERVICE

Time _____

AFTERNOON SERVICE

Time _____

Catering Rules and Regulations

The Metro Toronto Convention Centre has exclusive food and beverage distribution rights within the Convention Centre, this includes BOTTLE WATER.

All alcohol sales and consumption in the Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors/event participants from removing alcohol from the premises.

Expositions, sponsoring organizations and /or exhibitors may distribute sample Food and / or Beverage only upon written request, pending authorization. A Sample Request form can be found in your Exhibitor Kit.

Ordering Deadline

All Catering Orders should be received no later than 15 business days prior to the start of the show. All Food and Beverage orders placed on site will be from a reduced menu.

Catering Payment Policy

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

Please discuss any specialty orders with the Catering Department (416) 585-8144



Authorization Request – Sample Food and/or Beverage Distribution

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.

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

General Conditions for Sampling Food & Beverage

- Items dispensed are limited to products **manufactured, processed or distributed** by an exhibiting firm and/or are related to the purpose of the show.
- All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance with **Local Public Health Codes**. **Visit the following link for more information: <http://www.toronto.ca/health/>.**
 - Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4 oz / 118 ml** sample size.
 - Sample food items limited to bite sized (**2x2 inches/5x5cm or 2oz/59gr portions**).
- For sampling questions regarding alcoholic beverages, please contact the Catering Department at **catering@mtccc.com** or call us at **(416) 585-8144**.
- Sponsorships or donations involving Food and/or Beverage products are subject to a **Loss of Revenue Fee** for food and beverage products distributed. This charge is determined based on the product. You may contact us at catering@mtccc.com or (416) 585-8144 to discuss further.
- Samples may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation 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.

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

Company Name: _____ Contact: _____

Office Phone: _____ Mobile: _____ E-Mail: _____

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

Event Room / Hall: _____

Item and purpose of distribution (include quantity, portion size and method of dispensing):

Approved: Yes **No** **Manager's Signature:** _____

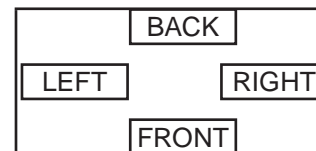
Wired Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the terms and conditions set out on page 3. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

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

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred.

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



Customer provided wireless routers / access points, DHCP Servers, Nat Devices, or Proxy Servers on the MTCC Network are strictly prohibited. Installation of such Devices will result in immediate termination of services ordered.

<p style="text-align: center;">Wired Internet Access \$895 + 13% HST (Two Devices) Advanced rate "Early Bird" discount – \$795 Early Bird rate ends 14 days prior to event moving into the building / contracted space and is <u>not</u> specific to exhibitors move-in.</p> <p style="text-align: center;">\$150 + 13% HST (Additional Devices) There is no advanced rate for Additional Devices Client is responsible for running any additional cables to provide multiple connections</p> <p><small>Please specify DHCP ("Private") IP addressing or Static ("Public") IP addressing. The MTCC recommends that clients have administrative rights to all devices that will be connected to the network</small></p>	<ul style="list-style-type: none"> Wired Internet access includes one Cat5 cable installed in the clients booth and includes access for two devices: # Required – Private <input style="width: 60px; height: 25px;" type="text"/> OR <input style="width: 60px; height: 25px;" type="text"/> # Required – Public Additional devices (one IP address needed per device): # Required – Private <input style="width: 60px; height: 25px;" type="text"/> OR <input style="width: 60px; height: 25px;" type="text"/> # Required – Public 				
Equipment Rental	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">10/100mb 16 Port Switch \$65.00 ea. +13% HST</td> <td style="width: 20%; text-align: center;"># Required:</td> </tr> <tr> <td>Data Cable (50 foot) \$20.00 ea. +13% HST</td> <td style="text-align: center;"># Required:</td> </tr> </table>	10/100mb 16 Port Switch \$65.00 ea. +13% HST	# Required:	Data Cable (50 foot) \$20.00 ea. +13% HST	# Required:
10/100mb 16 Port Switch \$65.00 ea. +13% HST	# Required:				
Data Cable (50 foot) \$20.00 ea. +13% HST	# Required:				
Please indicate any special services required:					

Important Information:

- Wired internet orders must be received at least 48 hours prior to event move-in.
- Wired Internet access provides only one network connection into a booth. The customer must provide or rent a hub or switch and cables for additional device connections.
- There are no refunds for orders cancelled after event 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



Wireless Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the terms and conditions set out on page 3. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

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

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred.

Customer provided wireless routers / access points, DHCP Servers, Nat Devices, or Proxy Servers on the MTCC Network are strictly prohibited. Installation of such devices will result in immediate termination of the services ordered.

<p>Wireless Internet Access</p> <p>\$395 + 13% HST (First Access Code)</p> <p>\$150 + 13% HST (Additional Access Codes)</p> <p>Connection to the MTCC internal wireless network requires a wireless enabled device</p>	<p>One wireless access code is required per device Codes can only be used by one device at time. Codes are transferable.</p> <p>Wireless should not be ordered for devices that will be contained within an enclosed structure</p> <p>Due to general interference in the 2.4 Ghz radio band, it is strongly recommended that devices be set to use the Wi-Fi protocols in the 5.0 Ghz radio band</p>
---	---

Required

Important Information:

- Wireless Internet access utilizes a shared medium and an unlicensed radio spectrum. As such, contention and interference can have a significant impact on connection rates. The MTCC recommends using 5 Ghz devices to mitigate these problems. The MTCC does not guarantee service levels on the 2.4 Ghz radio band.
- The MTCC recommends that clients have administrative rights to all devices that will be connected to the MTCC network
- Use of Wi-Fi rebroadcasting devices (such as Mi-Fi devices) is strictly prohibited.
- Use of routers is not permitted without permission from the Telecommunication Department
- Do not activate hotspots from personal devices as this adds to general interference in the area

<p>Equipment Available for Purchase (if required and subject to availability)</p>	<p>5 Ghz Wireless Adapter \$75.00 ea. +13% HST <small>(must have administration rights to device)</small></p>	<p># Required:</p>
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Please indicate any special services required:

There are no refunds for orders cancelled after show has commenced, or services installed are 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

HST #12140 3141 RT0001

Return completed forms to: Metro Toronto Convention Centre, Telecommunications Department
 255 Front Street West, Toronto, Ontario M5V 2W6

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 fourteen (14) days for Internet – Network Services **PRIOR** to the show / event move-in.
 - 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 either a wireless code, IP address, or per device fee 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.
 - Wireless Internet access utilizes a shared medium and an unlicensed radio spectrum. As such, contention and interference can have a significant impact on connection rates. The MTCC recommends using 5 Ghz devices to mitigate these problems. The MTCC does not guarantee service levels on the 2.4 Ghz radio band
 - The MTCC recommends that clients have administrative rights to all devices that will be connected to the network
 - Use of Wi-Fi rebroadcasting devices (such as Mi-Fi devices) is strictly prohibited.
 - Use of routers is not permitted without permission from the Telecommunication Department
 - Do not activate hotspots from personal devices as this adds to general interference in the area
21. **Internet service requirements / client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard Ethernet Network Interface Card (RJ45 Interface or wireless adapter) for each computer
 - 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.
 - Internet services are provided without any warranties. The MTCC and its' Internet service provider are unable to guarantee uninterrupted service, or that the information accessed through the Web will be free from worms, viruses, Trojan Horses, or other harmful malware. The MTCC shall have no liability whatsoever for claims, losses, actions, damages, suits, or proceedings resulting from other users accessing your hardware; security breaches; eavesdropping; interception of traffic being sent or received. Nor shall the MTCC hold any liability for the loss or deletion of files, errors, defects, delays in operation and transmission. The service speed can vary depending on location, line quality, inside wiring, Internet traffic, and other factors beyond the control of the MTCC. The MTCC provides the service on a "best effort" standard and does no guarantee upload or download speeds. Users agree not to post or transmit any unlawful, threatening, abusive, libelous, defamatory, profane, obscene, pornographic, or racist information, or malware of any kind.

Return completed forms to: Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6



Telecommunication Services Order Form

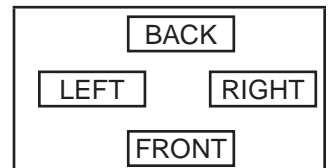
Please read the entire form carefully. By completing this form, you have understood and agreed to the terms and conditions set out on page 2. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

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

VISA MASTERCARD AMERICAN EXPRESS

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



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

Advanced rate "Early Bird" discount – \$200.00

"Early Bird" rate ends 14 days prior to event moving into the building / contracted space and is not specific to exhibitors move-in.

Please Indicate Amount of Lines Needed For Type of Service Required

# Required <input style="width: 80%;" type="text"/>	➔	Long Distance Allowed <small>(Credit Card # or \$500 deposit required per line)</small>	➔	# Required <input style="width: 80%;" type="text"/>	➔	Local Calling Only
---	---	---	---	---	---	---------------------------

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

Equipment Rental		Special Services	
___ Basic Telephone Handset	\$15.00 + 13% HST	___ Voice Mail Box	\$20.00 + 13% HST
___ Handsfree Telephone	\$60.00 + 13% HST	___ Basic Line Features i.e.. Hunting	\$20.00 + 13% HST
___ Polycom Conference Unit	\$160.00 + 13% HST	___ 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	

HST #12140 3141 RT0001

Return completed forms to: Metro Toronto Convention Centre, Telecommunications Department
 255 Front Street West, Toronto, Ontario M5V 2W6



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 fourteen (14) days **PRIOR** to event move-in 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

T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com | www.mtccc.com



Helium Authorization Request

_____ agrees to accept full responsibility for all helium filled products used as part of our display or decorations.

It is agreed that no helium balloons will be handed out. All balloons must be secured to a firm base within the display or assigned space.

This responsibility includes the cost to remove all helium products from the show as well as the retrieval of any that escape.

Helium tanks used for this purpose must be removed from the Centre prior to the opening of the show.

Particulars

Event/Show Name: _____

Size of each balloon: in diameter _____

Number of balloons: _____

Description of set up: _____

Please return completed form (signed by Show Manager) to the Event Co-ordinator, Metro Toronto Convention Centre.

Company: _____ Booth Number: _____

Contact Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Authorized Signature Date

Show Manager Authorization Date

Metro Toronto Convention Centre Authorization Date



Propane Cylinders & Gas Appliances

Rules & Regulations for the Indoor Use of Propane Cylinders and Gas Appliances

Written permission must be received from the Metro Toronto Convention Centre 30 days prior to show date.

Mr. Michel Genier
Operations Manager
255 Front Street West
Toronto, ON
M5V 2W6

Phone: (416) 585-8278
Fax: (416) 585-8125
Email: mgenier@mtccc.com

The following guidelines must be adhered to:

1. Appliances must be approved for indoor use (CSA / UL / ULC);
2. Cylinder capacity must not exceed 5 lbs of propane;
3. A person knowledgeable in the safe operation of the appliance must remain in attendance whenever the appliance is operating;
4. Regular or continuous monitoring (not to exceed 1 hour) that carbon monoxide in the vicinity of the appliance does not exceed 10 ppm;
5. Means shall be provided to protect the public from contact with hot surface or open flames;
6. Proper signage to caution public of hot surface required;
7. A 5 lb ABC fire extinguisher must be provided;
8. Main shut off valve to be accessible. Valve to be turned off during non-show hours;
9. Permission must be obtained from the Show Manager;
10. 20' separation between appliances (Natural Gas appliances to follow manufacturer guidelines);
11. 5 million liability insurance including the Convention Centre as additionally insured.

Should you agree to abide by these requirements, permission will be granted, provided a signed copy of this letter along with proof of proper liability insurance as outlined in #11, to be returned prior to show move-in.

I agree to the conditions outlined in the Metro Toronto Convention Centre rules and regulations for indoor use of propane cylinders and gas appliances.

Signature: _____ Print Name: _____ Date: _____

Event Name: _____ Company: _____ Booth #: _____



Animal Authorization Request

In accordance with the Metro Toronto Convention Centre Operating Guidelines:

This is to certify that _____ will not hold the Convention Centre financially liable for any damages or injuries resulting from a _____ (animal) in the _____ (event/location).

The following rules must be abided by:

1. Final approval will be at the discretion of Licensee.
2. Insurance on behalf of _____ covering minimum comprehensive general liability of \$5,000,000 containing a cross liability clause with Metro Toronto Convention Centre named additionally insured. Approval by the Licensor is subject to receipt of proof of insurance.
3. The animal must be in the building only during the public/trade show times and removed from the Convention Centre property daily.
4. The animal must remain within the booth and must not wander down aisles or in public areas.
5. The animal must be kept in a cage or otherwise held by a leash within the booth and be under full supervision of a keeper at all times while in the Centre.
6. Animals must be treated in accordance with the guidelines of the Ontario Humane Society.
7. _____ assumes full responsibility for all costs related to extra cleaning or damages resulting from the animal.

Please return completed form (signed by Show Manager) to the Event Manager, Metro Toronto Convention Centre.

Company: _____ Booth #: _____

Contact Name: _____

Address : _____

Telephone #: _____ Fax #: _____

Authorized Signature

Date

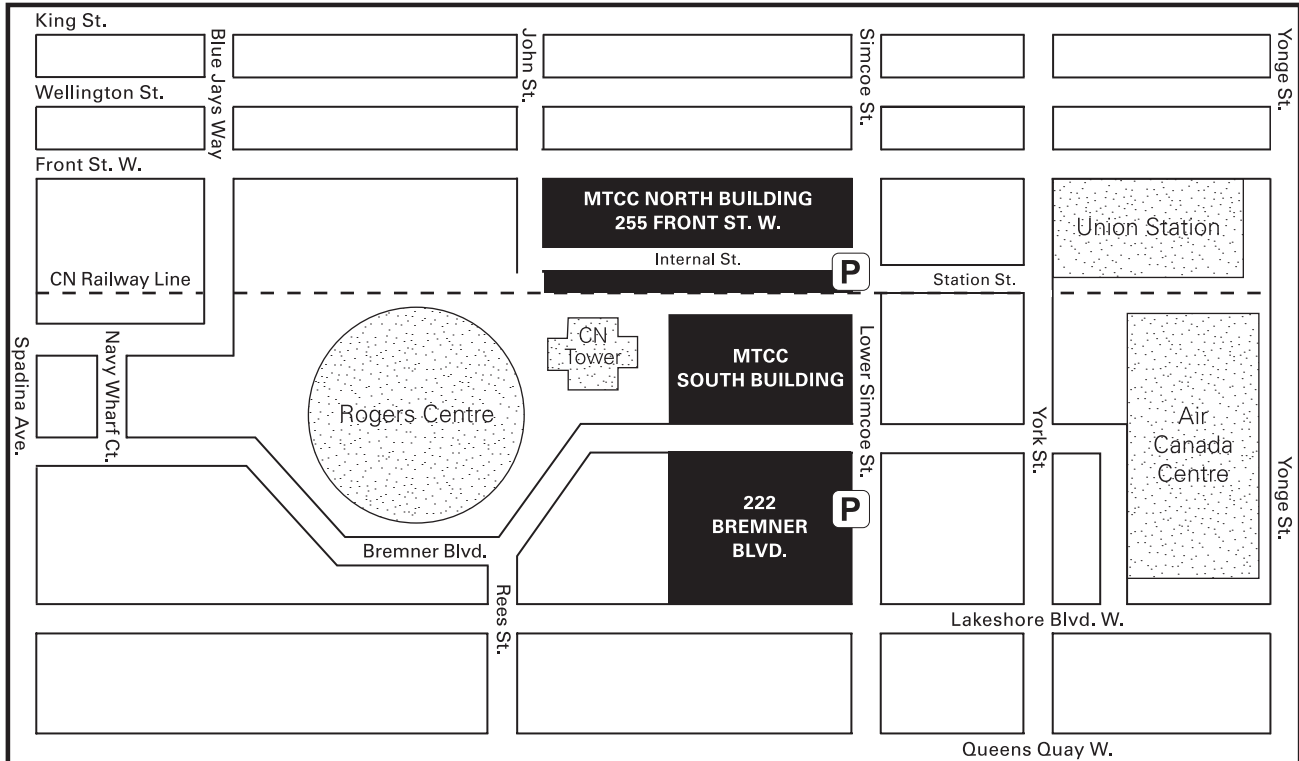
Show Manager Authorization

Date

Metro Toronto Convention Centre Authorization

Date

Exhibitors Parking Pass Order Form



Map is not to scale

04|12

Return completed form to: Metro Toronto Convention Centre, Exhibitor Services
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8387 | F: (416) 585-8388 | E: exhibitor-services@mtccc.com | www.mtccc.com

Metro Toronto Convention Centre – Business Centre Price List

Items	(\$)	Items	(\$)
2-Way Telephone Duplex Jack	8.00	Notepad	7.00
2GB USB Flash Drive	10.00	Packing Tape	8.00
Adjustable Wrench	15.00	Paper (one package)	10.00
Audio Cables	8.00	Paper Clips (any size)	5.00
Bubble Wrap (various sizes)	1.00-10.00	Pen (per pen)	2.00
Batteries (AA – per battery)	2.00	Plastic Bowl	1.00
Batteries (AAA – per battery)	2.00	Plastic Paper Protectors (10 per pack)	5.00
Cable Adaptor USB	10.00	Push Pins (one box)	5.00
Calculator	10.00	Receipt Book	5.00
Clip Boards	5.00	Report Cover	2.00
DVD-R Recordable Disc	8.00	Rubber Bands	5.00
Envelopes (per envelope)		Ruler	2.00
Large	2.00	Safety Glasses	12.00
Small	0.50	Scissors	6.00
File Folder	2.00	Scotch Tape	5.00
Fire Extinguisher (rental)	30.00	Screwdriver	15.00
Frame (plastic)		Screwdriver Set	10.00
Large	20.00	Sharpie Marker	3.00
Small	10.00	Stapler (includes 2 rows of staples)	12.00
Glass Bowl	10.00	Staples (one box)	8.00
Glue Stick	3.00	Staples (one row)	1.00
Hammer	15.00	Stapler Remover	2.00
Hard Hat	25.00	Sticky Notes	3.00
Highlighter (yellow, pink, orange, green)	3.00	Tablecloth	10.00
Metal Utility Cutter	10.00	Tent Cards (100 cards)	6.00
Name Badge Holders	3.00	Transferile Tape (indoor Scotch Tape)	10.00
Needle Nose Pliers	15.00	Trans-select Rolls	3.00
		USB iPod Extensions	8.00
Fax Service			(\$)
Local			3.00 first page /1.00 each additional page
Long Distance (Canada & United States)			5.00 first page /1.50 each additional page
International (Overseas)			8.00 first page /1.50 each additional page
Incoming Fax			3.00 first page /1.00 each additional page
Photocopies			
Black & White – Single-sided			0.30 each
Black & White – Double-sided			0.35 each
Colour – Single-sided			1.00 each (North Building only)
Colour – Double-sided			1.50 each (North Building only)
Document Printing			
From Disk or USB Flash Storage Memory Stick			0.30 per page
Printing from Exhibitor Services Email Address			1.00 per page
Internet Access (North Building only)			
10 Consecutive Minutes			5.00
Document Scanning			
			5.00
Small Parcel Service			
Letter Handling Fee			15.00
Boxes / Cylinders Handling Fee			40.00

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of rental lighting, temporary electrical, sign/banner hanging and mechanical services at the Metro Toronto Convention Centre. SHOWTECH looks forward to working with you and hopes that your show experience is a success.

SERVICES WE OFFER:

For your convenience, **SHOWTECH POWER & LIGHTING** is pleased to offer the following services:

- Rental Lighting
- Temporary Electrical Services
- Sign & Banner Hanging (as per Show Management's Rules & Regulations)
- Mechanical Services (such as compressed air, water lines, drains, etc.)

PRICING:

- **Discount Pricing:** To take advantage of our Discount Price, all completed forms and full payment must be received on or before
- **Regular Pricing:** Regular Prices will be charged after the Discount Price date has passed and up until the first day of show move-in. The date range for placing orders at the Regular Price is
- **On Site Pricing:** All orders received beginning on the first day of show move-in through the completion of the event, will be subject to On Site Pricing.

PAYMENT:

SHOWTECH POWER & LIGHTING accepts payment by VISA, MasterCard and American Express. Cheques will be accepted if received by the Discount Price date. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.

ONLINE ORDERING:

Please visit www.showtech.ca, choose the "Online Ordering" tab and follow the on-screen instructions. Please note that not all shows are available for online ordering. If your search for an upcoming show does not produce any results, please complete the attached order forms and return them to the fax number listed at the top of the forms.

If you need assistance or require additional information, please contact one of our Customer Service Representatives at 905.283.0550.

ELECTRICAL

1. The Metro Toronto Convention Centre voltages are 600/120/208 volts 3 phase. Please check with your technical coordinator to see if your machines are compatible with these voltages. If so, you will save on costs.
2. All other voltages are available from SHOWTECH with the use of a transformer. Transformers must be placed within your booth space so please allow for the transformer when you do your space plan/layout. Approximate size can be provided by SHOWTECH (see below for contact info).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 volt connections do not require a transformer.
5. The Metro Toronto Convention Centre has floor ports.
6. Power will be distributed by SHOWTECH from floor ports and exterior walls. Power can be dropped from the ceiling if required (additional charges apply). To order power, please contact our office at 416.585.8109.
7. If you have an island booth, please indicate a main power drop location on SHOWTECH's Booth Layout Form and submit the form with your Electrical Order Form. We will distribute under carpet outlets from that location.

Ontario's Electrical Safety Authority (ESA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the ESA before show opening. Exhibitors are responsible to obtain "Permission to Show/Energize" from the ESA directly. SHOWTECH cannot apply or be responsible for this permission. To obtain the ESA "Permission to Show/Energize", go to <http://www.esasafe.com/contractors/worker-safety/product-review/product-approval-requirements> to apply for permission/approval from the ESA. **Apply as soon as possible to avoid onsite complications.**

MECHANICAL – North Building (Halls A, B, C) & South Building (Halls D, E, F, G)

8. Compressed air pressure is approximately 110 PSI and available anywhere in the facility by ordering from SHOWTECH. Please use the SHOWTECH's Mechanical Order Form to order this service.
9. The Metro Toronto Convention Centre has floor ports.
10. **In the North building** air lines, water lines, natural gas and drains are available from floor ports.
In the South Building air lines are distributed from the ceiling; water lines and drains are available from floor ports.
11. Only ½" air lines can be run under carpet in booths.
12. If you have an island booth, please submit the Booth Layout Form with your Mechanical order indicating where you would like the services to be located within your booth space.
13. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
14. If you require hot water for your booth, an electric hot water tank will need to be installed by SHOWTECH within your booth space. Please plan accordingly and notify us in the Special Requirements space on the bottom of the SHOWTECH Mechanical Order Form or call for assistance (416.585.8109).
15. Natural gas is available in the **North building (Halls A, B, C) only**. Please check with SHOWTECH (416.585.8109) or Show Management, as soon as possible, if you require natural gas.

RENTAL LIGHTING OPTIONS

**SHOWTECH is pleased to offer the rental lighting options listed below.
Adding additional lighting to your booth creates a dramatic visual impact when done right!**

CEILING MOUNTED FIXTURES



SOURCE 4 PAR FIXTURE (L575S4)

- Clean, bright and efficient
 - Equivalent light output to a 1000 watt quartz floodlight
 - Mounting height dependent on ceiling height of the facility
 - Covers approximately a 10' x 15' area
- NEW** – uses 40% less power. This light will replace the 1000 watt quartz floodlight.

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)



24 WATT LED BLACK ARM FIXTURE (LLEDA)

- Equivalent light output to a 200 watt quartz arm light
- Pure white – ideal for highlighting clothing, jewelry, art, graphics and more
- Attaches to a hard wall
- **NEW** – The 24 watt LED light fixture consumes 80% less power than traditional lighting.



200 WATT BLACK ARM FIXTURE (L200B)

- Attractive streamlined fixture
- Ideal for accenting small items such as brochures, art and clothing
- Attaches to a hard wall

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)



3' TRACK COMPLETE WITH 3 – 24 WATT LED FIXTURES (LT3150)

- Equivalent light output to a 450 watt quartz floodlight
 - Ideal for fascia lighting
 - Clean and attractive lighting system
 - Pure white light, excellent way to accent any product
 - Attaches to a fascia or hard wall
- NEW** – This fixture consumes 80% less power and is cooler than traditional lighting.

FLOOR LIGHTING



2 – 24 WATT LED FIXTURES ON AN 8' TELESCOPIC STAND (L2150)

- Equivalent light output to a 400 watt halogen bulb
 - Pure white light with clean lines.
 - Excellent way to highlight a focal point in your booth
 - Lamps are mounted on a sturdy cross bar with a 140 degree tilt
 - For optimum lighting, fixture is placed in the front corner of booth
 - Covers approximately an 8' x 8' area
- NEW** – This fixture is energy efficient and delivers impact in a small space.

5675 McLAUGHLIN RD., MISSISSAUGA, ON. L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832

SHOW:		DISCOUNT PRICE:	
JOB:	DATES:	REGULAR PRICE:	

ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE

EXHIBITOR INFORMATION

PAYMENT DETAILS

BOOTH #: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE: _____

E-MAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

VISA MasterCard American Express

Cheque (payable to SHOWTECH)

CREDIT CARD #::

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EXPIRY DATE: _____ / _____ CODE: _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

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 Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

All SHOWTECH rental lighting includes power to operate our lights. If you require power for other items in your booth (i.e. TVs, computers, displays, etc.) please place a separate order using the Electrical Order Form.

CEILING MOUNTED FIXTURES

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	SOURCE 4 PAR FIXTURE (L575S4)	\$296.00	\$414.00	

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	24 WATT LED BLACK ARM LIGHT FIXTURE (LLEDA)	\$100.00	\$140.00	
	200 WATT QUARTZ BLACK ARM LIGHT FIXTURE (L200B)	\$94.00	\$132.00	

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	3' TRACK COMPLETE WITH 3 - 24 WATT LED FIXTURES (LT3150)	\$204.00	\$286.00	

FLOOR LIGHTING

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	2 - 24 WATT LED LIGHTS ON A 8' TELESCOPIC STAND (L2150)	\$128.00	\$179.00	

SHOWTECH office use only

SUB-TOTAL: \$

+13% HST APPLICABLE ON ALL ITEMS: \$

TOTAL AMOUNT PAYABLE - CANADIAN FUNDS: \$

HST #: R104060264

ELECTRICAL OPTIONS

HELPFUL HINTS

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour's power may overload the circuit.
- All equipment must be approved for use by a recognized certification agency (i.e. CSA, ULC). Approval markings can be found on the rating nameplate located on the back or bottom of the equipment.
- Check the equipment rating nameplate on the bottom or back of your equipment to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, fish tanks, etc).
- All equipment must have a 3-wire grounded cord, minimum of #14 gauge wire.
- A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment/devices within 6 feet of a water/liquid source.

POWER SUPPLIED AT BACK OF BOOTH

1500 WATT, 120 VOLT DUPLEX OUTLET (E1500) <ul style="list-style-type: none"> • Approximately 12 amps • Standard office/home outlet with 2 plugs 	15 AMP, 120 VOLT OUTLET (E15A) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024) <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	20 AMP, 120 VOLT OUTLET (E20A) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug

SPECIAL UNDERCARPET POWER PLACEMENT – BOOTH LAYOUT FORM IS REQUIRED

SHOWTECH will place power cords under the carpet to locations specified on your booth layout form. If a layout is not provided, SHOWTECH will place the outlet(s) at our discretion.

1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U) <ul style="list-style-type: none"> • Approximately 12 amps • Standard office/home outlet with 2 plugs 	15 AMP, 120 VOLT OUTLET (E15AU) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024U) <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

OVERHEAD POWER – BOOTH LAYOUT FORM IS REQUIRED

If power is required for a tower, signage suspended from the ceiling, etc. SHOWTECH will drop the power cord(s) from the ceiling to the location(s) specified on your booth layout form.

1500 WATT, 120 VOLT DUPLEX OUTLET (E1500V) <ul style="list-style-type: none"> • Approximately 12 amps • Standard office/home outlet with 2 plugs 	15 AMP, 120 VOLT OUTLET (E15AV) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024V) <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

POWER ACCESSORIES

15FT EXTENSION CORD (E15) <ul style="list-style-type: none"> • Can only be provided if an outlet has also been ordered 	
--	--

SERVICE CONNECTIONS

See the attached Electrical Order Form for standard 120 volt and 208 volt service connections up to 30 amps. Other voltages and amps are available upon request.

The ratings placed on equipment will indicate voltage, amps/watts/hp/kw and phasing.
CONTACT SHOWTECH 3 WEEKS PRIOR TO THE MOVE-IN DATE FOR QUOTATIONS.

5675 McLAUGHLIN RD., MISSISSAUGA, ON. L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832

SHOW:	DISCOUNT PRICE:	
JOB:	REGULAR PRICE:	
DATES:		

ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE

EXHIBITOR INFORMATION	PAYMENT DETAILS
BOOTH #: _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
COMPANY: _____	<input type="checkbox"/> Cheque (payable to SHOWTECH)
ADDRESS: _____	CREDIT CARD #::
CITY: _____ PROV/STATE: _____ CODE: _____	_____
E-MAIL: _____	EXPIRY DATE: _____ / _____ CODE: _____
PHONE: _____ FAX: _____	_____
CONTACT NAME: _____	CARDHOLDER NAME
	CARDHOLDER SIGNATURE
	I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

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 Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

STANDARD/HOUSEHOLD OUTLETS (POWER SUPPLIED AT BACK OF BOOTH - NO LAYOUT REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500)	\$157.00	\$220.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15A)	\$187.00	\$262.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024)	\$239.00	\$335.00	
	20 AMP, 120 VOLT OUTLET (E20A)	\$253.00	\$354.00	

SPECIAL UNDERCARPET POWER PLACEMENT (BOOTH LAYOUT FORM IS REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U)	\$194.00	\$272.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15AU)	\$225.00	\$315.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024U)	\$277.00	\$388.00	

OVERHEAD POWER (BOOTH LAYOUT FORM IS REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500V)	\$194.00	\$272.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15AV)	\$225.00	\$315.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024V)	\$277.00	\$388.00	

POWER ACCESSORIES				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	15FT EXTENSION CORD (E15)	\$23.00	\$23.00	

SERVICE CONNECTIONS				
120 VOLT, SINGLE PHASE				
	15 AMP, 120 VOLT, 1 PHASE (CS120115)	\$242.00	\$339.00	
	20 AMP, 120 VOLT, 1 PHASE (CS120120)	\$289.00	\$405.00	
	30 AMP, 120 VOLT, 1 PHASE (CS120130)	\$383.00	\$536.00	
208 VOLT, SINGLE PHASE				
	15 AMP, 208 VOLT, 1 PHASE (CS208115)	\$300.00	\$420.00	
	20 AMP, 208 VOLT, 1 PHASE (CS208120)	\$327.00	\$458.00	
	30 AMP, 208 VOLT, 1 PHASE (CS208130)	\$456.00	\$638.00	
208 VOLT, THREE PHASE				
	15 AMP, 208 VOLT, 3 PHASE (CS208315)	\$372.00	\$521.00	
	20 AMP, 208 VOLT, 3 PHASE (CS208320)	\$441.00	\$617.00	
	30 AMP, 208 VOLT, 3 PHASE (CS208330)	\$627.00	\$878.00	

SPECIAL REQUIREMENTS					
SPECIAL REQUIREMENTS INFORMATION					
Building Voltage: 120-208-600 volts (other voltages available upon request).					
Ratings placed on the equipment will indicate voltage, amps/watts/hp/kw and phasing. SHOWTECH can provide the correct connector for your equipment. It may be necessary for SHOWTECH to place a transformer within your booth space depending on the service required.					
CONTACT SHOWTECH 3 WEEKS PRIOR TO MOVE-IN FOR QUOTATIONS.					
SPECIAL REQUIREMENTS					
AMPS/WATTS/HP/KW	VOLTAGE	PHASE	QTY	QUOTE	AMOUNT

SHOWTECH office use only	SUB-TOTAL:	\$
	+13% HST APPLICABLE ON ALL ITEMS:	\$
	TOTAL AMOUNT PAYABLE - CANADIAN FUNDS:	\$
		HST #: R104060264

5675 McLAUGHLIN RD., MISSISSAUGA, ON. L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832

SHOW:		DISCOUNT PRICE:	
JOB:	DATES:	REGULAR PRICE:	

ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE

EXHIBITOR INFORMATION

PAYMENT DETAILS

BOOTH #: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE: _____

E-MAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

VISA MasterCard American Express

Cheque (payable to SHOWTECH)

CREDIT CARD #::

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EXPIRY DATE: ____/____/____ CODE: _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD

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 Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

COMPRESSED AIR – MAXIMUM 110 PSI

CFM RATING IS REQUIRED FOR ALL COMPRESSED AIR SERVICES

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	0 TO 4 CU. FT. PER MINUTE (MCA1)	\$418.00	\$585.00	
	5 TO 10 CU. FT PER MINUTE (MCA2)	\$617.00	\$864.00	
	11 TO 20 CU. FT. PER MINUTE (MCA3)	\$899.00	\$1259.00	
	21 TO 38 CU. FT. PER MINUTE (MCA4)	\$1057.00	\$1480.00	

NATURAL GAS

	½" NATURAL GAS CONNECTION (MNG)	\$450.00	\$630.00	
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DRAIN

	GRAVITY DRAIN CONNECTION (MWDGR)	\$318.00	\$445.00	
	PUMPED DRAIN CONNECTION (MWDPM)	\$484.00	\$678.00	

WATER

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	FILL AND DRAIN ONE CONTAINER UP TO 1000 GALLONS TOTAL (MW1000)	\$203.00	\$284.00	
	FILL AND DRAIN ONE CONTAINER UP TO 5000 GALLONS TOTAL (MW5000)	\$322.00	\$451.00	
	FILL AND DRAIN ONE CONTAINER 5000 GALLONS AND OVER (MW5001)	\$402.00	\$563.00	
	½" VALVED COLD WATER CONNECTION (MWCOLD)	\$464.00	\$650.00	

SINK

	SINK COMPLETE WITH HOT/COLD WATER AND DRAIN CONNECTION (MSINK)	Call for Availability & Quote		
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ADDITIONAL AIR-WATER-DRAIN SERVICES

	ADDITIONAL AIR, WATER OR DRAIN SERVICES (SPLIT SERVICE) (MSPLIT)	\$192.00	\$269.00	
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SPECIAL REQUIREMENTS

SPECIALTY ITEMS SUCH AS HOT WATER TANKS, SINKS OR SPECIAL CONNECTIONS, PLEASE CONTACT 905.283.0550 FOR A QUOTATION.	QUOTED PRICE

SHOWTECH office use only

SUB-TOTAL: \$

+13% HST APPLICABLE ON ALL ITEMS: \$

TOTAL AMOUNT PAYABLE - CANADIAN FUNDS: \$

HST #: R104060264

SHOWTECH

POWER & LIGHTING
5675 McLaughlin Rd
Mississauga, ON L5R 3K5
P: 905.283.0550 · F: 905.283.0551

RETURN TO: SHOWTECH POWER & LIGHTING • juyeda@showtech.ca or F: 905.283.0551

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

Booth Layout Form

Electrical/Overhead Lights/Signage

Booth #/s

Show Name: _____

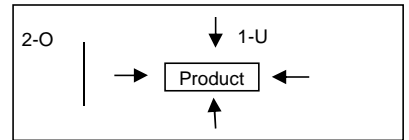
Show Dates: _____ Facility: _____

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 Electrical 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 an "O" for overhead or "U" for undercarpet placement.
- 1000 watt quartz floodlight - Draw arrow/s to indicate light direction.
- Sign/Banner hanging - Draw a line to indicate location.



Example

BACK OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

A large grid consisting of 10 columns and 10 rows of squares. The grid is used for drawing the booth layout, including the booth outline, product placement, and lighting locations.

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

SHOWTECH POWER & LIGHTING

TERMS & CONDITIONS

GENERAL:

1. The Centre and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Centre's power sources and/or may wish to use while in the building.
2. Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.
3. No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. 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.
5. Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

6. Order forms must be received with full payment by the Discount Price deadline date to qualify for the Discount Price.
7. 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 On Site Pricing 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.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, money order or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.
12. Additional and/or special electrical/mechanical services 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.
13. 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 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 forms if we receive a cancellation notice in writing **on or before** the Discount Price deadline date.
 - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Discount Price deadline date.
14. 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 E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets 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 Electrical Order Form).
16. 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.
17. 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 this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. 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 3-wire grounded cords, minimum of #14 gauge wire.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or Electrical Safety Authority approval sticker.
22. 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.
23. 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 being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED by ESA. 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:

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. 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.
26. Mechanical services are only turned on during Show Hours.
27. 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.



JUNE 7 - 12 • 2015 • TORONTO
WORLD CONGRESS
ON MEDICAL PHYSICS & BIOMEDICAL ENGINEERING



OFFICIAL SUPPLIER

**NORTH AMERICAN
LOGISTICS SERVICES INC.**

CUSTOMS BROKERAGE & TRANSPORTATION SERVICES

CUSTOMS BROKERAGE SERVICES

The service of a customs brokerage firm is strongly recommended by **IUPESM** for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. **IUPESM** has appointed **North American Logistics Services, Inc. (NALSI)** as the OFFICIAL CUSTOMS BROKER for the **IUPESM World Congress** taking place at the **Metro Toronto Convention Centre** over the dates of **June 7-12, 2015**. NALSI staff will assist exhibitors with their entry/import and return/export of goods.

IUPESM and **NALSI** have officially registered the World Congress with the **Canada Border Services Agency (CBSA) International Events & Convention Services Program (IECSP)** so special duty & tax free importation privileges and the unique "**Border-to-Show**" service have been granted for the show. **NALSI is the authorized broker** to customs clear all exhibit and display materials into Canada on a temporary basis right in the exhibit hall at the Metro Toronto Convention Centre, and NALSI's professionally licensed customs brokers will be available to assist exhibitors with their entry/import and return/export of goods from move-in until move-out.

NALSI will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; after the show prepare export documentation and bills of lading; and arrange U.S. customs clearance for return ground/air freight. If you are shipping from the U.S. please find attached U.S. CBP Form 4455 Certificate of Registration. Be sure to mark the following in the body of your Air Waybill or Bill of Lading: "U.S. Certificate of Registration Form 4455 attached. Goods MUST be presented for examination by U.S. Customs prior to export from the U.S.A. and certified copies must be given to NALSI at event site." Prior to shipping, the enclosed **Order Form** and **Canada Customs Invoice** must be completed and sent to NALSI (Attention: Derek Pimentel, E-mail: dpimentel@nalsi.com, or Fax: 905-951-9613). Three copies must accompany the shipment.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Private Vehicles (PV)

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS requirements are subject to penalties. **Carrier/PV penalties are set at \$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter.** If you plan to drive to the show with your goods, please contact NALSI at once for further instructions.

FREIGHT SERVICES

In order to facilitate the most efficient and cost effective service possible, **IUPESM** has appointed **North American Logistics Services, Inc. (NALSI)** as the OFFICIAL TRANSPORTATION CARRIER / FREIGHT FORWARDER for the **IUPESM World Congress** taking place at the **Metro Toronto Convention Centre** over the dates of **June 7-12, 2015**. It is not compulsory to use NALSI, but **IUPESM** strongly advises and recommends that you do. This service will also facilitate only one invoice for both your transportation and customs clearance requirements.

Complete the enclosed **Order Form** and send to NALSI (Attention: Derek Pimentel, E-mail: dpimentel@nalsi.com, or Fax: 905-951-9613). Please contact NALSI as soon as possible to schedule the pick-up of your materials.

Please contact NALSI as soon as possible to arrange p/u of your materials and to ensure your transportation requirements are fulfilled and if you are shipping from outside Canada your customs documentation is completed in compliance with the Canada Border Services Agency's rules and regulations.

If you have a question or to receive a quote please contact:

Derek Pimentel	Director of Account Management
Telephone:	905-951-5491
E-mail:	dpimentel@nalsi.com

Quote ID# _____

ORDER FORM: Customs Brokerage & Transportation Services

FB# _____

We wish to use North American Logistics Services for: (Please check one)

- Customs Clearance & Transportation Customs Clearance Only Transportation Only

Section 1 - Exhibitor and Event Information

Pick Up Address	<small>***Company name or facility name***</small>		
	Location Name:	Pickup Date:	Time:
	Address:	City:	Prov./State: Postal/Zip:
	Contact: Phone #:	Email:	US Tax #/EIN:
<small>***Applicable only if pickup is from a tradeshow***</small>			
Exhibitor Name:	Event Name:	Event Date(s):	Booth #:

Delivery Address	<small>***Company name or facility name***</small>		
	Location Name:	Delivery Date:	Time:
	Address:	City:	Prov./State: Postal/Zip:
	Contact: Phone #:	Email:	US Tax #/EIN:
<small>***Applicable only if delivering to a tradeshow***</small>			
Exhibitor Name:	Event Name:	Event Date(s):	Booth #:

- Return freight same as pickup address If same, only complete pickup date/time information Return services not required

Return Freight	<small>***Company name or facility name***</small>		
	Location Name:	Pickup Date:	Time:
	Address:	City:	Prov./State: Postal/Zip:
	Contact: Phone #:	Email:	US Tax #/EIN:
<small>***Applicable only if delivering to another tradeshow***</small>			
Exhibitor Name:	Event Name:	Event Date(s):	Booth #:

Section 2 - Carrier/ Shipment Information

Name of carrier providing transportation services <input type="checkbox"/> NALSI <input type="checkbox"/> Other			
Number of Pieces	Dimensions (inches)		Weight (LBS)
Carton/Boxes	L	W H	
Crates/Fiber Case	L	W H	
Skid/Pallet	L	W H	
Carpet/Other	L	W H	
TOTAL			
Additional Services: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery			
53ft trailer accessible? Pickup: <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No Loading dock available? Pickup: <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you require additional Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Declared Value: <small>***for insurance purposes only***</small>			
Cargo Insurance (only to be completed when using NALSI Transportation) <small>**Please note additional fee's will apply for insurance coverage**</small>			

Section 3 - Terms of Payment and Security Deposit (Must be completed)

Send Bill To:	Company Name:	Address:
	Address:	Email: City:
	Prov./State: Postal/Zip:	Contact Name: Phone #:

Invoices are processed electronically and transmitted to email provided.

Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Cardholder Name:	Card Account #:	Expiry Date:	CVC #:
Cardholder's Signature:	Email:	I hereby authorize the use of this credit card for payment of services related to this order form.	
<input type="checkbox"/> OPTION #1 Process payment automatically on credit card provided. A 5% administration fee will be added to invoices paid by credit card.			
<input type="checkbox"/> OPTION #2 Payment will follow within 15 days of invoice processing date. (Credit card provided may be charged if payment is not received within 45 days of invoice date). North American Logistics may require payment prior to delivery of goods. A 5% administration fee will be added to invoices paid by credit card.			

Please complete, print, sign and return completed forms to

Toll Free: 888-595-5357



CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)</p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement</p> <p>N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p>
<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI NO <input checked="" type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p> <p>No sale involved</p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p>	<p>10 Currency of Settlement / Devises du paiement</p>

	11 No. of Pkgs. Nbre. De Coillis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
				14 Unit Price Prix Unitaire	15 Total

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p>	<p>16 Total Weight / Poids total</p> <p>Net <input type="checkbox"/> Gross / Brut <input type="checkbox"/></p> <p>N/A</p>
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>17 Invoice Total Total de la facture</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name: Tel: Fax:</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Name: Tel: Fax:</p>
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<p>21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) N/A</p>	<p>22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p>	
<p>23</p>	<p>24</p>	<p>25</p>

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection
CERTIFICATE OF REGISTRATION

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

NO.

VIA (Carrier)	B/L or INSURED NO.	DATE
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NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	ARTICLES EXPORTED FOR:	
	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> REPAIR* <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> PROCESSING* <input type="checkbox"/> OTHER, (specify) _____ _____ _____
* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.		

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign)	DATE
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The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (Print or Type and Sign)	DATE
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NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.