



Exhibitions • Events • Experiences

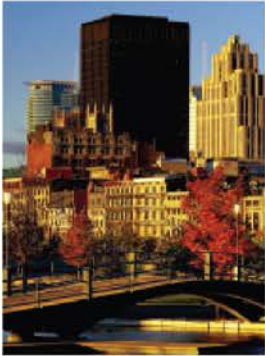
ORDER FORMS

FCM'S ANNUAL CONFERENCE AND TRADE SHOW

RBC Convention Centre
Winnipeg, MB

June 2-4, 2016 (Trade Show dates)
June 2-5, 2016 (Conference dates)

gesexpo.ca



Expositions • Événements • Expériences

FORMULAIRES DE COMMANDE

**Congrès annuel et
Salon professionnel de
la FCM 2016**

RBC Convention Centre
Winnipeg, MB

2-4 juin 2016 (Salon professionnel)
2-5 juin 2016 (Congrès)

 gesexpo.ca

Dear Exhibitor,

We are pleased that **GES Global Experience Specialist** has been selected as your Official Service Contractor for:
FCM's Annual Conference and Trade Show

We strive to offer you the best possible service to facilitate a successful show experience.

Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Global Experience Specialist. If we are to serve you efficiently, it is most important that you return these forms to us promptly.



By placing your orders in advance, you can save 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES Global Experience Specialist requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 418-877-2727 and ask to speak to a Customer Service Representative (CSR).

In addition, our GES Global Experience Specialist Services centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

Sincerely,
CSR Team

GES Global Experience Specialist
950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
Phone: 418-877-2727 / 1-877-877-2744
Fax: 418-877-2828
Email: infoquebec@ges.com

Cher exposant,

C'est avec plaisir que **GES Spécialiste mondial de l'événement** se joint à titre de fournisseur officiel en services l'organisation du **Congrès annuel et Salon professionnel de la FCM 2016**.

Il est très important de lire attentivement le document suivant. Celui-ci contient des renseignements ainsi que les bons de commande pour faciliter la préparation de votre exposition. Afin de pouvoir vous offrir un service des plus efficaces, vous devez remplir et nous retourner les bons de commande avant la date butoir.

En commandant avant la date butoir, vous bénéficiez ainsi d'un escompte de 40 % sur tous les meubles et accessoires. De plus, les commandes passées à l'avance vous évitent des attentes inutiles et vous offrent la possibilité de sélectionner des items non-disponibles sur le site WEB.



Veuillez prendre note que toutes les commandes à l'avance doivent être acquittées avant le montage de l'événement et que les commandes passées directement sur le site doivent être acquittées au moment de la transaction.

Afin d'éviter certains inconvénients, nous vous demandons de compléter et de nous retourner, avec votre commande, le formulaire intitulé "Politique de paiement et autorisation" en prenant soin d'y inscrire votre numéro de carte de crédit. Ce numéro pourra être utilisé afin de couvrir les frais de commandes supplémentaires effectuées par votre représentant sur le site de l'exposition.

Pour une assistance ou pour tous renseignements additionnels, n'hésitez pas à communiquer avec un représentant de notre service à la clientèle au 418-877-2727. Un représentant de GES Spécialiste mondial de l'événement sera sur les lieux lors du montage afin de répondre à vos besoins de dernière minute.

Bien à vous,
L'équipe du service à la clientèle

GES Spécialiste mondial de l'événement

950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9

Tél.: 418-877-2727 / 1-877-877-2744

Fax.: 418-877-2828

Courriel: infoquebec@ges.com

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

FCM's Annual Conference and Trade Show

June 2-4, 2016

RBC Convention Centre

COMPANY NAME			NAME		BOOTH #
STREET		PHONE	FAX	EMAIL	
CITY	PROVINCE/STATE	POSTAL CODE	SHOW SITE CONTACT AND PHONE NUMBER		

Payment for Services - Global Experience Specialist requires payment in full at the time services are ordered. Further, GES Global Experience Specialist requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment - Global Experience Specialist accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques or wire transfers (to cover the bank fees).

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialist reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Global Experience Specialist on-site representative(s) of any problem(s) with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or Global Experience Specialist set up costs or expenses. Please refer to the individual forms for cancellation fees. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call Global Experience Specialist at 418-877-2727 or visit the Global Experience Specialist Servicentre at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with Global Experience Specialist.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted GES Global Experience Specialist payment policy and Terms & Conditions of Contact



AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization (All Information Must Be Provided)

Credit card number	Expiry date
/ /	/ /
☐ VISA ☐ MASTER CARD ☐ AMEX	Security Code

Cardholder's Name

Cardholder Signature

FULL PAYMENT DUE

\$

To simplify payment, send a cheque payable to Global Experience Specialist for your entire order or note the amount to be charged on your credit card.

Charge my credit card in the amount of:

\$

Enclosed is a cheque in the amount of:

\$

Bank wire transfer information

GES Global Experience Specialist
Canadian Imperial Bank of Commerce, 1155 Blvd. René-Lévesque West
Montreal, Quebec, Canada, H3C 3E2
Canadian Dollars: Account # 8224919 Branch# 010 Transit # 00001
Swift Code: CIBCCATT
American Dollars: Account # 8224919 Branch# 010 Transit # 00001
Intermediary Bank: Bank of America: ABA 026009593

To properly credit your account, include the following information with your transfer and send this information to the **GES Global Experience Specialist** address listed on the order forms:

- exhibiting company name, show name and the booth #
- date and amount of the transfer
- bank and country where transfer originated.

Tél.: 418-877-2727 / 1-877-877-2744

Fax.: 418-877-2828

Congrès annuel et Salon professionnel de la FCM 2016

2-4 juin 2016

RBC Convention Centre

NOM DE COMPAGNIE			NOM		# DE STAND
RUE		TÉLÉPHONE	TÉLÉCOPIEUR	COURRIEL	
VILLE	PROVINCE/ÉTAT	CODE POSTAL	NOM ET TÉLÉPHONE DU REPRÉSENTANT SUR LE SITE		
Paiement des services - GES Spécialiste mondial de l'événement exige le paiement complet au moment où les services sont commandés. De plus, lors de votre commande initiale, nous vous demandons un numéro de carte de crédit accompagné du formulaire d'autorisation afin de l'utiliser pour couvrir les coûts relatifs à nos services, mais sans en limiter la portée; entre autre afin de facturer le temps et/ou le poids réel de la main-d'œuvre et la manutention qui n'auraient pas été couverts lors du paiement initial. Toutes les taxes applicables seront également ajoutées et portées à votre compte de carte de crédit. Prix escomptés - Afin de profiter des meilleurs prix, vos commandes doivent avoir été reçues, accompagnées de votre paiement, le ou avant la date butoir indiquée pour les prix escomptés. Mode de paiement - GES Spécialiste mondial de l'événement accepte les modes de paiement suivants : American Express, Mastercard, Visa, chèque et transfert bancaire. Les bons de commandes d'achat ne sont pas considérés comme un paiement valable. Des frais de 25.00\$ seront facturés pour tout chèque sans provision ou tout transfert bancaire et ce, afin de couvrir les frais bancaires encourus par GES. Exemption des taxes - Si vous êtes exemptés des taxes au Canada vous devez inclure votre certificat d'exemption de TPS et/ou TVQ à votre commande. Modification & Annulation - Il est de la responsabilité de l'exposant d'informer le représentant de GES Spécialiste mondial de l'événement de tout problème ou modification en ce qui a trait à sa commande. Aucun crédit ou ajustement ne sera émis après la fermeture du salon. Certains items, services ou coût de main-d'œuvre sont sujets à des frais d'annulation de 50% à 100% du coût total selon le statut de l'installation, du travail effectué, et/ou des coûts et frais de GES Spécialiste mondial de l'événement relié à la préparation et/ou l'installation. Un dépôt minimum de 25.00\$ sera appliqué à votre facture, si aucune annulation de commande n'a été placée. Si vous avez des questions concernant notre politique de paiement, nous vous invitons à nous contacter au 418-877-2727 ou à visiter notre bureau de services situé sur les lieux de l'exposition. Des frais de retard mensuel jusqu'à 1,5% seront appliqués sur tout solde non payé après la fermeture de l'événement ou tout solde provenant d'une carte de crédit erronée. Nous utiliserons votre autorisation de paiement par carte de crédit pour régler tous les frais additionnels encourus par vos représentants lors du montage.			En complétant cette commande j'accepte la politique de paiement selon les termes et conditions du contrat avec GES		
					
			SIGNATURE AUTORISÉE		
			NOM AUTORISÉ - LETTRES MOULÉES SV DATE		
Autorisation de paiement par carte de crédit (Toutes les informations doivent être fournies)					
Numéro carte de crédit			Date d'expiration		
/ /			/		
☐ VISA ☐ MASTER CARD ☐ AMEX			Code de sécurité		
Nom du détenteur de la carte					
Signature du détenteur de la carte					
PAIEMENT COMPLET REQUIS			\$		
Afin de faciliter le paiement, veuillez envoyer un chèque adressé à GES Spécialiste mondial de l'événement ou indiquer le montant qui sera chargé à votre carte de crédit.					
Appliquer ce montant à ma carte de crédit:			\$		
Montant du chèque joint à ma commande:			\$		
Information pour transfert bancaire					
GES Spécialiste mondial de l'événement Canadian Imperial Bank of Commerce, 1155 Boul. René-Lévesque Ouest Montréal, Québec, Canada, H3C 3E2 Dollars Canadiens: #Compte: 8224919 / #Succursale: 010 / #Transit: 00001 / Code Swift: CIBCCATT Dollars Américains: #Compte: 8224919 / #Succursale: 010 / #Transit: 00001 / Banque Intermédiaire: Bank of America: ABA 026009593 Euros: #Compte: 8224919 / #Succursale: 010 / #Transit: 00001 / Code Swift: CIBCCATT			Afin que nous puissions créditer correctement votre compte, veuillez inscrire les informations suivantes avec votre transfert et nous les faire parvenir au bureau de GES Spécialiste mondial de l'événement : • nom de la compagnie exposante, nom du salon et # de stand • date et montant du transfert bancaire • banque et compagnie d'où parvient le paiement.		
Tél.: 418-877-2727 / 1-877-877-2744					

MATERIAL HANDLING INFORMATION

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Global Experience Specialist Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some conventions centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Global Experience Specialist Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attached enclosed Advance Shipping Labels.
- Complete the enclosed Advance Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Please note that when utilizing a ground carrier other than the official, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Global Experience Specialist.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES Global Experience Specialist cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Global Experience Specialist Servicentre** of from your GES Global Experience Specialist Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Shipments left on-site after exhibitor move-out will be transferred to a storage warehouse. Charges relating to such shipping and handling are the responsibility of the exhibitor.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Global Experience Specialist Servicentre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES Global Experience Specialist has published GES Global Experience Specialist Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability

- **Liability** - GES Global Experience Specialist is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Global Experience Specialist negligence.

- **Measure of Damage** - If GES Global Experience Specialist was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

- a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.

- b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence. GES Global Experience Specialist does not offer or sell insurance. GES Global Experience Specialist is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Global Experience Specialist.

La manutention consiste au déchargement de votre matériel d'exposition, à la livraison de celui-ci à votre emplacement, au transport de vos boîtes vides à l'espace d'entreposage et le transport de votre matériel de votre emplacement pour le chargement de votre transporteur. Il est important de ne pas confondre la manutention et les frais de transport de votre matériel pour l'exposition.

Avantages de la livraison à l'avance dans un entrepôt GES Spécialiste mondial de l'événement

- Entreposage de votre matériel jusqu'à 20 jours avant l'exposition.
- Livraison de votre matériel à votre emplacement, au début du montage, le premier jour d'accès à la salle pour le montage.
- Certains hôtels ou centres de congrès n'ont pas la capacité d'entreposer ou recevoir du matériel à l'avance.
- Temps de montage réduit.

Procédure: Livraison à l'avance dans un entrepôt GES Spécialiste mondial de l'événement

- Retirer toutes les étiquettes de transport / entreposage désuètes.
- Remplir et apposer sur votre matériel les étiquettes pour la manutention à l'avance ci-jointes.
- Compléter le bon de commande *Livraison à l'entrepôt* ci-joint.
- Tous les envois doivent avoir un bon de connaissance ou bordereau de livraison indiquant le nombre de morceaux, le poids et le type de matériel envoyé.
- Prenez le temps de vous assurer que votre matériel d'exposition et vos produits sont bien emballés de façon sécuritaire.
- Ne pas envoyer de matériel non-emballé à notre entrepôt.
- Veuillez noter que lorsque vous utilisez un transporteur, autre que l'officiel, toute expédition des É-U devra être dédouanée **avant** la livraison à l'entrepôt. Des délais aux douanes sont possibles.

Comment envoyer votre matériel directement au site d'exposition

- Identifier tous vos envois A/S : GES Spécialiste mondial de l'événement
- Retirer toutes les étiquettes de transport / entreposage désuètes.
- Remplir et apposer sur votre matériel les étiquettes pour *Envoi direct au site* ci-jointes.
- Tous les envois doivent avoir un bon de connaissance ou bordereau de livraison indiquant le nombre de morceaux, le poids et le type de matériel envoyé.
- Prenez le temps de vous assurer que votre matériel d'exposition et vos produits sont bien emballés de façon sécuritaire.
- Si vous envoyez votre tapis ou encore des ponts d'éclairage, assurez-vous de les charger en dernier pour qu'ils puissent être déchargés en premier.

Transporteurs

Choisissez un transporteur qui détient une certaine expérience dans le transport de marchandise d'exposition. Assurez-vous de donner des informations précises quant au lieu et moment de livraison. Les heures de livraisons sur le site sont souvent en dehors des heures régulières de livraison. Assurez-vous que votre transporteur s'engage à respecter votre demande. Lors de votre planification pour la livraison à l'exposition, régler immédiatement les détails concernant le retour.

Suivi d'expédition

Confirmez votre date et heure de livraison avec votre transporteur, et ayez en main (ou votre représentant sur le site d'exposition) toutes les informations pertinentes à votre envoi. Il serait également pertinent de revalider vos procédures de retour une fois l'exposition terminée.

Estimation des frais de manutention

Les frais de manutention sont basés sur le poids de votre matériel. Les envois sont facturés par centaine de livres et sont arrondis à la hausse, à la centaine suivante. Un minimum par envoi peut s'appliquer, voir le bon de commande *Manutention* ci-joint pour plus d'information. Veuillez prépayer tous vos frais d'envoi - GES Spécialiste mondial de l'événement ne peut accepter ou être tenu responsable pour les envois *port dû*.

• **Manutention spéciale** - Défini les envois nécessitant une manutention particulière. Par exemple une machinerie qui ne serait pas emballée sur une palette d'envoi, de sorte que la manutention standard est impossible. On inclut également dans cette catégorie, les envois qui n'ont pas les reçus / bons de reconnaissance nécessaires.

• **Surcharge temps supplémentaire** - Les expositions dont les montages / démontages ont lieu les fins de semaine ou encore en dehors des heures régulières de bureau sont sujets à des surcharges de temps supplémentaires. Voir le bon de commande *Manutention* ci-joint pour plus d'information.

• **Surcharge réception tardive** - Une surcharge peut être appliquée si l'envoi de manutention à l'avance est reçu à notre entrepôt après la date limite publiée. Voir le bon de commande *Manutention* ci-joint pour plus d'information.

Entreposage des boîtes vides et expéditions de retour

Les boîtes / cartons d'envois, ayant une étiquette d'entreposage dûment complétée, seront ramassés, entreposés et ramenés à votre emplacement après l'exposition. Les étiquettes seront disponibles au comptoir de services GES Spécialiste mondial de l'événement. Les exposants choisissant de travailler avec un transporteur non-officiel devront faire tous leurs arrangements quant au retour de leur marchandise.

Tout matériel laissé sur le site après les heures de démontage sera ramassé et entreposé aux frais de l'exposant

Main d'oeuvre et équipement pour machinerie

Main d'oeuvre et équipement pour retirer du matériel du caisson de transport/palette, pour le placer dans le stand, le mettre au niveau, remettre dans le caisson de transport / palette doit être commandé séparément. Veuillez communiquer avec notre service à la clientèle.

Assurances

Tous les biens doivent être assurés par votre propre compagnie d'assurance. Bien que nous traitons votre matériel comme s'il s'agissait du nôtre, plusieurs facteurs dans le transport ou la manutention peuvent venir altérer votre marchandise. Nous vous recommandons fortement de vérifier vos assurances. Veuillez également consulter nos *termes et conditions* dans le présent document.

Responsabilité limitée de GES Spécialiste mondial de l'événement

• **Responsabilité** - GES Spécialiste mondial de l'événement est responsable de pertes ou dommages causés à votre marchandise **UNIQUEMENT** si les dits dommages sont causés par une négligence de GES.

• **Mesures de dédommagement** - Si GES Spécialiste mondial de l'événement a été négligent et que cette négligence a causé la perte/dommage de votre matériel, les mesures de dédommagement seront déterminées ainsi:

a. Les mesures de dédommagement, dans quelconques circonstances (incluant le point b.) seront limitées au moindre coût entre la valeur dépréciée des biens ou le coût de réparation.

b. Le moindre coût entre: 0,30\$ par livre par morceau, 50,00\$ par morceau ou 1000,00\$ par circonstance.

GES Spécialiste mondial de l'événement ne vend, ni offre des assurances. GES Spécialiste mondial de l'événement n'est pas responsable si la perte ou le bris n'est pas causé par GES Spécialiste mondial de l'événement.

FCM's Annual Conference and Trade Show

Congrès annuel et Salon professionnel de la FCM 2016

June 2-4, 2016 / 2-4 juin 2016

RBC Convention Centre

Des frais additionnels de 15% vous seront facturés si vous envoyez de la marchandise à l'entrepôt à l'avance sans nous avoir au préalable envoyé vos bons de commande* / *15% additional fees will be charged if you send freight to the advance warehouse without first sending us the order forms

Ce service inclut le déchargement à l'entrepôt et la livraison à votre kiosque au: RBC Convention Centre

The rate for this service includes unloading at the warehouse and delivery to: RBC Convention Centre

\$72.00 / 100 lbs (encaissé/crated) / \$144.00 minimum
\$96.00 / 100 lbs (non-encaissé / uncrated) / \$192.00 minimum
\$54.00 / Envoi / shipment (<50lbs)

Envois arrivant entre: 2 au 25 mai 2016

Shipments arriving between: May 2 to 25, 2016

IDENTIFIEZ ET ADRESSEZ TOUT VOTRE MATÉRIEL "TOUS FRAIS PRÉPAYÉS" / MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

Veuillez vous référer aux étiquettes d'expédition de ce manuel. / Please refer to the shipping labels in this manual.

GES Spécialiste mondial de l'événement n'assumera aucune responsabilité pour la marchandise non emballée, mal emballée ou avec des dommages déjà apparents, la perte, le vol ou la disparition de toute marchandise après qu'elle soit livrée au kiosque de l'exposant ni avant la cueillette au kiosque de l'exposant pour le chargement après l'exposition. Toute réclamation doit être faite sur les lieux avant la fermeture de l'événement. / GES Global Experience Specialist shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. Claims must be filed by the exhibitor before close of show.

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MÉTHODE DE CALCUL DES FRAIS / METHOD OF CALCULATION OF CHARGES

Il est entendu que votre calcul est un estimé. La facturation sera faite à partir du poids réel. Les ajustements seront effectués en conséquence. / We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Notre envoi sera envoyé à l'entrepôt le / Our shipment will be sent to the warehouse on:			
Nombre de morceaux / Total Pieces:	No de Pro / Tracking No.	Transporteur / Carrier:	
Dimensions de la plus grosse unité / Size of largest piece:		Poids de la plus grosse unité / Weight of largest piece:	
Poids total de l'envoi (200lbs minimum) / Shipment total weight (200 lbs minimum)		/ 100 x 72.00\$	
Poids total de l'envoi / Shipment total weight		/ 100 x 96.00\$	
Nombre d'envois de moins de 50lbs / Quantity of shipments weighing less than 50lbs		x 54.00\$	
Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. / All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.		Montant / Amount	\$
		8% PST	\$
		5% GST	\$
		TOTAL	\$
		COMPAGNIE / COMPANY	
		# STAND / BOOTH #:	
		COURRIEL / EMAIL:	

Tél.: 418-877-2727 / 1-877-877-2744

URGENT! MATÉRIAUX D'EXPOSITION EXPÉDITION À L'AVANCE À: _____ COMPAGNIE EXPOSANTE Congrès annuel et Salon professionnel de la FCM 2016 NOM DE L'EXPOSITION _____ NUMÉRO DE STAND _____ A/S GES Spécialiste mondial de l'événement GES Regina #1 – 1030 Kearns Crescent Regina, Saskatchewan S4P 2Z5 HEURES D'OUVERTURE DE L'ENTREPÔT: LUNDI AU VENDREDI 10:00 À 16:00 Transporteur _____ Nombre _____ de _____ morceaux	URGENT! MATÉRIAUX D'EXPOSITION EXPÉDITION À L'AVANCE À: _____ COMPAGNIE EXPOSANTE Congrès annuel et Salon professionnel de la FCM 2016 NOM DE L'EXPOSITION _____ NUMÉRO DE STAND _____ A/S GES Spécialiste mondial de l'événement GES Regina #1 – 1030 Kearns Crescent Regina, Saskatchewan S4P 2Z5 HEURES D'OUVERTURE DE L'ENTREPÔT: LUNDI AU VENDREDI 10:00 À 16:00 Transporteur _____ Nombre _____ de _____ morceaux
RUSH! EXHIBITION FREIGHT ADVANCE SHIPMENT TO: _____ EXHIBITING COMPANY FCM's Annual Conference and Trade Show NAME OF EXHIBITION _____ BOOTH NUMBER _____ C/O GES Global Experience Specialist GES Regina #1 – 1030 Kearns Crescent Regina, Saskatchewan S4P 2Z5 WAREHOUSE HOURS ARE MONDAY TO FRIDAY 10:00 AM TO 4:00 PM Carrier _____ Number _____ of _____ pieces	RUSH! EXHIBITION FREIGHT ADVANCE SHIPMENT TO: _____ EXHIBITING COMPANY FCM's Annual Conference and Trade Show NAME OF EXHIBITION _____ BOOTH NUMBER _____ C/O Global Experience Specialist GES Regina #1 – 1030 Kearns Crescent Regina, Saskatchewan S4P 2Z5 WAREHOUSE HOURS ARE MONDAY TO FRIDAY 10:00 AM TO 4:00 PM Carrier _____ Number _____ of _____ pieces

FCM's Annual Conference and Trade Show

Congrès annuel et Salon professionnel de la FCM 2016

June 2-4, 2016 / 2-4 juin 2016

RBC Convention Centre

Des frais additionnels de 15% vous seront facturés si vous envoyez de la marchandise au site sans nous avoir au préalable envoyé vos bons de commande* / *15% additional fees will be charged if you send freight to the showsite without first sending us the order forms

\$77.00 / 100 lbs (encaissé/crated) / \$154.00 minimum
\$98.00 / 100 lbs (non-encaissé / uncrated) / \$196.00 minimum
\$53.00 / Envoi / shipment (<50lbs)

Envois arrivant entre: 1-2 juin 2016

Shipments arriving between: June 1-2, 2016

IDENTIFIEZ ET ADRESSEZ TOUT VOTRE MATÉRIEL "TOUS FRAIS PRÉPAYÉS" / MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

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Nombre de morceaux / Total Pieces:		No de Pro / Tracking No.		Transporteur / Carrier:		
Dimensions de la plus grosse unité / Size of largest piece:				Poids de la plus grosse unité / Weight of largest piece:		
Poids total de l'envoi (200lbs minimum) / Shipment total weight (200 lbs minimum)(Encaissé / Crated)				/ 100 x 77.00\$		
Poids total de l'envoi / Shipment total weight (Non-encaissé/ Uncrated)				/ 100 x 98.00\$		
Nombre d'envois de moins de 50lbs / Quantity of shipments weighing less than 50lbs				x 53.00\$		
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				8% PST		\$
				5% GST		\$
				TOTAL		\$
				COMPAGNIE / COMPANY		
# STAND / BOOTH #:						
COURRIEL / EMAIL:						

Tél.: 418-877-2727 / 1-877-877-2744

Fax.: 418-877-2828

URGENT!

MATÉRIAUX D'EXPOSITION

EXPÉDITION DIRECTE AU SITE

À:

COMPAGNIE EXPOSANTE

Congrès annuel et Salon professionnel de la FCM 2016

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S

GES Spécialiste mondial de l'événement
RBC CCW

(3rd Floor Loading Dock (North) – Edmonton Street –)

375 York Avenue,

Winnipeg, MB

R3C 3J3

**IMPORTANT! SVP VOUS RÉFÉREZ AUX HEURES D'INSTALLATION
DANS CE CATALOGUE DES EXPOSANTSC**

Transporteur

Nombre _____ de _____ morceaux

URGENT!

MATÉRIAUX D'EXPOSITION

EXPÉDITION DIRECTE AU SITE

À:

COMPAGNIE EXPOSANTE

Congrès annuel et Salon professionnel de la FCM 2016

NOM DE L'EXPOSITION

NUMÉRO DE STAND

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GES Spécialiste mondial de l'événement
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375 York Avenue,

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R3C 3J3

**IMPORTANT! SVP VOUS RÉFÉREZ AUX HEURES D'INSTALLATION
DANS CE CATALOGUE DES EXPOSANTSC**

Transporteur

Nombre _____ de _____ morceaux

RUSH!

EXHIBITION FREIGHT

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

FCM's Annual Conference and Trade Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES Global Experience Specialist
RBC CCW

(3rd Floor Loading Dock (North) – Edmonton Street –)

375 York Avenue,

Winnipeg, MB

R3C 3J3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
EXHIBITOR'S KIT**

Carrier

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

FCM's Annual Conference and Trade Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O

Global Experience Specialist
RBC CCW

(3rd Floor Loading Dock (North) – Edmonton Street –)

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R3C 3J3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
EXHIBITOR'S KIT**

Carrier

Number _____ of _____ pieces

FCM's Annual Conference and Trade Show

Congrès annuel et Salon professionnel de la FCM 2016

June 2-4, 2016 / 2-4 juin 2016

RBC Convention Centre

INFORMATION DE L'EXPÉDITEUR / SHIPPER INFORMATION

Nom de la compagnie / Company name:		
Adresse / Address		Ville / City:
		Province / État / State:
Téléphone / Phone:	Télécopieur / Fax.:	Code postal / Postal code:
Personne ressource / Contact :		Courriel / Email:
Date de cueillette / Pick up date:		Heure de cueillette / Pick up time
Heures d'affaire / Business hours:		Quai de déchargement / Loading dock
Courtier en douanes / Customs broker:		☐ Oui / Yes ☐ Non / No
J'expédie à l'entrepôt à l'avance / I will be shipping to the advance warehouse ☐ Oui / Yes ☐ Non / No		Documents de douanes ci-joint / Customs paperwork attached ☐ Oui / Yes ☐ Non / No

CONSIGNATAIRE / DESTINATION

Nom de l'exposition / Show name: FCM's Annual Conference and Trade Show		Lieu de l'exposition / Exhibition Facility: June 2-4, 2016 / 2-4 juin 2016
# Stand / Booth #:	Personne ressource / Contact :	Téléphone / Phone:
Date de livraison / Delivery date:		Heure de livraison / Delivery time:

SERVICE DEMANDÉ / REQUIRED SERVICE

☐ Aller-simple / One way	☐ Montage / Move-in ☐ Démontage / Move-out	☐ Aller - retour / Round Trip
---	---	--

ITEM À EXPÉDIER

Total de morceaux Total # of pieces	Description	Dimensions	Poids estimé Estimated weight
	Cartons / Cartons (Cardboard)		
	Caisses (fibre) - Cases / Trunks (fibre)		
	Boîtes de bois / Crates (Wooden)		
	Palettes - Skid/Pallets		
	Tapis / Carpet		
	Autre		

Valeur déclarée / Declared value: \$ Poids total / Total weight

Signature de relâche / Release signature

Pour autoriser la livraison sans une signature

To authorize delivery without obtaining signature

COMPAGNIE / COMPANY

COURRIEL / EMAIL

STAND /

BOOTH

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 RBC Convention Centre

Date butoir
 19 mai 2016
Deadline date
 May 19, 2016

LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escomptés Discount \$	\$ Régulier Regular \$	Total
Tables avec jupes / Skirted Tables					
	0551	Table de 4' de longueur avec jupe 30" (h) / Skirted 4' long table with 30"high skirt	84.00 \$	118.00 \$	
	0553	Table de 6' de longueur avec jupe 30" (h)/ Skirted 6' long table with 30"high skirt	95.00 \$	133.00 \$	
	0541	Table de 4' de longueur avec jupe 42" (h) / Skirted 4' long table with 42"high skirt	112.00 \$	157.00 \$	
	0542	Table de 6' de longueur avec jupe 42" (h)/ Skirted 6' long table with 42"high skirt	118.00 \$	165.00 \$	
	0549	Jupe 4e côté (optionnel) / 4th Side skirted (optional)	28.00 \$	39.00 \$	
Table recouverte de vinyle blanc & jupe sur 3 côtés, couleur de jupe: noir ☐ -bleu ☐ -blanc ☐ - gris ☐ Skirted Tables Include - White Vinyl Top & Skirt on 3 sides, Skirt Colour: Black ☐ - Blue ☐ - White ☐ - Grey ☐					
Tables sans jupes (recouvert de vinyl seulement) / Un-skirted Tables (White Vinyl Top Only)					
	0550	Table de 4' de longueur et 30" (h) / 4' long and 30"high table	50.00 \$	70.00 \$	
	0552	Table de 6' de longueur et 30" (h)/ 6' long and 30" high table	57.00 \$	80.00 \$	
	0544	Table de 4' de longueur et 42" (h) / 4' long and 42" high table	67.00 \$	94.00 \$	
	0545	Table de 6' de longueur et 42" (h) / 6' long and 42"high table	70.00 \$	98.00 \$	
Tables					
	0521	Table à café18" (h) / 18"H Round, Coffee Table	62.00 \$	87.00 \$	
	0523	Table ronde 30"x30" (h) / 30"x30"H Round, Table	87.00 \$	122.00 \$	
	0527-A-40	Table de cocktail 43" (h) / 43"H cocktail table	110.00 \$	154.00 \$	
Chaises / Chairs					
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair	37.00 \$	52.00 \$	
	0512	Tabouret gris pour comptoir (sans dossier) / Grey counter stool (no back)	39.00 \$	55.00 \$	
Comptoirs / Counters					
	0651-06	Comptoir blanc avec portes 40" x 20" x 40"H White counter with doors	177.00 \$	248.00 \$	
	0651-CC-06	Comptoir courbé blanc 40" x 32" x 40"H White curved counter	287.00 \$	402.00 \$	
	0650-06	Comptoir vitrine 40" x 20" x 40"H Showcase counter	270.00 \$	378.00 \$	
Pour jupes de tables, le bleu sera choisi par défaut si aucun choix n'a été fait. For table skirts: Blue will be provided if no other colour choice has been made.			Montant / Amount		\$
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			5% GST		\$
			TOTAL		\$
			COMPAGNIE / COMPANY		
			# STAND / BOOTH #:		
			COURRIEL / EMAIL:		
Tél.:418-877-2727 / 1-877-877-2744 Fax.:418-877-2828					

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LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escomptés Discount \$	\$ Régulier Regular \$	Total
Les coûts incluent la location, la livraison, l'installation et le démontage / Prices include rental, delivery, installation and dismantle					
Tapis standard / Standard Carpet					
	0576	10' x 10' Tapis standard 16 oz. Standard Carpet	179.00 \$	251.00 \$	
	0577	10' x 20' Tapis standard 16 oz. Standard Carpet	362.00 \$	507.00 \$	
	0579	10' x 30' Tapis standard 16 oz. Standard Carpet	540.00 \$	756.00 \$	
Tapis grandeur spéciale / Custom-Cut Carpet					
Le tapis de grandeur spéciale est requis, sans exception, pour tout espace plus long que 30' ou pour tout espace en îlot ou en péninsule. Custom-cut carpet is required for all booths larger than 30', or for booths configured as an island or peninsula. No Exceptions.					
	0578	' X ' = Pi.Ca/ Sq. Ft.	2.39 \$	3.35 \$	
Sous-tapis / Under Padding					
	0564-B	Sous-tapis 10' x 10' Under Padding	128.00 \$	179.00 \$	
	0564-B	Sous-tapis 10' x 20' Under Padding	260.00 \$	364.00 \$	
	0564-B	Sous-tapis 10' x 30' Under Padding	388.00 \$	543.00 \$	
	0564-B	' X ' = Pi.Ca/ Sq. Ft.	1.28 \$	1.79 \$	
Recouvrement de plastique / Plastic Covering for Protection					
	0564	' X ' = Pi.Ca/ Sq. Ft.	0.50 \$	0.71 \$	
Forfait Tapis (Inclut le tapis et le sous-tapis) / Carpet Package (Includes carpet and under padding)					
	N/A	Forfait tapis 10' x 10' Carpet Package	270.00 \$	378.00 \$	
	N/A	Forfait tapis 10' x 20' Carpet Package	541.00 \$	757.00 \$	
	N/A	Forfait tapis 10' x 30' Carpet Package	810.00 \$	1,134.00 \$	
	N/A	' X ' = Pi.Ca/ Sq. Ft.	2.70 \$	3.78 \$	
Couleur de tapis / Colour Choice					
☐ Gris / Grey ☐ Noir / Black ☐ Bleu / Blue ☐ Rouge / Red					
*** Le gris sera la couleur choisie par défaut si aucun choix n'a été fait. Grey will be provided if no other colour choice has been made					
Note:			Montant / Amount		\$
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			TOTAL		\$
			COMPAGNIE / COMPANY		
			# STAND / BOOTH #:		
			COURRIEL / EMAIL:		
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LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Discount \$	\$ Régulier Regular \$	Total
Accessoires divers / General Accessories					
	0532	Chevalet / Tripod Easel	44.00 \$	62.00 \$	
	0532-A	Présentoir à littérature / Literature Rack	124.00 \$	174.00 \$	
	0534	Corbeille à papier / Wastebasket	19.00 \$	27.00 \$	
	0533	Bac de recyclage / Recycle Bin	19.00 \$	27.00 \$	
	0661-40H	Boîte de tirage pour table 12" x 12" x 12" Raffle Cube for Table	60.00 \$	84.00 \$	
	0693-4	Panneau d'affichage 4' x 8' Poster Panel	121.00 \$	169.00 \$	
	0621	Présentoir vitrine 20" x 20" x 80"(h) Showcase	425.00 \$	595.00 \$	
Rideaux et structures de stands / Drapes and Structures for booths					
	0591	P.L. de rideau 3' de haut (Structure incluse) / 3'(H) Drape (per linear foot) (Structure included)	7.13 \$	9.98 \$	
	0590	P.L. de rideau 8' de haut (Structure incluse) / 8'(H) Drape (per linear foot) (Structure included)	9.24 \$	12.93 \$	
	0588-F	Poteau et base de 8' de haut / Upright 8' (with base)	30.00 \$	42.00 \$	
	0588-10	Tringle de 10' / 10' Slider	19.00 \$	27.00 \$	

Couleur de rideaux / Choice of drapes colour
☐ Bleu / Blue

☐ Noir / Black

☐ Blanc / White

☐ Rouge / Red

☐ Gris / Grey

☐ Vert / Green

*** Le bleu sera la couleur choisie par défaut si aucun choix n'a été fait. Blue will be provided if no other colour choice has been made ***

*** Veuillez nous envoyer votre plan de stand pour l'emplacement des items commandés /

Please include your booth layout plan for placement of ordered items ***

Note:

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Montant / Amount

8% PST

5% GST

TOTAL

COMPAGNIE / COMPANY

STAND / BOOTH #:

COURRIEL / EMAIL:

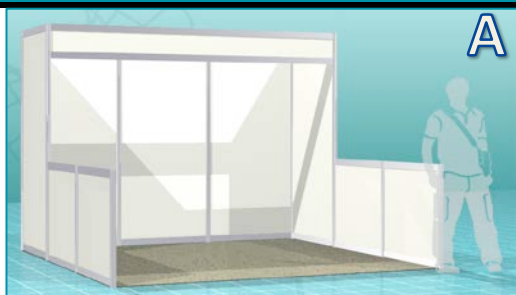
Tél.: 418-877-2727 / 1-877-877-2744

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Forfait spécial / GEM Show Special



Inclut / Includes:

- Stand Fibrex blanc / White Panel Booth
- Affiche d'identification (Lettrage noir) / Header sign (Black text)
- Tapis gris / Grey Carpet
- Rail de 3 projecteurs / 3 spot rail

Choix d'ameublement / Furniture Package Choice

- ☐ 1 Table 6'Long x 24"Large x 30"(H) (#0553) et 2 chaises (#0503) / 1 Skirted table 6'Lx24W"x30"H (#0553) and 2 side chairs (#0503)
- ☐ 1 Comptoir blanc (#0651-06) et 1 tabouret (#0512) / 1 White Counters (#0651) and 1 Bar Stools (#0512)



Inclut / Includes:

- Stand Fibrex blanc / White Panel Booth
- Affiche d'identification (Lettrage noir) / Header sign (Black text)
- Tapis gris / Grey Carpet
- Rail de 3 projecteurs / 3 spot rail

Choix d'ameublement / Furniture Package Choice

- ☐ 2 Tables 6'Long x 24"Large x 30"(H) (#0553) et 4 chaises (#0503) / 2 Skirted Tables 6'Lx24W"x30"H (#0553) and 4 Side Chairs(#0503)
- ☐ 2 Comptoirs blanc (#0651-06) et 2 tabourets (#0512) / 2 White Counters (#0651) and 2 Bar Stools (#0512)

\$ Escomptés / Discount \$

896.00 \$

\$ Régulier / Regular \$

1,254.00 \$

Affiches d'identification / Header Sign



Texte complet / Complete Copy

Frais additionnels de 77,00\$ / Additionnal fees of 77,00\$

Modification des panneaux / Panels Modification

- ☐ Noir / Black
- ☐ Velcro noir / Black Velcro
- ☐ Velcro bleu / Blue Velcro

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INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.

CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at

\$ Escomptés / Discount \$

1617,00\$

\$ Régulier / Regular \$

2264,00\$

Affiches d'identification / Header Signs



Gauche / Left:

Droite / Right:

Frais additionnels de 77,00\$ / Additionnal fees of 77,00\$

Modification des panneaux / Panels Modification

- ☐ Noir / Black
- ☐ Velcro noir / Black Velcro
- ☐ Velcro bleu / Blue Velcro

Montant / Amount

8% PST

5% GST

TOTAL

\$

\$

\$

\$

COMPAGNIE / COMPANY

STAND / BOOTH #:

COURRIEL / EMAIL:

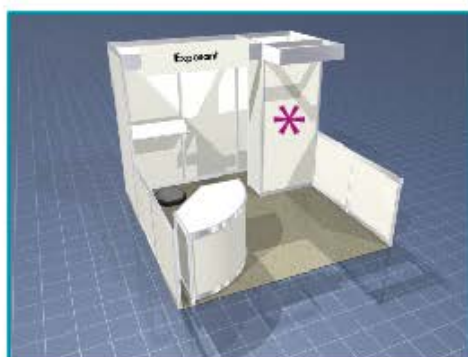
3m x 3m (10' x 10')



MB-21

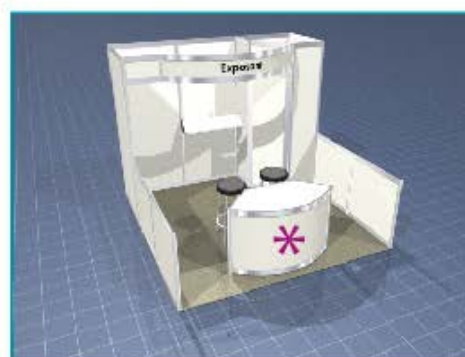


MB-22



MB-23

*Optionnel
Optional



MB-24

*Optionnel
Optional

Choix de couleurs de panneaux / Choice of panels



Noir/
Black

Blanc/
White

Optionnel / Optional



Rainuré/
Slatted



Velcro Bleu/
Blue Velcro



Velcro Noir/
Black Velcro

Choix de couleurs de tapis / Choice of carpet color



Noir/
Black

Gris/
Grey

Rouge/
Red

Bleu/
Blue

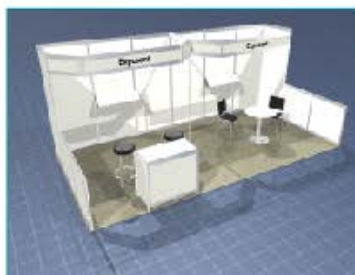
POUR COMMANDER: Complétez le formulaire "Location de stand"
TO ORDER: Complete the "Exhibit Rental Order Form"



GES Spécialiste mondial de l'événement™

LOCATION DE STAND EXHIBIT RENTAL

3m x 6m (10' x 20')

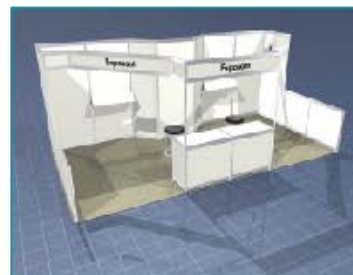


MB-25



MB-26

*Optionnel
Optional



MB-27



MB-28



MB-29

*Optionnel
Optional

Choix de couleurs de panneaux / Choice of panels



Noir /
Black



Blanc /
White

Optionnel / Optional



Rahuré /
Slatted



Velcro Bleu /
Blue Velcro



Velcro Noir /
Black Velcro

Choix de couleurs de tapis / Choice of carpet color



Noir /
Black



Gris /
Grey



Rouge /
Red



Bleu /
Blue

POUR COMMANDER: Complétez le formulaire "Location de stand"
TO ORDER: Complete the "Exhibit Rental Order Form"

LOCATION STAND RIGIDE HARDWALL BOOTH RENTAL

FCM's Annual Conference and Trade Show
Congrès annuel et Salon professionnel de la FCM 2016
 June 2-4, 2016 / 2-4 juin 2016
 RBC Convention Centre

Date butoir
 19 mai 2016
Deadline date
 May 19, 2016

LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escomptés Discount \$	\$ Régulier Regular \$	Total
	MB-21	10' x 10' - 1 comptoir, 2 tabourets, tapis, 1 tablette, 1 corbeille à papier et 1 rail de 3 projecteurs / 10' x 10' - 1 counter, 2 bar stools, 1 shelf, 1 waste basket and 1 3 spots rail	1,030.00 \$	1,442.00 \$	
	MB-22	10' x 10' - 1 table ronde, 2 chaises, tapis, 1 tablette, 1 corbeille à papier / 10' x 10' - 1 round table, 2 chairs, carpet, 1 shelf, 1 waste basket	1,120.00 \$	1,568.00 \$	
	MB-23	10' x 10' - 1 comptoir courbé, 1 tabouret, tapis, 1 tablette, 1 corbeille à papier, 1 rail de 3 projecteurs / 10' x 10' - 1 curved counter, 1 bar stool, carpet, 1 shelf, 1 waste basket, 1 3 spots rail	1,235.00 \$	1,729.00 \$	
	MB-24	10' x 10' - 1 comptoir courbé, 2 tabourets, tapis, 1 tablette, 1 corbeille à papier, 1 rail de 3 projecteurs / 10' x 10' - 1 curved counter, 2 bar stools, carpet, 1 shelf, 1 waste basket, 1 3 spots rail	1,350.00 \$	1,890.00 \$	
	MB-25	10' x 20' - 1 comptoir, 2 tabourets, 1 table ronde, 2 chaises, tapis, 2 tablettes, 1 corbeille à papier et 2 rail de 3 projecteurs / 10' x 20' - 1 counter, 2 bar stools, 1 round table, 2 chairs, carpet, 2 shelves, 1 waste basket and 2x 3 spots rail	1,633.00 \$	2,286.00 \$	
	MB-26	10' x 20' - 1 comptoir courbé, 2 tabourets, tapis, 2 tablettes, 1 corbeille à papier et 2 projecteurs ajustables / 10' x 20' - 1 curved counter, 2 bar stools, carpet, 2 shelves, 1 waste basket and 2 adjustable spots	1,681.00 \$	2,353.00 \$	
	MB-27	10' x 20' - 2 comptoirs, 2 tabourets, tapis, 2 tablettes, 1 corbeille à papier et 2 rail de 3 projecteurs / 10' x 20' - 2 counters, 2 bar stools, 2 shelves, 1 waste basket and 2x 3 spots rails	1,902.00 \$	2,663.00 \$	
	MB-28	10' x 20' - 1 comptoir courbé, 2 tabourets, 1 table ronde, 2 chaises, tapis, 2 tablettes, 1 corbeille à papier, 2 rail de 3 projecteurs / 10' x 20' - 1 curved counter, 2 bar stools, 1 round table, 2 chairs, 2 shelves, 1 waste basket, 2x 3 spots rails	2,254.00 \$	3,156.00 \$	
	MB-29	10' x 20' - 2 comptoirs, 1 comptoir courbé, 2 tabourets, tapis, 2 tablettes, 1 corbeille à papier, 2 rail de 3 projecteurs / 10' x 20' - 2 counters, 1 curved counter, 2 bar stools, 2 shelves, 1 waste basket, 2x 3 spots rail	2,483.00 \$	3,476.00 \$	

Forfait comprend: Installation et démontage, choix de couleur de panneaux, choix de couleur de tapis et affiche d'identification - Électricité non-inclus
Package Includes: Installation and Dismantling, Choice of Panel Colour, Choice of Carpet Colour and Company ID Sign - Electricity not-included

Affiches d'identification / Header Signs		Choix de couleur de panneaux fibrex / Fibrex Panel Colour Choice								
 Gauche / Left:  Centre / Middle:  Droite / Right:	☐ Blanc / White ☐ Noir / Black ☐ Rainuré / Slatted Choix de couleur de panneaux velcro / Velcro Panel Colour Choice ☐ Noir / Black ☐ Bleu / Blue									
	Couleur de tapis ☐ Gris / Grey ☐ Rouge / Red ☐ Noir / Black ☐ Bleu / Blue		Couleur de texte - Enseigne ☐ Noir / Black ☐ Rouge / Red ☐ Bleu / Blue ☐ Vert / Green							
	<table border="1"> <tr> <td>Montant / Amount</td> <td>\$</td> </tr> <tr> <td>8% PST</td> <td>\$</td> </tr> <tr> <td>5% GST</td> <td>\$</td> </tr> <tr> <td>TOTAL</td> <td>\$</td> </tr> </table>			Montant / Amount	\$	8% PST	\$	5% GST	\$	TOTAL
Montant / Amount	\$									
8% PST	\$									
5% GST	\$									
TOTAL	\$									
Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.		COMPAGNIE / COMPANY: # STAND / BOOTH #: COURRIEL / EMAIL:								

FCM's Annual Conference and Trade Show
Congrès annuel et Salon professionnel de la FCM 2016
 June 2-4, 2016 / 2-4 juin 2016
 RBC Convention Centre

Date butoir
 19 mai 2016
Deadline date
 May 19, 2016

LISTE DE PRIX / PRICE LIST

Code	Description	Nombre de jours / Number of days	Prix
Service de nettoyage journalier / Daily Cleaning Service			
0150	Jusqu'à 200 pieds carrés / Up to 200 square feet	1	42.00 \$
		2	55.00 \$
		3	71.00 \$
		4	93.00 \$
0150	Jusqu'à 400 pieds carrés / Up to 400 square feet	1	63.00 \$
		2	82.00 \$
		3	107.00 \$
		4	139.00 \$
0150	Jusqu'à 600 pieds carrés / Up to 600 square feet	1	89.00 \$
		2	115.00 \$
		3	149.00 \$
		4	196.00 \$
0150	Jusqu'à 800 pieds carrés / Up to 800 square feet	1	124.00 \$
		2	161.00 \$
		3	209.00 \$
		4	273.00 \$

Pour 5 jours ou plus ou pour un espace plus grand que 800 pieds carrés veuillez consulter un représentant au service clientèle à: ext 222

For more than 5 days or for more than 800 square feet space please contact an exhibitor service representative at: ext 222

Merci d'indiquer l'horaire désiré ci-dessous.

Please indicate your requested cleaning schedule below.

Dates:



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Montant / Amount	\$
8% PST	\$
5% GST	\$
TOTAL	\$

COMPAGNIE / COMPANY

STAND / BOOTH #:

COURRIEL / EMAIL:

FCM's Annual Conference and Trade Show

Congrès annuel et Salon professionnel de la FCM 2016

June 2-4, 2016 / 2-4 juin 2016

RBC Convention Centre

RENSEIGNEMENTS IMPORTANTS ET TARIFS / IMPORTANT INFORMATION AND RATES

LES POURBOIRES, INCLUANT ARGENT COMPTANT OU HEURES POUR TRAVAIL NON-EFFECTUÉS NE SONT PAS PERMIS PAR GES Spécialiste mondial de l'événement. GES Spécialiste mondial de l'événement demande le plus haut niveau d'intégrité de tous ses employés. *GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES Global Experience Specialist. GES Global Experience Specialist requires the highest standards of integrity from all employees.*

3 HEURES MINIMUM | 3 HOURS MINIMUM

TARIFS HORAIRES / HOURLY RATES	HEURES / TIME	PAR OUVRIER / PER MAN
Temps régulier / Straight Time	Lundi au vendredi entre 08h00 et 16h00 / Between 08:00AM and 04:00 PM Weekdays	78.00 \$
Temps supplémentaire / Over time	Avant 08h00 et entre 16h00 et 18h00 du lundi au vendredi; Entre 08h00 et 16h00 le samedi et dimanche. / Before 08:00AM and between 04:00PM and 06:00PM Weekdays; Between 08:00AM and 04:00PM Saturdays and Sundays	115.00 \$
Temps double / Double time	Après 18h00 du lundi au vendredi; Après 16h00 le samedi et dimanche et lors de congés fériés. / After 06:00PM Weekdays; After 04:00PM Saturdays and Sundays and on all holidays.	157.00 \$

Veuillez indiquer le plan choisi / Please indicate service

*** Si aucun choix de plan n'a été indiqué, la main-d'œuvre sera retardée jusqu'à ce que l'exposant se présente au comptoir de service sur le site ***

*** If a plan of service is not indicated, no order will be assigned until the exhibitor's representative reports to the service desk on show site ***

☐ AGISSEZ SANS LA PRÉSENCE DE L'EXPOSANT / GES SUPERVISED (OK TO PROCEED)

GES supervisera tout le travail effectué pour: / GES will supervise labour to:

- Déballer et installer le matériel d'exposition avant l'arrivée de l'exposant.
Unpack and install display before exhibitor arrival at showsite.
- Démonter et emballer le matériel à la fin du salon.
Dismantle and pack display after show closing.

Une surcharge de 25% (\$50.00 minimum) du total de la facture de main-d'œuvre sera ajoutée pour ce service additionnel. / A 25% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

Veuillez cocher les cases appropriées / Please check off the appropriate boxes:

Photos / Photos - Directives ci-incluses - Set-up instructions attached

☐ Dans la caisse / in crate ☐ ci-incluses / attached

☐ SUPERVISÉE PAR L'EXPOSANT / EXHIBITOR SUPERVISED (DO NOT PROCEED)

Le travail est fait sous la supervision de l'exposant. / Exhibitor will supervise.

- L'heure du début des travaux ne peut être garantie que lorsque la main-d'œuvre est réservée pour le début de la journée (à compter de 8h00). / Starting time can only be guaranteed where labourers are requested for the start of the working day, which is 8:00am.

- L'exposant doit se présenter au comptoir de services pour prendre en charge les ouvriers réservés. et après que la main-d'œuvre soit terminée / The exhibitor representative has to check in at the service desk to pick up labourers ordered. Also, has to check labourers out at the service desk upon completion of the work.

GES S ne sera pas responsable pour aucune perte ou dommage causé durant l'installation, le déballage, le démontage ou l'emballage du matériel de l'exposant. / GES will not be responsible for any loss or damage arising from the installation,

Placez la commande ici / Place order here

	# d'ouvrier / # of labourers	Dates / Dates	Heure début / Start Time	Heure fin / End Time	Total d'heure / Total hours	Tarif / Rate	Total
Installation / Set-Up							
Démontage / Dismantle							
Notes / Instruction (Ex.: Expédition à la fermeture / Shipping at close of show):					Montant / Amount		\$
					8% PST		\$
					5% GST		\$
					TOTAL		\$
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					# STAND / BOOTH #:		
					COURRIEL / EMAIL:		



TERMS & CONDITIONS OF CONTRACT AND LIMITS OF LIABILITY & RESPONSIBILITY

I. Definitions:

Agents: GES Global Experience Specialist's agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES Global Experience Specialist.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES Global Experience Specialist is requested to perform services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES Global Experience Specialist.

Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES Global Experience Specialist. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES Global Experience Specialist, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES Global Experience Specialist or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:

Payment for Services: Customer shall be liable for all unpaid charges for services performed by GES Global Experience Specialist or Agents. Customer authorizes GES Global Experience Specialist to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. GES Global Experience Specialist has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES Global Experience Specialist, GES Global Experience Specialist is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES Global Experience Specialist: Except to the extent of GES Global Experience Specialist's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Global Experience Specialist from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES Global Experience Specialist harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES Global Experience Specialist to Customer: To the extent of GES Global Experience Specialist's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Global Experience Specialist shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES Global Experience Specialist assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Global Experience Specialist Liability for Loss or Damage to Goods

Negligence standard: GES Global Experience Specialist shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES Global Experience Specialist.

Condition of Goods: GES Global Experience Specialist shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Global Experience Specialist shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES Global Experience Specialist shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES Global Experience Specialist shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES Global Experience Specialist assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES Global Experience Specialist assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES Global Experience Specialist assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.

Labour: GES Global Experience Specialist assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Global Experience Specialist provided labour. If GES Global Experience Specialist supervises labour for a fee, GES Global Experience Specialist shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES Global Experience Specialist and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



TERMS & CONDITIONS OF CONTRACT AND LIMITS OF LIABILITY & RESPONSIBILITY

Empty Storage: GES Global Experience Specialist assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Global Experience Specialist Service Desk for empty container storage. Damage that is the direct result of GES Global Experience Specialist's negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES Global Experience Specialist shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES Global Experience Specialist has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES Global Experience Specialist is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES Global Experience Specialist's discretion, and at Customer's expense assuming the Goods are labeled for return. GES Global Experience Specialist retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES Global Experience Specialist shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES Global Experience Specialist shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES Global Experience Specialist will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES Global Experience Specialist's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

No Insurance: GES Global Experience Specialist is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES Global Experience Specialist performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES Global Experience Specialist within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES Global Experience Specialist within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Global Experience Specialist Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES Global Experience Specialist, Customer will not withhold payment or any amount due GES Global Experience Specialist for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Global Experience Specialist prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Global Experience Specialist shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Global Experience Specialist reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Québec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES Global Experience Specialist's liability for Customer's Goods:

The responsibility of GES Global Experience Specialist with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES Global Experience Specialist shall be liable only for loss or damage to Goods caused by GES Global Experience Specialist's sole negligence. GES Global Experience Specialist's liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES Global Experience Specialist is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES Global Experience Specialist's immediate control. GES Global Experience Specialist is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Global Experience Specialist is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Global Experience Specialist. In no event shall GES Global Experience Specialist be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES Global Experience Specialist as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Global Experience Specialist recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

TERMES & CONDITIONS DU CONTRAT ET LIMITES DE RESPONSABILITÉS

I. Définitions:

Représentant: Les représentants de GES Spécialiste mondial de l'événement, leurs sous-contractants, leurs transporteurs et les représentants de ceux-ci.

Client: Exposant ou autre partie faisant appel aux services de GES Spécialiste mondial de l'événement

Transporteur: Transporteur routier / van line ou transporteur aérien.

Expéditeur: Partie qui offre la marchandise au transporteur afin d'effectuer le transport.

Biens: Expositions, biens et produits de base de tous types pour lesquels GES Spécialiste mondial de l'événement est demandé pour offrir ses services.

Entreposage réfrigéré: Entreposage de la marchandise dans un espace d'entreposage au climat contrôlé.

Espace d'entreposage libre d'accès: Entreposage de la marchandise dans un endroit libre-accès pendant la durée de l'exposition.

Services: Entreposage, transport, manutention, main d'oeuvre supervisée, main d'oeuvre non-supervisée et autres services reliés.

Site d'exposition: Endroit ou lieu où une exposition a lieu.

Main d'oeuvre supervisée : Main d'oeuvre fournie à un client pour installer ou démonter un stand ou un emplacement, et qui est supervisée et/ou dirigée par GES Spécialiste mondial de l'événement.

Main d'oeuvre non-supervisée: Main d'oeuvre fournie à un client pour installer ou démonter un stand ou un emplacement et, par le choix du client, n'est pas supervisée ou dirigée par GES Spécialiste mondial de l'événement. Le client assume l'entière responsabilité du travail de main d'oeuvre effectué lorsqu'il fait le choix d'une main d'oeuvre non-supervisée.

II. Champ d'application:

Ces termes et conditions s'appliquent aux clients, à GES Spécialiste mondial de l'événement et leurs représentants respectifs cela incluant mais non limitativement les contrats de sous-traitance, les entrepreneurs, les compagnies de montage et de démontage ainsi que toute autre partie ayant un intérêt dans les marchandises. Chaque partie aura les avantages d'être liée par les dispositions du présent contrat, y compris mais non limitativement aux délais et exclusions de responsabilité.

En acceptant les services de GES Spécialiste mondial de l'événement ou de ses représentants, le client ou tout autre partie ayant un lien avec la marchandise, accepte les termes et conditions des présentes.

III. Obligations du client:

Paiement des services : Le client sera responsable du paiement de tout service impayé rendu par GES Spécialiste mondial de l'événement ou ses représentants. Le client autorise GES Spécialiste mondial de l'événement à porter à son compte de carte de crédit les services rendus à sa demande, après son départ, en plaçant une commande en ligne, par télécopieur, par téléphone ou par l'intermédiaire de bons de commande remplis sur le site de l'exposition.

Conditions de crédit : Tous les frais seront dus avant que les services soient rendus à moins qu'une autre entente à cet effet n'ait été prise à l'avance. GES Spécialiste mondial de l'événement a le droit de demander le pré-paiement complet ou d'exiger une garantie d'acquitter les frais au moment de la demande de services à GES Spécialiste mondial de l'événement. À défaut de payer dans le délai demandé, le client devra acquitter en argent comptant, à l'avance, pour les prochaines demandes de services à GES Spécialiste mondial de l'événement. Si une carte de crédit est fournie à GES Spécialiste mondial de l'événement, GES Spécialiste mondial de l'événement sera alors autorisé à facturer ces cartes de crédits tous frais impayés du client, y compris les frais d'expédition pour le retour. Tous les frais impayés, 30 jours suivant la livraison, feront l'objet de frais d'intérêt mensuel au taux de 1.5% et ce, jusqu'à l'obtention du paiement.

IV. Obligations des parties:

Indemnisation : Le client envers GES Spécialiste mondial de l'événement : À l'exception de la propre négligence de GES Spécialiste mondial de l'événement et/ou de sa faute, le client devra défendre, garantir et dédommager GES Spécialiste mondial de l'événement de toutes réclamations, poursuites, demandes, responsabilités, coûts et dépenses, incluant les frais d'honoraires d'avocat et les frais judiciaires résultant de toutes blessures ou décès de personnes, dommages à la propriété causés ou survenus à l'occasion de toute exécution en vertu de ce contrat. Le client accepte d'indemniser et garantit de tenir GES Spécialiste mondial de l'événement en dehors de tout acte de ses agents ou de ses représentants, incluant, mais non limitativement les sous-traitants, les entrepreneurs, les compagnies de montage et de démontage ainsi que tout autre utilisateur de son emplacement (espace) ou des agents/ représentants exerçant des activités sous le nom du client ou présents sur invitation du client.

GES Spécialiste mondial de l'événement envers le client: Dans les cas de négligence ou de faute de la part de GES Spécialiste mondial de l'événement et sous réserves des limites de responsabilités ci-dessous, GES Spécialiste mondial de l'événement s'engage à défendre, protéger et à indemniser ses clients à l'égard de toute réclamation, poursuites, demandes, responsabilités, coûts et dépenses, y compris les honoraires raisonnables d'avocat et frais de justice, résultant de toute blessure ou mort de personnes ou de dommages à des biens autres que des marchandises. GES Spécialiste mondial de l'événement ne sera pas responsable pour les dommages physiques résultant de la présence du client sur les lieux spécialement identifiés : "Accès interdit aux exposants" durant les jours et les heures où les exposants sont présents sur les lieux de l'exposition, avant le début et après la conclusion de leur emplacement avec le promoteur de l'événement.

V. Aucune responsabilité pour les dommages indirects. SOUS AUCUNE CIRCONSTANCE UNE PARTIE NE PEUT ÊTRE TENUE RESPONSABLE POUR LES DOMMAGES SPÉCIAUX, ACCESSOIRES, SUBSÉQUENTS OU PUNITIFS, INCLUANT, MAIS NON LIMITATIVEMENT, LA PERTE DE PROFITS OU CEUX À VENIR.

VI. Responsabilité de GES Spécialiste mondial de l'événement pour perte ou endommagement de marchandise

Négligence : GES Spécialiste mondial de l'événement sera responsable, sous réserves des limitations contenues au présent contrat, en cas de perte ou de dommages causés aux biens que si cette perte ou ces dommages sont directement causés par la faute ou la négligence de GES Spécialiste mondial de l'événement.

État de la marchandise : GES Spécialiste mondial de l'événement ne sera pas responsable pour les dommages, la perte ou les délais dans la livraison de marchandises, marchandise emballée non-conformement, bris de verre ou vices cachés. GES Spécialiste mondial de l'événement ne peut être tenu responsable pour l'usure normale de la marchandise ou pour les dommages causés à la marchandise emballée sous film rétractable. Toutes les marchandises doivent être en mesure de résister à une manipulation par équipement lourd y compris mais non limitativement à des chariots élévateurs, des grues ou des chariots. Il est de la responsabilité de l'exposant de s'assurer que la marchandise est correctement emballée pour l'expédition et le transport vers le site d'exposition.

Réception de marchandises: GES Spécialiste mondial de l'événement ne peut être tenu responsable pour de la marchandise reçue sans reçu, sans bons de connaissance, ou nombres de morceaux sur le reçu ou bond de connaissance. Cette marchandise doit être livrée au stand sans la garantie du nombre de morceaux ou d'état de la marchandise.

Force Majeure: GES Spécialiste mondial de l'événement ne sera pas responsable pour la perte ou l'endommagement résultant de cas de force majeure, de conditions climatiques, acte ou négligence du client, du fait autonome du bien, du transporteur, ou du propriétaire, d'autorité publique, de conflits de travail, d'un acte terroriste ou d'une guerre.

TERMES & CONDITIONS DU CONTRAT ET LIMITES DE RESPONSABILITÉS

Entreposage réfrigéré: La marchandise requérant un espace d'entreposage réfrigéré est entreposée aux risques et périls du client. GES Spécialiste mondial de l'événement n'assume aucune responsabilité quant à l'entreposage réfrigéré.

Espace d'entreposage libre d'accès: GES Spécialiste mondial de l'événement ne sera pas responsable pour la perte ou l'endommagement de la marchandise pendant que celle-ci se trouve à l'espace d'entreposage libre-accès. Les frais d'entreposage sont pour l'utilisation de l'espace et ne sont pas gage d'assurance ou de garantie de sécurité.

Marchandise non-attendue: GES Spécialiste mondial de l'événement n'assume aucune responsabilité pour la perte ou l'endommagement de marchandise non attendue sur le site de l'exposition et ce, peu importe le moment de la réception de cette marchandise et ce, jusqu'au chargement de la sortie de la marchandise, comprenant toute la durée de l'exposition, le client sera responsable de l'assurance de sa propre marchandise pour tous les risques ou pertes.

Main d'oeuvre: GES Spécialiste mondial de l'événement n'assume aucune responsabilité pour les pertes, dommages ou blessures corporelles découlant de la supervision du client pendant l'exécution de la main d'oeuvre par GES Spécialiste mondial de l'événement. Moyennant des frais supplémentaires, si GES Spécialiste mondial de l'événement supervise une main d'oeuvre, GES Spécialiste mondial de l'événement sera uniquement responsable des réclamations dues à la négligence de son superviseur. Si le client choisit une main d'oeuvre non-supervisée, le client assume alors toute la responsabilité pour les actions ou réclamation découlant de tels travaux et devra indemniser GES Spécialiste mondial de l'événement et le promoteur de l'événement, incluant les coûts d'une défense, pour toutes réclamations résultant de la supervision du client ou l'échec de la supervision de cette main d'oeuvre.

Entreposage: GES Spécialiste mondial de l'événement n'est en aucun cas responsable de perte ou dommage causé à des caissons de transport ou à leur contenu, lorsque ceux-ci sont dans l'espace d'entreposage. Il est de la responsabilité de chaque client, d'apposer les étiquettes appropriées (disponibles au comptoir de service GES Spécialiste mondial de l'événement) sur les boîtes/caissons devant être entreposés. Les dommages résultant d'une négligence évidente de GES Spécialiste mondial de l'événement, seront sujettes aux limites de responsabilités tel que décrit précédemment dans ce présent document.

Transport forcé: GES Spécialiste mondial de l'événement n'est en aucun cas responsable des biens qui ne sont pas ramassés, par les transporteurs choisis par les clients, à la fin de l'exposition. Il est de la responsabilité de chaque client de remplir les documents nécessaires au transport et de s'assurer que leurs biens sont identifiés correctement. Le client comprend qu'il est locataire d'un espace pour une durée déterminée, il se doit donc de libérer l'espace au moment convenu à l'avance. Si des biens demeurent sur le plancher d'exposition (ou débarcadère) après le moment convenu, GES Spécialiste mondial de l'événement a le droit de les déplacer afin remettre les lieux à leur condition de départ, tel que stipulé dans le contrat entre le propriétaire de la salle et le promoteur. Dans cette éventualité, GES Spécialiste mondial de l'événement est autorisé à utiliser la méthode de retour des expéditions au client désirée et ce, aux frais du client. GES Spécialiste mondial de l'événement se garde le droit de disposer, sans aucune responsabilité, des biens laissés sans directives, sans étiquettes ou avec des étiquettes incorrectes.

Dommages causés par négligence: GES Spécialiste mondial de l'événement n'est en aucun cas responsable des dommages / pertes causés par la négligence du client (biens mal emballés, biens sans étiquettes, etc)

Emplacements laissés sans surveillance: GES Spécialiste mondial de l'événement n'est en aucun cas responsable des dommages / pertes subis alors que l'emplacement est laissé sans surveillance et ce, peu importe le moment. Du moment où le matériel est livré au débarcadère, jusqu'au moment où il pris en charge par le transporteur du client, et autre moment, GES Spécialiste mondial de l'événement se dégage de toute responsabilité. Tous les bons de commande *Manutention* soumis à GES Spécialiste mondial de l'événement seront révisés lors de la procédure de retour et seront corrigés en cas de divergences entre la demande et la réalité.

Mesures de dédommagement: La responsabilité de GES Spécialiste mondial de l'événement est limitée au moindre coût entre: 1) la valeur dépréciée du bien, 2) le coût de réparation ou 3) la responsabilité limitée. La responsabilité limitée correspond au moindre coût entre 0,30\$ (trente cents) par livre par morceau, 50,00\$ (cinquante dollars) par article ou 1 000\$ (mille dollars) par envoi.

Assurances: GES Spécialiste mondial de l'événement n'est pas une compagnie d'assurances et n'offre ou ne fournit pas d'assurances. Il est de l'obligation de chaque client de s'assurer que leurs biens soient assurés en tout temps. Le vol ou la perte de biens pendant l'entreposage, pendant le transit pour le salon et/ou dans la salle d'exposition est l'unique responsabilité du client à moins qu'il soit clairement démontré que GES Spécialiste mondial de l'événement ait agi de façon négligente.

Réclamation de perte ou de dommage: Pour qu'une réclamation soit valide, les avis de perte ou de dommage doivent être signalés à GES Spécialiste mondial de l'événement dans les 24 heures de l'événement le plus récent, de la livraison des biens ou de l'incident.

Description de la réclamation: Toute réclamation pour perte ou dommage à votre matériel doit être faite par écrit, avec suffisamment de faits pour que nous puissions clairement identifier le matériel. Votre description doit attribuer la responsabilité de la perte ou du dommage de votre bien et également faire réclamation d'un montant d'argent (\$). Votre réclamation doit être faite dans les délais mentionnés ci-haut.

Un rapport de dommage, rapport d'inspection, rapport d'incident, un bon de connaissance indiquant une perte, ne constituent pas une réclamation faite en bonne et due forme. Les réclamations pour des biens prétendu perdus, volés ou endommagés sur le site d'exposition doivent être reçues par écrit, chez GES Spécialiste mondial de l'événement, dans les soixante (60) jours suivants la fin de l'exposition. Les réclamations pour des biens prétendus perdus, volés ou endommagés durant le transport doivent être reçues dans les neuf (9) mois suivant la date de livraison des biens. GES Spécialiste mondial de l'événement travaille avec des sous-traitants pour le transport des biens. Les réclamations pour dommage durant le transport doivent être faites directement au transporteur du client, tel que stipulé sur le bon de commande manutention. En cas de différend avec GES Spécialiste mondial de l'événement, le client ne retiendra aucun paiement ou somme due à GES Spécialiste mondial de l'événement pour compensation à une perte ou dommage. L'exposant s'engage à payer GES Spécialiste mondial de l'événement dès la fin de l'exposition pour tous les services contractés et comprend que toute réclamation est considérée comme une action indépendante. GES Spécialiste mondial de l'événement se réserve le droit de d'aller en collection pour tout montant dû après l'exposition, même si des montants sont réclamés pour perte ou dommage.

Dépôt de poursuite: Toute action adressée à la cour pour bris ou dommage doit être déposée dans l'année (1 an) suivant le refus de GES Spécialiste mondial de l'événement d'indemniser.

VII. Juridiction

Ces termes et conditions du présent contrat, sont soumis aux lois en vigueur dans la province de Québec (Code civil du Québec) et / ou aux lois fédérales.

VIII. Manutention à l'avance / Entreposage temporaire / Entreposage à long terme

Tous les termes et conditions relatifs à la manutention à l'avance, à l'entreposage temporaire et à l'entreposage à long terme se retrouvent sur une page séparée du présent document (page intitulée «Accord sur l'entreposage»). Dans l'éventualité d'un désaccord concernant l'entreposage, les règles suivantes s'appliquent, tout en respectant la responsabilité de GES Spécialiste mondial de l'événement envers les biens des clients:

La responsabilité de GES Spécialiste mondial de l'événement est limitée à l'exercice de manutention et entreposage standard, envers les biens des clients. GES Spécialiste mondial de l'événement est responsable de la perte ou le dommage de biens, uniquement s'il en résulte d'une négligence. La responsabilité de GES Spécialiste mondial de l'événement est limitée à soixante cents (0,60\$) par livre ou la valeur réelle de l'article. Dans le cas de perte ou dommage partiel, la responsabilité maximale sera calculée au prorata en fonction du poids. GES Spécialiste mondial de l'événement n'est pas responsable d'aucun vol ou dommage causé par, mais non limité à, un incendie, vol, vandalisme, humidité, vermine, bris mécanique, changement de température radical, et autres situations hors du contrôle de GES Spécialiste mondial de l'événement. GES Spécialiste mondial de l'événement n'est pas responsable du bris, de l'égratignure ou fêlure d'objets de verre ou autre matière fragile. GES Spécialiste mondial de l'événement n'est pas responsable des fonctions mécaniques des instruments ou appareils, même si ceux-ci sont emballés ou débballés par GES Spécialiste mondial de l'événement. Dans aucun cas, GES Spécialiste mondial de l'événement n'est responsable pour les dommages spéciaux, accessoires, subséquents ou punitifs, incluant, mais non limitativement, la perte de profits ou ceux à venir. Le client défraye les coûts d'entreposage, ou de manutention à l'avance uniquement pour l'usage de l'espace. Il n'y a aucune garantie de sécurité ou interprétation faite par GES Spécialiste mondial de l'événement quant à la condition du matériel du client. Le risque de perte demeure donc l'unique responsabilité du client et GES Spécialiste mondial de l'événement recommande au client d'avoir une assurance suffisante pour couvrir les risques encourus.

NOTE IMPORTANTE: L'EXPÉDITION OU LA LIVRAISON D'UN ENVOI CHEZ GES SPÉCIALISTE MONDIAL DE L'ÉVÉNEMENT OU UN DE SES SOUS-CONTRACTANTS PAR UN CLIENT OU UN TRANSPORTEUR DOIT ÊTRE INTERPRÉTÉE COMME UNE ACCEPTATION DU CLIENT (OU TIERCE PARTIE) DES TERMES ET CONDITIONS DU PRÉSENT CONTRAT.

La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition – surtout la vôtre !

GES Spécialiste mondial de l'événement est engagé à la sécurité au niveau de la compagnie et à travers les fonctions que nous effectuons. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'événement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES Spécialiste mondial de l'événement. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'événement plus sécuritaire et agréable pour vous et vos confrères exposants.

Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'événement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité ! Merci de votre collaboration !

Guide de conseils de prévention de perte pour les exposants sur le site de l'évènement.

- Il est strictement interdit de fumer dans le hall d'exposition.
- Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES Spécialiste mondial de l'événement
- Seuls les employés autorisés de GES Spécialiste mondial de l'événement ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de l'aide.
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étirés dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de feu dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent restées propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques, peuvent être des cibles pour le vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES Spécialiste mondial de l'événement.

Safety is very important for everyone working in the exhibit hall - especially yours!

GES Global Experience Specialist is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Global Experience Specialist supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show and do it safely. Thank you for your Cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Global Experience Specialist personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Global Experience Specialist personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or a load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES Global Experience Specialist representative of any safety issues or concerns.

customs



GES is proud to offer our clients a one source solution for Customs and Transportation services

GES Customs Services

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in Tradeshow Customs procedures
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the tradeshow floor

Simplified Ordering

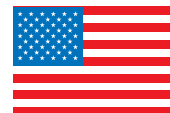
For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 403-243-2212 or 1-800-636-8235
- Fax: 403-243-3868

Leave all your shipping, customs clearance and furniture rentals to GES.



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Please Read Carefully Before Completing the Attached Documents

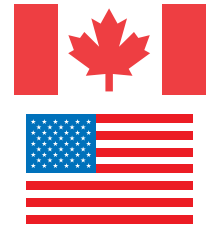
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DETAILED DESCRIPTION & INSTRUCTIONS	Pages 2 - 7

SAMPLES & ORDER FORMS

A) GES Customs/Transportation Order Form (Mandatory for all shipments)	Pages A-A1
B) CANADA CUSTOMS INVOICE (Mandatory for all shipments)	Pages B-B1
C) NAFTA CERTIFICATE OF ORIGIN	Pages C-C1
D) CERTIFICATE OF REGISTRATION (Form 4455)	Pages D-D1
E) FCC RADIO FREQUENCY FORM (Form 740)	Pages E-E1
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G) TEXTILE DECLARATION	Pages G1
H) PRIVATE VEHICLE SHIPMENT INFORMATION FORM	Pages H-H1

ALL DOCUMENTS MUST BE FAXED TO GES CUSTOMS BROKERAGE SERVICES PRIOR TO SHIPPING

Telephone: (403) 243-2212 Fax: (403) 243-3868
e-mail: calgary@gesexpo.com website: www.gesexpo.ca



WELCOME TO CANADA

Canada is very proud to open its doors and borders to International Conventions, Meetings and Tradeshows. Like all countries, we have rules and regulations with respect to crossing the border and they are controlled and administered by Canada Customs, an official agency of the Revenue Department of the Canadian Government.

GES Customs Brokerage Services can help you make exhibiting across the border a simple and straightforward two-way experience for your people, products and display equipment. The following pages contain information and forms to assist you in that process by explaining what and when things have to be done.

CUSTOMS SIMPLIFIED - TIPS FOR SHIPPING ACROSS THE BORDER

1. ➔ **Use Official Suppliers**
It is beneficial for exhibitors to use the official suppliers selected for the show (i.e. GES Customs Brokerage Services and GES Logistics).
2. ➔ **Complete Customs Documents**
Complete all mandatory and necessary documents and fax copies to our GES office prior to shipping. Send all originals with the shipment and bring 2 copies to the show.
3. ➔ **Ship on Time**
Have materials shipped to arrive 7 days prior to move-in and consolidate shipments to reduce costs. GES Logistics is the recommended transportation carrier. **All shipments must be paid for in advance. We do not recommend shipping by parcel carriers or by mail.**
4. ➔ **Hand Carrying or Private Vehicle**
Notify GES in advance if you are bringing goods with you on the plane or crossing the border by company, rented or your own vehicle.
5. ➔ **Tracing Service**
To assist GES personnel in locating your exhibit freight please bring a record of the shipment "Tracking Number" provided by GES Logistics or your carrier. Our personnel have the knowledge and connections to expedite your shipment to the show site as quickly as possible.
6. ➔ **Changes & Return Shipments**
Notify GES Customs Brokers immediately of any change(s) to what is being shipped, quantities, addresses, etc., as well as what materials will be returned to the U.S. and provide the correct return address.
7. ➔ **Communicate with GES CUSTOMS/LOGISTICS Contacts**
GES will be in touch with you starting 3-4 weeks prior to the event and will have staff on site or on call during move-in, show days, and move-out. Exhibitors will be provided with cell phone numbers for 24-hour, 7-days-a-week access to your GES CUSTOMS and LOGISTICS contacts.

CANADA CUSTOMS DOCUMENTS:

(Explanations and direction to samples and order forms for completion)

TIP: Review and highlight the forms that apply to your shipments for completion

- ☐ **GES Customs/Transportation Order Form – (Mandatory for all shipments)**
- gives GES the authority to clear and coordinate the movement of your materials on your behalf (Pages A - A1 Sample).
- ☐ **Canada Customs Invoice – CCI – (Mandatory for all shipments)** - itemizes the contents of your shipment; quantities, countries of origin, unit and total shipment values. This is also where you would notify GES of any goods that will require special treatment or permits (Page B – B1 Sample).
- ☐ **NAFTA Certificate of Origin** - Goods that will be distributed (giveaways) to a Canadian, or remain in Canada must be identified on this form in order to receive the most favourable duty & tax treatment. This applies to NAFTA countries only; USA, Canada and Mexico (Pages C – C1 Sample).
- ☐ **Private Vehicle Shipment Information** – Goods that will be crossing the border via a company vehicle, rental or personal vehicle. You must fax GES this completed document one week in advance of your intended date of crossing. (Page H)
- ☐ **Airline Hand Baggage** - In the event you intend on bringing exhibit materials or commercial goods with you as hand baggage, a formal customs clearance may be required. Contact GES prior to departure for further information. Failure to follow these instructions may result in unexpected delays or payments at the airport. (Note: No Form)

UNITED STATES CUSTOMS DOCUMENTS:

(Explanations and direction to samples and order forms for completion)

TIP: Review and highlight the forms that apply to your shipments for completion

- ☐ **Certificate of Registration (FORM 4455)** -Goods that are not of USA origin and are intended to return to the USA (Pages D – D1 Sample).

ATTENTION ELECTRONIC SHIPPERS - MANDATORY

By not completing the following forms your materials will be denied re-entry into the USA

- ☐ **Radio Frequency Form (FCC 740)** – Goods that emit radio frequencies, e.g. computers, video cameras/recorders is mandatory by order of the U.S. Federal Communication Commission (Pages E – E1 Sample)
- ☐ **Radiation Form (FD 2877)** – Goods that emit radiation, e.g. CD Players, laser printers, monitors, televisions, x-ray equipment, etc. and is mandatory by order of U.S. Food & Drug Administration (Pages F – F1 Sample).

ATTENTION TEXTILE SHIPPERS - MANDATORY

By not completing the following forms your materials will be denied re-entry into the USA

- ☐ **Textile Declaration** - Goods such as carpets, curtains and clothing require this declaration to re-enter the USA. (Pages G – G1 Sample).

**ALL DOCUMENTS MUST BE FAXED TO GES CUSTOMS BROKERAGE
SERVICES PRIOR TO SHIPPING**

Telephone: (403) 243-2212

Fax: (403) 243-3868 e-mail: calgary@gesexpo.com

DETAILED DESCRIPTION & INSTRUCTIONS

☐ GES Customs/Transportation Order Form

This Order Form ***must be completed*** for all shipments.

The GES Customs Order Form is your authorization to allow GES to act on your behalf. GES cannot clear your goods through Canada Customs without this form being fully completed. The information completed on this form allows us to properly classify and process your shipment(s) into and out of Canada. It also provides payment authorization and IRS identification details for the safe return of your goods back to the USA. GES accepts Credit Card, Cheque, Bank Transfer or Money Order.

Charges for GES Customs Brokerage services include the posting of any Canada Customs Bonds that may be required plus any additional pay-outs that are made on your behalf. These amounts may include duty and taxes for goods that remain in Canada, local cartage fees, terminal fees and U.S. Customs clearance.

Action ☐ Please complete ***all*** areas of the Form and fax to GES.

☐ Canada Customs Invoice – CCI

This document ***must accompany*** every shipment.

The *Canada Customs Invoice – CCI*, is the most important document for any exhibition materials entering Canada. It must itemize all goods contained in the shipment with a description, quantity, value and country of origin.

- Action** ☐
1. Fill in all required information on the *Canada Customs Invoice – CCI*
 2. Include the original and two copies of your completed *Canada Customs Invoice*, in an envelope and staple to your Truck Bill of Lading or Air Waybill and label the envelope: **“Notify GES Customs Brokers for Canada Customs Clearance”**
 3. Fax a copy of the *Canada Customs Invoice* to GES Customs Brokers prior to shipping your goods, and keep a copy for your on-site representative's records.

☐ North American Free Trade Agreement (NAFTA) Certificate of Origin Completion Instructions

Goods and display materials entering Canada that will not be exported after the show may be subject to duty and/or tax. Under the *North American Free Trade Agreement*, you may reduce or eliminate the amount of duty that is normally payable if a properly completed *NAFTA Certificate of Origin* accompanies your shipment. This is only applicable to goods originating in other NAFTA countries: United States and Mexico.

□ **North American Free Trade Agreement (NAFTA) - cont'd....** **Certificate of Origin Completion Instructions**

- Field 1 State the full legal name, address (including country) and legal tax identification number of the exporter. Legal tax identification number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and the United States, employer's identification number or Social Security Number.
- Field 2 Complete field if the Certificate covers multiple shipments of identical goods as described in Field 5 that are imported into a NAFTA country for a specified period of up to one year (blanket period). "FROM" is the date upon which the Certificate becomes applicable to the goods covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential tariff treatment is claimed based on this Certificate must occur between these dates.
- Field 3 State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the producer. If more than one producer's good is included on the Certificate, attach a list of the additional producers, including the legal name, address (including country) and legal tax identification number, cross referenced to the good described in Field 5. If you wish this information to be confidential, it is acceptable to state "Available to Customs upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".
- Field 4 State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the importer. If importer is not known, state "UNKNOWN", if multiple importers, state "VARIOUS".
- Field 5 Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (HS) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.
- Field 6 For each good described in Field 5, identify the HS tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the HS tariff classification of the country into whose territory the good is imported.
- Field 7 For each good described in Field 5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6A (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). **Note: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

Preference Criteria:

- A The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries, as referred to in Article 415. Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced". If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref. Article 401(a) and 415)
- B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(b))
- C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in Article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref.: Article 401(c))

☐ **North American Free Trade Agreement (NAFTA) - cont'd....** **Certificate of Origin Completion Instructions**

- D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:
1. the good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to HS General Rule of Interpretation 2(a); or
 2. the good incorporated one or more non-originating materials, provided for as parts under the HS, which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.

Note: This criterion does not apply to Chapters 61 through 63 of the HS (Reference: Article 401(d))

- E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the Most-Favoured-Nation Tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Reference: Annex 308.1)
- F The good is an originating agricultural good under preference criterion A, B or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2.B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **Note 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. Note 2: A tariff rate quota is not a quantitative restriction.**

- Field 8 For each good described in field 5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.
- Field 9 For each good described in Field 5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated according to the net cost method over a period of time, further identify the beginning and ending dates (DD/MM/YY) of that period. (Reference: Articles 402.1, 402.5)
- Field 10 Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of customs duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each Party's schedule of tariff elimination. For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than 7%; otherwise indicate as "JNT" for joint production. (Reference: Annex 302.2)
- Field 11 This field must be completed, signed and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed and dated by the producer. The date must be the date the Certificate was completed and signed.

□ Airline Hand Baggage

In the event you intend on bringing any exhibit materials or commercial goods with you as hand baggage, a formal Customs clearance may be required. Contact GES Customs Brokers prior to your departure for further information.

Action □ Complete a *GES Customs/Transportation Order Form* and a *Canada Customs Invoice – CCI*, describing your materials, fax to GES and bring a copy with you. Upon arrival present the *CCI* to the Customs and Immigration officer in Toronto and inform him/her you are attending a convention/tradeshow and GES Customs Brokers will Customs clear your goods at the show. Canada Customs will issue you a C6 document to be presented to GES Customs Brokers upon arrival at show site.

Failure to follow these instructions may result in unexpected delays or payments at the airport

□ Private Vehicles or Company Vehicles

In the event you will be transporting your exhibition materials to Canada with a company, rented or personal vehicle you **must** notify GES Customs Brokers, at least one week in advance of your intended date of crossing the border.

Action □ Complete all required Customs documentation including the GES Customs/Transportation Order Form, *Canada Customs Invoice – CCI* and the Private Vehicle Shipment Information Form. Fax all completed documentation to GES Customs Brokers at least one week prior to your border crossing date. Ensure the driver of the vehicle has copies of all documentation.

Failure to follow these instructions may result in unexpected delays or payments at the border

□ Canadian Certificates or Permits

Certain goods require Certificates or Permits before they are allowed entry into Canada. The specific kinds of materials that require certificates and/or permits are:

- | | | |
|---------------------|----------------------|---------|
| ▶ Clothing/Textiles | ▶ Plants/Agriculture | ▶ Food |
| ▶ Animals | ▶ Alcohol | ▶ Drugs |
| ▶ Firearms | ▶ Explosives | |

In the event you will be shipping any of these materials, or you are not certain if your materials are subject to special treatment, you must notify GES immediately.

□ ATA Carnet

The *ATA Carnet* is an internationally recognized Customs document that is similar to a passport for an individual traveler. It serves as a guarantee for the entry of materials into a country in place of the normal Customs documentation that would usually be required. An *ATA Carnet* is issued in the country of origin and provides bond coverage for the temporary importation of exhibit materials. Please contact GES for further information.

□ Certificate of Registration (Form 4455) **For Goods that are not of U.S. Origin/Manufacture**

If you are shipping materials to Canada that are not made or produced in the USA but have been shipped from the USA and will be returning to the USA, they will require a *Certificate of Registration (Form 4455)*.

Goods that are manufactured outside the United States are dutiable each time they cross the U.S. border, unless evidence can be provided that the goods are re-entering the United States.

This form must accompany your shipment to Canada and be validated or stamped by U.S. Customs at the port of exit prior to your departure. The carrier must be instructed in writing on the Bill of Lading or Air Waybill that this form must be validated/stamped.

If you are transporting your materials by company, rented or private vehicle, it is important that you stop at U.S. Customs prior to entering Canada to have this form Validated/Stamped.

Action □ This form is not Valid unless it has been stamped and examined by U.S. Customs prior to leaving the U.S.A. An original must be provided to GES Customs Brokers at show site to be included in your documents for return to the USA.

□ FCC Form 740 Items Capable of Emitting Radio Frequencies **An FCC Form is required for all goods capable of emitting Radio Frequencies**

The U.S. Federal Communications Commission (FCC) requires the filing of an FCC Form 740 for any radio frequency or sub assembly devices (manufactured outside the USA), which can cause harmful interference, prior to entry into the USA. A separate Form 740 is required for each model type.

Examples of Products that Emit Radio Frequencies:

A radio frequency (RF) device is any product capable of emitting radio signals while being operated, such as: computers & peripherals, telephones, video cameras & VCRs, transmitters/receivers, disk drives, video games, TV tuners.

Action □ The FCC Form must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original of the FCC Form 740 for submission to U.S. Authorities upon return of your shipment to the USA.

□ FDA Form 2877 Electronic Products Capable of Emitting Radiation **An FDA Form 2877 is required for all goods capable of emitting Radiation**

The USA Food and Drug Administration (FDA) and U.S. Customs regulations state that when shipping electronic equipment that emits or is capable of emitting radiation, Form FD 2877 must be completed prior to entry into the USA. This form is required regardless of the country of manufacture.

You must verify that a certificate, in the form of an identification tag or label, is affixed to the product that states compliance with USA Food and Drug regulations.

Examples of Products that Emit Radiation.

Products that emit radiation include televisions, monitors, laser printers, CD players, X-ray equipment and laser emitting equipment and devices.

Action □ The FDA Form 2877 must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original of the FDA Form 2877 for submission to U.S. Authorities upon return of your shipment to the USA.

□ Textile Declaration

The U.S. Government requires the filing of a *Textile Declaration* for any textile products returning to the United States. This declaration would be for any products containing textiles such as carpet, drapes, t-shirts, tote bags, etc. In addition, goods from certain countries may require permits or may not be allowed re-entry into the U.S. due to trade quotas or embargo's with certain countries such as China, Singapore, Sri Lanka, etc.

Completion Instructions – See Example

1. Name of the person making the declaration.
2. Countries manufacturing the article, source of country of the textiles used in the manufacture of the article
3. Style & model numbers, colour, etc. (if applicable)
4. Name & number of items
5. Description of processing and country where processing was done
6. Date of export from Canada (date goods returning to US)
7. Description of imported material and country where the material was manufactured
8. Date material was exported from originating country

Action □ The *Textile Declaration* must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original for submission to U.S. Authorities upon return of your shipment to the USA.

All Customs documents must be faxed to GES prior to shipping

For additional information contact GES
the Official Customs Broker for this event.

Telephone: (403) 243-2212

Fax: (403) 243-3868 e-mail: calgary@gesexpo.com

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

☒ Customs Clearance
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: **ABC MACHINE COMPANY**

U.S. Tax # or U.S. IRS ID #: **31-2293941**

Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW
1430**

Booth #:

Facility Name: **MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG**

Shipment Date: **MARCH 3, 2001** From (City): **NEW YORK** Carrier Name: **GES LOGISTICS**

It Consists of (# Cartons): **6** Weight: **1,500** ☒ lbs. ☐ kgs.

Our Rep @ Event: **BILL SMITH** Staying At (Hotel): **RYH - ROYAL YORK** Tel: **416-368-2511**

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2

RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**

Delivery Address: **100 - 5TH AVENUE**

City: **NEW YORK** Province/State: **NEW YORK** Postal / Zip: **10012-1010**

Name: **JOE BROWN** Telephone: **212-286-2140** Fax Number: **212-286-2100**

Ship Via: ☒ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3

CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☒ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card Number: **123 456 789 012** Expiry: **09 / 03**

Cardholder's Name: **BILL SMITH** Title: **DIRECTOR OF SALES**

Cardholder's Signature: **BILL SMITH**

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**

Mailing Address: **100 - 5TH AVENUE**

City: **NEW YORK** Province/State: **NY** Postal / Zip: **10012-1010**

Attention: **BILL SMITH** Telephone: **212-286-2140** Fax Number: **212-286-2100**

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By: **JOE BROWN**
(Please Print Full Name)

Title: **DIRECTOR OF MARKETING**

Date: **APRIL 17, 2001**



Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

☐ Customs Clearance
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: _____
U.S. Tax # or U.S. IRS ID #: _____
Event Name & Booth #: _____ Booth #: _____
Facility Name: _____
Shipment Date: _____ From (City): _____ Carrier Name: _____
It Consists of (# Cartons): _____ Weight: _____ ☐ lbs. ☐ kgs.
Our Rep @ Event: _____ Staying At (Hotel): _____ Tel: _____

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2

RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: _____
Delivery Address: _____
City: _____ Province/State: _____ Postal / Zip: _____
Name: _____ Telephone: _____ Fax Number: _____
Ship Via: ☐ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3

CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS
Credit Card Number: _____ Expiry: _____ / _____
Cardholder's Name: _____ Title: _____
Cardholder's Signature: _____

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: _____
Mailing Address: _____
City: _____ Province/State: _____ Postal / Zip: _____
Attention: _____ Telephone: _____ Fax Number: _____
Email: _____

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By: _____
(Please Print Full Name)
Title: _____ Date: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 1
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED		6 Country of Transshipment / Pays de transbordement N/A	
		7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Y ES ☐ OUI NO ☐ NON		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.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD			
11. No. of Pkgs. Nbre. de colis	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)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
3 PCS 1 PC 1 PC 1 PC	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED) CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED) CARTON-ADVERTISING LITERATURE CARTON-PLASTIC KEY CHAINS / BOOKS	3 1 1,000 50	\$1,000.00 \$ 500.00 \$ 0.10 \$ 0.50	\$3,000.00 \$ 500.00 \$ 100.00 \$ 25.00	
XI.1 Total Number of Pieces / Nombre total de pièces 6					
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 Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. ☒ kgs.		17. Invoice Total Total de la facture	
		Net. Weight N/A	Gross Wt./ Brut 1,500 lbs		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A		Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511			

Page B

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page of
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6 Country of Transshipment / Pays de transbordement	
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		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.)			
Y ES ☐ OUI NO ☐ NON					
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	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)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
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		16. Total Weight / Poids total ☐ lbs. ☐ kgs.		17. Invoice Total Total de la facture	
Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact: Tel: Fax:			

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address 	2 Blanket Period From To DDMMYYDDMMYY				
3 Producer's Name and Address 	4 Importer's Name and Address 				
5 Description of Goods	6 HS Tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin
11 I CERTIFY THAT: - The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document; - I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given, of any changes that would affect the accuracy or validity of this Certificate; - The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North America Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and - This Certificate consists of ___ pages, including all attachments.					
Authorized Signature:			Company:		
Name:			Title:		
Date:		Telephone:		FAX:	

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address Tax Identification Number ▶	2 Blanket Period From To DD MM YY DD MM YY				
3 Producer's Name and Address Tax Identification Number ▶	4 Importer's Name and Address Tax Identification Number ▶				
5 Description of Goods	6 HS Tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin
11 I CERTIFY THAT: - The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document; - I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given, of any changes that would affect the accuracy or validity of this Certificate; - The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North America Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and - This Certificate consists of ____ pages, including all attachments.					
Authorized Signature:			Company:		
Name:			Title:		
Date:		Telephone:		FAX:	



FORM 4455
CERTIFICATE OF REGISTRATION

COMPLETE WHEN GOODS ARE NOT OF U.S.A. ORIGIN

FORM APPROVED OMB NO. 48-R0247

Via (Carrier): GES LOGISTICS		B/L or INSURED NO. Y123456	NO. DATE: APRIL 17, 2000
NAME, ADDRESS AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable) ABC MACHINE COMPANY C/O GES CUSTOMS BROKERS 3175 AIRWAY DRIVE MISSISSAUGA, ON L4V 1C2		ARTICLES EXPORTED FOR: ☐ ALTERATION ☐ REPAIR * ☐ USE ABROAD ☐ REPLACEMENT ☐ PROCESSING ☒ OTHER (SPECIFY) EXHIBITION *NOTE: The cost or value of alterations, repairs, or processing abroad is subject to Customs duty.	

LIST ARTICLES EXPORTED

Number of Packages	Kind of Packages	Description of Articles
3	CRATES	CRATE #1 - IBM COMPUTER, SER#1710-MADE IN JAPAN CRATE #2 - PANASONIC CD, SER#210-MADE IN JAPAN CRATE #3 - ATI COLOUR MONITOR, SER#A10-MADE IN KOREA

Signature of Owner or Agent (Print or Type and Sign)			DATE
 TYPE NAME: BILL SMITH	SIGN NAME: BILL SMITH	TEL: 212-286-2140	APRIL 17, 2000

The Above Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CUSTOMS OFFICER		SIGNATURE OF CUSTOMS 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)

IMPORTANT: Be Sure To Mark In The Body Of Your Air Waybill Or Bill Of Lading As Follows:



U.S. CERTIFICATE OF REGISTRATION FORM 4455 ATTACHED. GOODS MUST BE EXAMINED BY U.S. CUSTOMS PRIOR TO EXPORT FROM THE U.S.A. AND CERTIFIED COPIES MUST BE GIVEN TO GES AT SHOW SITE.

If your list of goods exceeds the available space, prepare your list (as above) on a separate sheet and mark this form "exhibition material as per attached". Please attach a copy of your list to each copy of the 4455 forms.

Signature of Owner or Agent (Print or Type and Sign)  BILL SMITH - BILL SMITH	DATE: APRIL 17, 2000
---	--------------------------------

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

CUSTOMS FORM 4455



FORM 4455
CERTIFICATE OF REGISTRATION

COMPLETE WHEN GOODS ARE NOT OF U.S.A. ORIGIN

FORM APPROVED OMB NO. 48-R0247

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

Via (Carrier):		B/L or INSURED NO.	NO.
NAME, ADDRESS AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)		ARTICLES EXPORTED FOR: ☐ ALTERATION ☐ REPAIR * ☐ USE ABROAD ☐ REPLACEMENT *NOTE: The cost or value of alterations, repairs, or processing abroad is subject to Customs duty.	
		☐ PROCESSING ☐ OTHER (SPECIFY) _____ <u>EXHIBITION</u>	

LIST ARTICLES EXPORTED

Number of Packages	Kind of Packages	Description of Articles

Signature of Owner or Agent (Print or Type and Sign)			DATE
	TYPE NAME: _____	SIGN NAME: _____	TEL: _____

The Above Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CUSTOMS OFFICER		SIGNATURE OF CUSTOMS 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)

IMPORTANT: Be Sure To Mark In The Body Of Your Air Waybill Or Bill Of Lading As Follows:



U.S. CERTIFICATE OF REGISTRATION FORM 4455 ATTACHED. GOODS MUST BE EXAMINED BY U.S. CUSTOMS PRIOR TO EXPORT FROM THE U.S.A. AND CERTIFIED COPIES MUST BE GIVEN TO GES AT SHOW SITE.

If your list of goods exceeds the available space, prepare your list (as above) on a separate sheet and mark this form "exhibition material as per attached". Please attach a copy of your list to each copy of the 4455 forms.

Signature of Owner or Agent (Print or Type and Sign)	DATE:
	

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

CUSTOMS FORM 4455

INSTRUCTIONS FOR COMPLETION OF FCC FORM 740

This form must be completed for each radio frequency device, as defined in 47 U.S.C. 302 and 47 C.F.R. 2.801, which is imported into the Customs territory of the United States. The original shall be filed with the U.S. Customs Service on or before the date the shipment is delivered to a U.S. port of entry.

The completed form must accompany each such entry.

The following are typical examples of devices that require the use of FCC Form 740: radio and TV receivers, converters, transmitters, transmitting devices, radio frequency amplifiers, microwave ovens, industrial heaters, ultrasonic equipment, transceivers, and computers.

Marketing, as used in this form (and 47 C.F.R. 2.1201 et seq.), means sale or lease (including advertising for sale or lease, or display at a trade show) or import, ship or distribute for the purpose of selling or leasing or offering for sale or lease.

Limited quantities, as used in this form, are the number specified in 47 C.F.R. 2.1204(a)(3). Waivers of this limit are infrequently granted but may be requested from the FCC office listed in 47 C.F.R. 2.1204(a)(3)(iii). Written waiver requests must contain specific information required by that office.

Equipment imported for test, evaluation or display (see import conditions 3 or 4 of Part II of this form) may not be marketed (sold or leased, offered for sale or lease, advertised, etc.). Display of this equipment must include markings clearly indicating that the device(s) are not eligible for sale. See 47 C.F.R. 2.803 for details regarding this labeling.

Wireless telephony devices that do not have a FCC grant of equipment authorization must either comply with 47 C.F.R. 2.1204(a)(5) or 47 C.F.R. 2.803(a)(2) (e.g., Verification or Declaration of Conformity is required).

The identification (company name and model number/FCC ID) of the radio frequency device specified on the front of this form must be identical to the company name and model number/FCC ID inscribed on the device. If the device being imported requires an equipment authorization to be issued by the FCC (e.g., Certification), it is important that the name of the company, description of the device and FCC ID specified on the grant of equipment authorization agree exactly with the same information shown on the front of this form. Any discrepancy between the information on this form and the FCC grant of equipment authorization may result in unnecessary delays, additional expense, or enforcement action.

FCC Form 740 may be reproduced provided the following conditions are met (see 47 C.F.R. 0.409, Commission Policy on Private Printing of FCC Forms.) Some of the conditions are listed below:

1. That private companies reproducing the form use a printing process resulting in a product that is comparable to the original document;
2. That private companies reproducing the form refrain from including therein or attaching thereto any advertising matter or deleting any material from the form;
3. That private companies reproducing the form exercise care that the form being reproduced or distributed is the current edition presently used by the FCC for the type of application involved: such private company to be advised that, though the Commission will endeavor to keep the public advised of revisions of the form, it cannot assume responsibility to the extent of eliminating any element or risk against overstocking, etc.

PAPERWORK REDUCTION ACT STATEMENT AND PRIVACY ACT STATEMENT

The solicitation of information requested on this form is authorized by the Communications Act of 1934, as amended. The information collected will be used to ascertain whether equipment authorization is required, and if so, whether or not it has been granted. If all the information is not provided the importation of this or other shipments may be delayed or prevented. Accordingly, every effort should be made to provide all necessary information. Your response is required to obtain a benefit.

Public reporting for this collection of information is estimated to average .04 seconds per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, should be sent to the Federal Communications Commission, Performance and Evaluations and Records Management, Washington, DC 20554, Paperwork Reduction Project (3060-0059) DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Individuals are not required to respond to a collection of information unless it displays a currently valid OMB control number.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552A(E)(3), AND THE PAPERWORK REDUCTION ACT OF 1995, P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.

**STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE OF
CAUSING HARMFUL INTERFERENCE**

(Read instructions before completing form. Please type or print clearly in ink.)

Part I - All Blocks MUST Be Completed				
Date of Entry	Entry Number	Port of Entry ¹	Harmonized Tariff Number ²	Quantity of Item (not number of containers) ³
Please leave these fields blank.				

Device Model/Type Name or #	Trade Name	FCC ID	Description of Equipment

Manufacturer's Name and Address	Consignee's Name and Address	Importer's Name and Address

Printed or Typed Name of Importer or Consignee	Signature of Importer or Consignee	Date (Month/Day/Year)

Warning: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. § 1001.

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT: (Place an "X" in only one box)	
☐	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
☐	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
☐	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed. (See Instructions)
☐	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed. (See Instructions)
☐	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
☐	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
☐	6. The described equipment is being imported for use exclusively by the U.S. Government.
☐	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being imported for an individual's personal use and are not intended for sale.
☐	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

1. Port of Entry Use Schedule D – Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics – a four digit code i.e., New York City, NY 1001.
2. Harmonized Tariff Number – Harmonized Tariff Schedule of the United States.
3. This quantity must be total number of items, not number of containers.

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE FOOD AND DRUG ADMINISTRATION DECLARATION FOR IMPORTED ELECTRONIC PRODUCTS SUBJECT TO RADIATION CONTROL STANDARDS		<i>Form Approved OMB No. 0910-0025</i> INSTRUCTIONS 1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested. 2. If submitting paper entry documents, submit the following to FDA: a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.) b. 1 copy of FDA 2877 c. Commercial Invoice(s) in English.	
U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (<i>if not importer</i>)	
PRODUCT DESCRIPTION	QUANTITY (<i>Items/Containers</i>)	MODEL NUMBER(S) & BRAND NAME(S)	
DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: (<i>Mark X applicable statements, fill in blanks, & sign</i>)			
☐ A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY: ☐ 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____ ☐ 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance. Specify reason for exclusion _____ ☐ 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type). ☐ 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing. ☐ 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts). ☐ 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.) ☐ 7. Are being reprocessed in accordance with P.L. 104-134 or other FDA guidance, are labeled "FOR EXPORT ONLY," and will not be sold, distributed, or transferred without FDA approval.			
☐ B. COMPLY WITH THE PERFORMANCE STANDARDS WHICH ARE APPLICABLE AT DATE OF MANUFACTURE AND THAT A CERTIFICATION LABEL OR TAG TO THIS EFFECT IS AFFIXED TO EACH PRODUCT. COMPLIANCE DOCUMENTED IN: ☐ 1. Last annual report or Product/Initial report _____ ACCESSION NUMBER of Report Name of MANUFACTURER OF RECORD (<i>Filed report with FDA/CDRH</i>) ☐ 2. Unknown manufacturer or report number; State reason: _____			
☐ C. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE: ☐ 1. Research, Investigations/Studies, or Training (attach Form FDA 766) ☐ 2. Trade Show/Demonstration; List dates & use restrictions _____			
☐ D. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE HELD AND WILL REMAIN UNDER BOND; AND WILL NOT BE INTRODUCED INTO COMMERCE UNTIL NOTIFICATION IS RECEIVED FROM FDA THAT PRODUCTS HAVE BEEN BROUGHT INTO COMPLIANCE IN ACCORDANCE WITH AN FDA APPROVED PETITION. (<i>See Form FDA 766.</i>) ☐ 1. Approved Petition is attached. ☐ 2. Petition Request is attached. ☐ 3. Request will be submitted within 60 days.			
WARNING: Any person who knowingly makes a false declaration may be fined not more than \$10,000 or imprisoned not more than 5 years or both, pursuant to Title 18 U.S.C. 1001. Any person importing a non-compliant electronic product may also be subject to civil penalties of \$1000 per violation, up to a maximum \$300,000 for related violations pursuant to Title 21 U.S.C. 360pp.		SIGNATURE OF IMPORTER OF RECORD _____ NAME AND TITLE OF RESPONSIBLE PERSON	
Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Food and Drug Administration CDRH (HFZ-342) 2094 Gaither Road Rockville, MD 20850 <i>An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.</i>			

INSTRUCTIONS TO IMPORTERS/BROKERS OF ELECTRONIC PRODUCTS

PURPOSE: The Form FDA 2877 must be completed for electronic products subject to Radiation Control Standards (21 CFR 1010 and 1020-1050) prior to entry into the United States. The local Food and Drug Administration (FDA) district office will review the declaration and notify the importer/agent if the products may be released into U.S. commerce or if they must be held under bond until exported, destroyed, or reconditioned. Until the shipment is released, it may be subject to redelivery for FDA examination.

PAPER OR ELECTRONIC SUBMISSION: Paper entries may be made by submitting the signed original FDA 2877 along with U.S. Customs forms to the local FDA district office; if electronic products are given a MAY PROCEED, a signed copy of CF 3461 will be returned, or if not given a MAY PROCEED, a FDA Notice of Action will be issued. For electronic entries, follow U.S. Customs Service ACS/ABI format and procedures, supported by a signed copy of this form or similar letter. Multiple entries of the same product and model families that are filed electronically may be supported by one form dated not more than 12 months previously.

DECLARATION: Select A, B, C, or D and then select the appropriate number; fill in requested information and sign. For electronic entries, AofC (affirmation of compliance) = RA#, RB#, RC#, or RD# (e.g., Radiation Declaration A5 = RA5). **Transmit model number using AofC code MDL and transmit brand name using FDA line level brand name field. If RA3 or RA6 is selected, you must transmit quantity (number of units) using the Quantity and Unit of Measure Pairs at the FDA line level.**

DECLARATION A: Importers should be prepared to demonstrate compliance to or non-applicability of FDA standards, regulations, or guidance. Components or sub-assemblies must be non-functioning. Products being reprocessed must be exported by the importer, without intermediate transfer of ownership. For RA3 the quantity limit is 3 and for RA6 the limit = 50 units TV products, microwave ovens, and Class 1 laser products limit = 200 units CD-ROM and DVD (digital versatile disc) laser products; see May 14, 1997, notice to industry issued by the Center for Devices and Radiological Health (CDRH).

DECLARATION B: If declaration RB1 is selected, provide the FDA Establishment Identifier (FEI) of the manufacturer who filed the radiation product/abbreviated report to FDA, CDRH, Rockville, Maryland. To transmit the accession number of that report use AofC code ACC. If the manufacturer cannot be determined or located, the importer must be able to provide evidence showing a certification (certifi.) label on each product and state reason: returned to orig exporter or certifi. label evidence. The new AofC codes (RB1, RB2) for this declaration will not be activated until a process is made available to determine the FEI of the responsible firm. Continue to use RAB in electronic transmission until the FEI query is available and industry is notified of its availability.

DECLARATION C: Noncompliant products may be imported only for research, investigations/studies, demonstration or training. They should be used only by trained personnel and under controlled conditions to avoid unnecessary radiation exposure. Product(s) will be detained by the local FDA district office. Since product(s) for which "C" Declarations are made will be under Temporary Import Bond (TIB) or equivalent, ultimate disposition is limited to export or destruction under U.S. Customs supervision when the purpose has been achieved or the length of time stated has expired. For purposes other than demonstration, the Form FDA 766, outlining protections, must be approved by FDA prior to use. The importer/broker must include with the FDA 766:

1. A full description of the subject electronic product(s).
2. The purpose for which the product(s) is being imported.
3. How the product(s) will be used.
4. Where the product(s) will be located.
5. The approximate length of time and dates the product(s) will be in this country.

For product(s) being used for trade shows/demonstrations, list the dates and use restrictions (Form FDA 766 is not required). A sign stating that the product does not comply with FDA performance standards must be displayed and viewable at all times during the use of product(s). All medical products, cabinet x-ray, or Class IIIb and IV lasers may NOT operate (turn on product(s)) at trade shows.

DECLARATION D: Noncompliant products must be brought into compliance with standards under FDA supervision and following a plan approved by FDA. The plan, documented on the Form FDA 766, must address technical requirements, labeling, and reporting. Some plans may need approval by both the CDRH and the local FDA district office. Use of this declaration is limited to occasional shipments; ongoing reconditioning is considered manufacturing that is handled through other means. Product(s) will be detained by the local FDA district office. An FDA 766 must be filed indicating the procedure intended to bring the product into compliance. This procedure will include a satisfactory corrective action plan and/or a product report. The FDA 766 must include all of the information requested under Declaration C. The approximate length of time will be for the amount of time needed to bring product(s) into compliance. Declaration D is also made for failure to provide reports, failure to certify, etc.

If an importer/broker intends to import equipment into the United States for purposes of research, investigation, studies, demonstrations, or training but also wishes to retain the option of bringing the product into compliance with the performance standard, check Declarations C and D on the FDA 2877 and insert the word "or" between the Affirmations. Note: The U.S. Customs Service will treat this entry as a "D" Declaration for purposes of duty. Such requests must be made on the FDA 766; include Items 1, 2, and 3 under Declaration C, a statement of the need to use the option "C" or "D" Declaration, a statement of how the product(s) will be brought into compliance and the approximate length of time necessary to evaluate or demonstrate the product(s) and the time necessary to bring the product(s) into compliance (both actions must be accomplished within the period of time granted by FDA). For electronic entries select Declaration RD3.

Ultimately, product(s) must be brought into compliance with the applicable standard in accordance with a corrective action plan which has been approved by the FDA. If the product(s) are not brought into compliance within the allotted time frame of the approved application and an extension is not requested of, or granted by, the FDA, the local FDA district office shall refuse entry on the shipment and require the product(s) to be either exported or destroyed under U.S. Customs supervision.

If additional guidance is needed, please contact your local FDA district office or consult the following FDA web pages: www.fda.gov/cdrh, www.fda.gov/ora/hier/ora_field_names.txt, and www.fda.gov/ora/compliance_ref/rpm_new2/contents.html.

DECLARATION OF MANUFACTURER, PRODUCER EXPORTER, OR IMPORTER OF TEXTILES & TEXTILE PRODUCTS

I, _____ (Name), declare that the articles described below and covered by the entry to which this Declaration relates were subjected to manufacturing or processing operations in, and/or incorporate materials originating in, the foreign country* or countries identified below. I declare that the information set forth in this declaration is correct and true to the best of my information, knowledge and belief.

A _____ (Country*)
 B _____ (Country*)
 C _____ (Country*)
 D _____ (Country*)
 Etc.

E _____ (Country*)
 F _____ (Country*)
 G _____ (Country*)
 H _____ (Country*)
 I _____ (Country*)

Manufacturing and/or Processing Operations			Materials		
Marks of Identification, Nos.	Declaration of Article and Quantity	Description of manufacturing and /or Processing Operations and Country* of Manufacture and/or Processing	Date of Export	Description of Material and Country* of Production	Date of Export

Date: _____ Signature: _____

Name: _____ Title: _____

Company: _____ Address: _____

*Country when used in this declaration includes territories and insular possessions of the United States. The country will be identified in the above declaration by the alphabetical designation appearing next to the named country.

Customs & Logistics Specialists



Private Vehicle Shipment Information Form



NAME OF SHOW	INTERNATIONAL MACHINERY SHOW		
EXHIBITING COMPANY	ABC MACHINE COMPANY		
ADDRESS & TELEPHONE	ROYAL YORK HOTEL		TEL: 416-368-2511
BOOTH NUMBER	1430		
PERSON IN CHARGE	BILL SMITH		
VEHICLE DRIVER'S NAME	BILL SMITH		
VEHICLE LICENSE PLATE NUMBER AND STATE	74326	STATE: FLORIDA	
SHIPMENT DESCRIPTION	1 - PORTABLE DISPLAY CANISTER		
	1 - BOX PRINT LITERATURE		
	2 - 100 lbs		
SHIPMENT PIECES & WEIGHT			
VALUE OF SHIPMENT	\$ 1,500.00	Check One:	☒ U.S. \$ ☐ Cdn. \$
BORDER CROSSING POINT	FORT ERIE		
DATE AND TIME OF BORDER CROSSING	APRIL 17, 2000 4:30 pm		
NAME OF PERSON COMPLETING FORM	BILL SMITH		TEL: 212-286-2140

**IMPORTANT – PAPERWORK MUST BE PREPARED IN ADVANCE FOR BORDER-CROSSING
PLEASE COMPLETE AND FAX ASAP TO 403-243-3868 – ATTN: CUSTOMS DEPARTMENT**

Customs & Logistics Specialists



**Private Vehicle Shipment
Information Form**



NAME OF SHOW

EXHIBITING COMPANY

ADDRESS & TELEPHONE

TEL:

BOOTH NUMBER

PERSON IN CHARGE

VEHICLE DRIVER'S NAME

VEHICLE LICENSE PLATE
NUMBER AND STATE

STATE:

SHIPMENT DESCRIPTION

SHIPMENT PIECES
& WEIGHT

VALUE OF SHIPMENT

\$

Check One:

☐

U.S. \$

☐

Cdn. \$

BORDER CROSSING
POINT

DATE AND TIME OF
BORDER CROSSING

NAME OF PERSON
COMPLETING FORM

TEL:

**IMPORTANT – PAPERWORK MUST BE PREPARED IN ADVANCE FOR BORDER-CROSSING
PLEASE COMPLETE AND FAX ASAP TO 403-243-3868 – ATTN: CUSTOMS DEPARTMENT**

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

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE		TOTAL
FLAT SCREEN MONITORS				
	17" LCD FLAT SCREEN MONITOR	\$50.00		
	20" LCD FLAT SCREEN MONITOR	\$80.00		
	24" LCD FLAT SCREEN MONITOR	\$90.00		
	32" LCD FLAT SCREEN MONITOR	\$150.00		
	37" LCD FLAT SCREEN MONITOR	\$220.00		
	40" LCD FLAT SCREEN MONITOR	\$300.00		
	42" PLASMA FLAT SCREEN MONITOR	\$320.00		
	45" LCD FLAT SCREEN MONITOR	\$400.00		
	50" PLASMA FLAT SCREEN MONITOR	\$450.00		
	52" LCD FLAT SCREEN MONITOR	\$480.00		
	60" LCD FLAT SCREEN MONITOR	\$750.00		
	65" PLASMA FLAT SCREEN MONITOR	\$800.00		
	70" PLASMA FLAT SCREEN MONITOR	\$850.00		
	FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$50.00		
	SHELF FOR MONITOR FLOOR STAND	\$10.00		
COMPUTERS (All computers come with 10/100 Ethernet, Windows and Office software)				
	STANDARD DESKTOP COMPUTER (comes with 17" monitor)	\$325.00		
	NOTEBOOK COMPUTER	\$325.00		
COMPUTER ACCESSORIES				
	I-PAD WIRELESS PRESENTER KIT	\$90.00		
	LASER PRINTER - B & W, 15 PPM	\$150.00		
	DESKTOP SPEAKERS - PAIR	\$50.00		
	ETHERNET 10/100 8 PORT SWITCH	\$50.00		
VIDEO PLAYERS (see Monitors above)				
	DVD PLAYER - MULTIZONE	\$75.00		
	BLU-RAY PLAYER	\$150.00		
VIDEO ACCESSORIES				
	VIDEO CART WITH SKIRT	\$30.00		
	6 FT TRIPOD SCREEN	\$50.00		
AUDIO EQUIPMENT				
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$40.00		
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$150.00		
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$300.00		
	WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)	\$140.00		
OTHER				
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!			

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:			
CREDIT CARD #:	_____		PAYMENT	DELIVERY & PICKUP:	\$100
EXPIRY:	_____			LABOUR - SETUP/DISMANTLE:	
				LABOUR - ADDITIONAL:	
				CABLES & CONSUMABLES:	
				SUB-TOTAL:	
AUTHORIZED SIGNATURE:	_____			PROVINCIAL SALES TAX:	8.000%
NAME ON CREDIT CARD:	_____			GST or HST:	5%
DATE:	_____			PST EXEMPTION:	\$0.00
				TOTAL:	

Administration Fees will apply on all credit card transactions over \$5,000

For further information, please contact:	Jason Jaques	204-989-2592 PH
e-mail address:	jason.jaques@freemanco.com	204-989-2593 FAX

INSTRUCTIONS FOR USE

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

TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER
 - * For your security, please complete all information relating to your credit card except for the Credit Card Number.
 - * Email the completed form and provide the Credit Card Number in two separate transmissions so that one Email does not contain the full Credit Card Number.
 - * Another option is to contact us to give the Credit Card Number by phone, or use facsimile transmission if such medium is available to you.
- 2 Orders received less than 7 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by a Freeman Audio Visual representative.
Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 Freeman Audio Visual is not responsible for any equipment performance problems caused by customer's software.



**AUTHORIZATION REQUEST
For
Sample Food and/or Beverage Distribution**

The RBC Convention Centre Winnipeg Catering Department has exclusive food and beverage distribution rights within the Centre. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization.

General Conditions:

1. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.
2. All items are limited to **SAMPLE SIZE**.
 - a) Beverages limited to maximum two-ounce container and one ounce product.
 - b) Food items limited to "bite size" (2 oz. maximum) and no more than one sample per person.
 - c) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the RBC Convention Centre Winnipeg.
3. **Must adhere to all City of Winnipeg Environmental Health Services Guidelines for Food Sampling as outlined on the reverse side of this form.**

Name of Show or Event: _____

Firm Name: _____ Telephone: _____ Email: _____

Address: _____ City: _____ Prov/State: _____ Postal Code: _____

Contact: _____ Title: _____ Date: _____

Booth # _____ Email: _____

Name and address of Affiliated Approved Food Handling Establishment: _____

Product(s) you wish to dispense: _____

Approved: _____

Senior Banquet Manager
RBC Convention Centre Winnipeg

For information on additional services please call the RBC Convention Centre Winnipeg Catering Department at (204) 957-4505.

Return form to: RBC Convention Centre Winnipeg
375 York Avenue
Winnipeg, MB Canada
R3C 3J3

375 York Avenue, Winnipeg, Manitoba, Canada – R3C 3J3 – Telephone: (204) 956-1720 – Fax: (204) 943-0310
1-800-565-7776 – E Mail: alexv@wcc.mb.ca

Guidelines for Food Sampling Demonstrations

FOOD:

FOOD PREPARED AT HOME IS PROHIBITED

- All food must be purchased from an approved Food Handling Establishment.
- All portioning or cutting of food must be done at an approved food-handling establishment to minimize food hand contact on site.
- Food must be protected from contamination and handling utilizing appropriate barriers, utensils, and adequate supervision.
- Store food at least 6 inches (15 cm) off the floor.

TEMPERATURE REQUIREMENTS:

WARNING: FOOD SUBJECTED TO IMPROPER TEMPERATURE MAY CAUSE FOOD POISONING

- Keep food cold 41°F (5°C) or colder – hot 140°F (60°C) or hotter.
- Adequate cooking equipment, probe thermometers and hot and cold storage facilities with appropriate thermometers must be provided for the food handled.

EQUIPMENT & UTENSIL WASHING:

AVOID CROSS CONTAMINATION

- For customer self-service use only disposable utensils.
- Use separate utensils for raw and cooked foods.
- All soiled utensils to be returned to an approved food-handling establishment for cleaning and sanitizing. Always keep several sets of clean utensils on hand to replace dirty utensils.

HANDWASHING:

- For food sampling demonstrations where space is restricted a 9-liter dip pail containing 4 liters of water and 1 teaspoon of bleach and paper towels may be used to keep hands clean.

PERSONNEL:

EATING WHILE HANDLING FOOD IS PROHIBITED

- Certification through the City of Winnipeg "Food Handling Training Program" is recommended for all food handlers working the commercial mall events and trade shows and also for supervisors of food promotion companies operating multiple small sites in retail grocers.
- Keep hands clean at all times using soap, water and paper towels.
- Avoid touching food with bare hands, use disposable gloves, tongs, scoops, or clean napkins.
- Food handlers shall wear clean full-length aprons or smocks and hair restraint.

WIPING CLOTHS:

- Store wiping cloths in a sanitizing solution (1-teaspoon bleach to 4 liters (1 gallon) water) or substitute with a sanitizer spray bottle at double strength (2 teaspoons) and wipe with disposable paper towels.

SUPERVISION:

- All food and utensils must be protected during period of non-supervision.



FIRE AND SAFETY REGULATIONS

ATTENTION: SHOW EXHIBITORS

The following regulations are the policy of the RBC Convention Centre Winnipeg with consultation with the Winnipeg Paramedic and Fire Service and **MUST** be observed by all exhibitors participating at trade shows and exhibitions or any events held at the RBC Convention Centre Winnipeg.

THEY ARE PART OF YOUR EXHIBIT CONTRACT

1. Immediately notify Fire Department upon discovery of any fire by pulling nearest fire alarm station in building, calling 911 and giving location as 375 York Ave.
2. Exhibitors shall not encroach on aisle space and are reminded that they must remain within the space assigned. A minimum of an eight (8) foot aisle must be maintained at all times in ground floor and second floor meeting rooms, and ten (10) foot aisles must be maintained at all times in exhibit Halls A and B. **Exhibitors shall not obstruct fire alarms, equipment, fire exits or fire equipment.**
3. All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg, for fire prevention. Dust covers for displays must be fire resistant or treated with a flame retardant solution. Should this service be required, you may contact Performax – (204) 772-3728. Reference Canadian Fire Code 2.3.2-Flame Resistance; 2.3.2.1; 2.3.2.1-Drapes, Curtains and Decorative Materials; 2.3.2.2-Flame Retardant Treatments.
4. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Storage labels should be provided by the display service contractor so that these items can be removed from the Convention Centre prior to the opening of the show and returned at the close of the show.
5. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited. Reference Canadian National Fire Code 2.4.1.1(4) Accumulation of Combustible Materials.
6. Aisles should be kept clear and uncluttered as possible during set up and dismantle hours. During show hours, aisles must be kept clear **at all times**.
7. No hazardous display of any nature will be permitted in any exhibition or display area without written permission of the Winnipeg Fire Department. **The above includes straw, sawdust, woodshavings, open flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, L.P.G. cylinders, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solids or gas of a similar nature.**

Any fuel burning appliances, ie. fireplaces, stoves, ranges, etc. will be installed to and in compliance with all City of Winnipeg and Province of Manitoba Fire Codes and/or Regulations. All appliances must be C.S.A. approved.

If propane is being brought into the building it must be in containers with a capacity no more than 1 lb. This 1 lb. container(s) must be removed from the exhibit space and stored in accordance with the City of Winnipeg and Province of Manitoba regulations. NOTE, maximum of 3 (three) 1 lb. propane tanks are allowed in the booth space. Additional tanks must be stored outside the building in a proper storage area. Quick coupling per gas appliances must be used. Exhibitors are responsible for arranging for appropriate storage as the Centre has limited space and cannot assume responsibility for these containers.

8. Automobile, Boat, Trailer, Etc. Display

- a) When cars are being brought in for an exhibit or displayed in any form, all fuel tanks **MUST** be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle.
- b) Wheel pads must be placed under vehicle wheels.
- c) Winnipeg Paramedics & Fire Services require all keys, along with the location, from vehicles to be left with show management in case of emergency.

9. NO helium balloons are permitted in the building.

10. Enclosed or covered structures are **NOT** permitted unless certified by the Winnipeg Paramedics and Fire Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors.
11. Any display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over.
12. Motorized pallet jacks are **NOT** allowed on any of the carpeted areas.
13. During Ingress and Egress of Exhibition/Trade Shows, **CHILDREN UNDER THE AGE OF 16 are NOT ALLOWED** on the show floor. This policy is for the safety of your children.

Supplying of services by outside contractors within RBC Convention Centre Winnipeg may result in a fee charged to the supplier or client.

CLIENT INFORMATION

ACTION TO BE TAKEN IN CASE OF FIRE

The CENTRE is equipped with a TWO STAGE FIRE ALARM SYSTEM, which automatically sequences and directs the necessary actions. Your responses to the alarms should be as follows.

1) **IF THE ALARM SOUNDS AS A GONG OR CHIME SIGNAL,
THIS IS THE *ALERT* STAGE**

- a) Cease all work.
- b) Stand by ready to evacuate.

2) **WHEN THE ALARM SOUNDS AS A FAST GONG SIGNAL,
THIS IS THE *EVACUATION ALARM* STAGE**

- a) Evacuate IMMEDIATELY using the nearest safe exit, and proceed outside and clear of the building to a minimum of 50m (150 feet). DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
- b) Do not attempt to remove any vehicle from the parking garage.
- c) Obey all instructions of Building Fire Wardens who will assist in the evacuation.
- d) Comply with Fire Department Orders.
- e) Return to the building only when authorized by the Winnipeg Paramedics and Fire Services Chief or by the Building Fire Marshal.

3) **IF YOU DISCOVER FIRE, SMOKE, OR SMELL GAS**

- a) Activate the nearest fire alarm.
- b) Warn persons nearby.
- c) Call 911 and the CENTRE Control Room at extension #330, and give the location of the fire.
- d) Evacuate IMMEDIATELY using the nearest safe exit, proceed outside and stand at least 50m (150 feet) across from the building. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
- e) Fight small fires using extinguishers, only if it is not between you and an exit.

ACTION TO BE TAKEN IN CASE OF A BOMB THREAT

RECEIPT OF THREAT

- 1. If a bomb threat is reported by a telephone caller, keep the caller on the line as long as possible and record as much of the conversation as you can.
- 2. The person receiving the call should remain calm.
- 3. The Security Officer in the Control Room should be notified immediately at extension #330, when a call of this nature has been received. The officer will then report the incident to the Winnipeg Police Department by calling 911.

Revised April 2014



INSTALLATION OF SIGNS AND BANNERS

- Bring banners to the Service Desk upon arrival at the show.
- **DO NOT SHIP IN ADVANCE** as The Centre does not have storage space available.
- ALL banners installed on a **first-come, first served** basis whether paid in advance or not.
 - ALL banners installed subject to a minimum one hour charge for scissor lift and operator for installation and removal.

Number of banner(s) _____

Dimensions of banner(s) _____

Approximate weight of banner(s) _____

Location (Floor and Booth #) _____

Approximate height of the bottom of the sign from floor _____
(NOTE: Third floor ceiling height is approximately 30 feet)

Scheduled ingress date and time _____

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

**RBC CONVENTION CENTRE WINNIPEG
EVENT SERVICES**

375 YORK AVENUE, WINNIPEG, MANITOBA R3C 3J3
Phone: (204) 957 4538 Fax: (204) 957 4576 E-Mail: maryf@wcc.mb.ca

Company Name _____	Event _____	Date of Event _____
Company Address _____	City _____	Prov. /State _____ Postal/Zip Code _____
Phone Number - Head Office: _____	Phone Number - Local: _____	Fax No. _____
Name of Representative (Please Print) _____		Title _____
Email: _____		Date _____

SUPPLY OF SERVICES BY OUTSIDE CONTRACTORS WITHIN THE RBC CONVENTION CENTRE WINNIPEG MAY RESULT IN A FEE CHARGE TO THE SUPPLIER OR CLIENT.	PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS IF PAYING BY CREDIT CARD, PLEASE SPECIFY: CREDIT CARD: _____ EXPIRY DATE: _____ CARD NUMBER: _____ CARD HOLDER NAME: _____
---	--

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE. REFER TO CONTRACT FOR CONDITIONS AND RESTRICTIONS

IMPORTANT - Please Note Payment Conditions

1. All orders must be accompanied by a cheque or credit card to the full amount of the order, which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. The accepted credit cards are American Express, Visa, and Master Card.



INTERNET SERVICE

High Speed (Hardwired) Internet Access **10 MBPS Burstable to 50 MBPS**

Policies:

- The RBC Convention Centre Winnipeg is the sole provider of hardwired high speed internet in the facility.
- Each paid connection is to be used by one computer only.
- No connection can be resold.
- Splitting of each connection for additional computers is subject to an additional charge of \$90.00 per connection.
- Customer installed equipment is not allowed to provide wireless internet access from a hard-wired connection.
- We cannot guarantee performance if running **Windows XP**.
- Other charges may be incurred if the above policies are not followed.

Cost of each computer connection:

Primary Single Line – Per Line – Per Event Duration	\$275.00 plus applicable taxes
Additional Computer (Switch/Split Line) – Per Computer, Per Event Duration	\$ 90.00 plus applicable taxes

- Additional computers must be in the same room as the primary connection.
- User name and password will be provided by the RBC Convention Centre Winnipeg.
- Report any internet issues to our IT personnel immediately at (204)957-4518.
- Services installed but not used will not be refunded.

High Speed (Wireless) Internet Access – TELUS Wi-Fi

Free and friendly

1. Turn Wi-Fi on
2. Select the #TELUS network
3. Open a browser
4. Enter you email
5. Accept terms and click Submit
6. Happy browsing

Special Programing costs such as creation of VLAN's may result in additional charges. A minimum **\$250.00** charge may apply.

Support service is available from 8:30 a.m. – 4:30 p.m., Monday through Friday at 204-956-1720.

Effective December 16, 2015

INTERNET SERVICE ORDER FORM

Complete and forward this order form, allowing at least 7 days notice, to ensure installation of service by date required.

RBC Convention Centre Winnipeg,

Attention: Mary Fehr

Telephone: (204) 957-4538 Fax: (204) 957-4576

Email: maryf@wcc.mb.ca

Event: _____ Event Date: _____

Company Name: _____

Contact: _____ Telephone: _____

Address: _____

City/Province: _____ Postal Code: _____

Email: _____ Floor / Booth #: _____

Description	Quantity	Booth Number	Cost	Total Cost
# of Primary Ethernet Jacks			\$275.00 each	\$
# of Additional Jacks:			\$90.00 each	\$
Is connection for a P.O.S. Machine? Yes _____ No _____				
Special Programing: Costs such as creation of VLAN				
Internet Questions? Contact our IT Department at (204) 957-4518			Sub Total	\$
			Provincial Sales Tax (8%)	\$
			GST Reg. #R121426019 (5%)	\$
			TOTAL	\$

If paying by credit card, please specify:

CREDIT CARD NO: _____ EXPIRY DATE: _____

CARD HOLDERNAME: _____ CARDHOLDER SIGNATURE: _____



RBC
Convention
Centre
WINNIPEG

0001

Date: _____

SAFETY DEPOSIT BOXES

A. <u>DAILY</u>		<u>WEEKLY (7 DAYS)</u>		<u>MONTHLY (28 DAYS)</u>	
dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy
From: _____	To: _____	From: _____	To: _____	From: _____	To: _____
Small: _____	x \$10.00	_____	x \$ 50.00	_____	x \$100.00
Medium: _____	x \$15.00	_____	x \$ 75.00	_____	x \$150.00
Large: _____	x \$20.00	_____	x \$100.00	_____	x \$200.00
X Large: _____	x \$30.00	_____	x \$150.00	_____	x \$300.00
Box #(s)	_____	_____	_____	GST 5%	_____
Assigned	_____	_____	_____	TOTAL:	_____

B.

I authorize the Winnipeg Convention Centre to process charges in the amount of \$ _____ for Safety Deposit Rental(s).

Credit Card # _____

Charge To: _____

Credit Card Expiry Date: _____

Reservation # _____

Ck/CVD # _____

Authorized Signature: _____

Signature: _____

I acknowledge that the above credit card will be charged \$200.00 for each key not returned. Items left beyond contracted storage dates will be removed and disposed of. I have read and agree to clauses #1, 2, 3 & 4 below.

Signature

- 1) I/WE HEREINAFTER CALLED THE LESSEE HEREBY AGREE TO RENT a Safety Deposit Box from the Winnipeg Convention Centre, hereinafter called the Centre, upon the understanding that while the contents of and the Safety Deposit Box itself shall have the protection ordinarily afforded by the Centre premises, the Centre shall not be deemed to be an insurer of the said Safety Deposit Box or contents and shall not be liable for any damage to the Safety Deposit Box or contents or any loss to the Safety Deposit Box or of the contents, including without limiting the generality of the foregoing any such damage or loss caused by the negligence of the Centre or an officer or employee thereof, and in consideration of the Centre leasing to me/us Safety Deposit Box.
- 2) THE LESSEE ACKNOWLEDGES RECEIPT OF TWO KEYS to the outer lock of the box and agrees to give immediate notice to the Centre in the event any key is lost, stolen or mislaid and to pay to the Centre on Demand the expense of resetting the lock to new keys, including transportation charges. The lessee agrees upon termination of the lease to remove the contents of the box and return all keys to the Centre.
- 3) THE LESSEE SHALL NOT USE THE SAID BOX NOR PERMIT IT TO BE USED FOR the deposit or storage of any liquid or anything of an explosive, dangerous, offensive or illegal nature or which may be or become a nuisance to the Centre or any of its guests and the lessee will on Demand permit the Centre at any time to inspect the contents of the said box for the purpose of ascertaining if this condition is being complied with.
- 4) THE LESSEE AGREES TO INDEMNIFY AND HOLD THE CENTRE HARMLESS from and against all costs, loss, damage and expense to which it may be put or for which it may become liable by reasons of any suit or suits related to the box or right of access thereto or the contents thereof, or by reason of permitting the execution of any warrant, order, direction, writ of assistance, judgment or other process purporting to authorize entry into or search in or of the box.

C.

Keys (2) Returned: Yes ___ No ___

Date: _____

Security Signature

Copy 1 – Client
(White Copy)

Copy 2 – Accounting
(Yellow Copy)

Copy 3 – Client Return Key
(Pink Copy)

Copy 4 – Accounting
(Gold Copy)



SPECIAL SERVICES COMMUNICATIONS USE OF CONTRACTED SERVICE PROVIDERS

Telephone/Data:

The RBC Convention Centre Winnipeg is the sole supplier of telephone, internet & data services.

Specialized services such as, Centrex/data lines and connections to your Intranet provider, can be provided by your contracted service provider. In cases where these services are contracted to an outside service supplier, the contracted company is responsible for full services and equipment must complete the work within the approved standards of the RBC Convention Centre Winnipeg.

The RBC Convention Centre Winnipeg does not provide additional technical support services and/or equipment where outside companies have been contracted for these specialized services.

Should Convention Centre technicians be requested to support contracted providers, fees will be charged to the clients master account in accordance with the Convention Centre's published rates and arrangements must be made in advance.

Facility fee:

The Centre charges a facility fee of \$80.00 per connection for Centrex/data lines that are installed by your contracted service provider. This fee allows outside service providers access to the Centre only, it does not include allowance for support service by Centre technicians.

To obtain further information, rate schedules, contact your Event Coordinator or visit our website at: www.wcc.mb.ca

Effective July 1, 2015



TELEPHONE SERVICES ORDER FORM

COMPLETE AND FORWARD THIS ORDER ALLOWING AT LEAST 7 DAYS NOTICE
TO ENSURE INSTALLATION OF SERVICE BY THE DATE REQUIRED.

PLEASE PRINT

NAME OF SHOW OR EVENT		DATE OF EVENT		LOCATION OF SERVICE FLOOR # BOOTH #	
TELEPHONE & FAX SERVICE ONLY					
VOICE TELEPHONE SERVICE # OF LINES: _____ # OF PHONE SETS: _____ FOR BANK MACHINE <u>Y/N</u>			FAX SERVICE # OF LINES: _____		
♦ COST PER LINE - \$195.00 PLUS APPLICABLE TAXES (LOCAL AND NORTH AMERICA – LONG DISTANCE INCLUDED) ♦ ADDITIONAL FEATURES AVAILABLE, PLEASE CALL FOR RATES AND FEATURES ♦ CLIENTS RELOCATING AN MTS CENTREX SERVICE WILL BE CHARGED A FEE OF \$80.00 PER CONNECTION ♦ RE: ANALOG DEVICES SUCH AS DEBIT/CREDIT DEVICES, FAX MACHINES AND DIAL-UP MODEMS; AS OF JANUARY 2015, WE NO LONGER SUPPORT THESE DEVICES AND CANNOT GUARANTEE THEIR FUNCTIONING.					
COMPANY NAME				Area Code	Telephone Number
REPRESENTATIVE				Area Code	Fax Number
EMAIL				SPECIAL REQUIREMENTS:	
MAILING ADDRESS					
CITY OR TOWN	PROV. OR STATE	POSTAL CODE OR ZIP			

PAYMENT IN FULL MUST ACCOMPANY ORDER.

MAIL TO: RBC Convention Centre Winnipeg
Event Services
375 York Avenue
Winnipeg, Manitoba, R3C 3J3

or

FAX TO: (204) 957-4576
E-MAIL: maryf@wcc.mb.ca
CALL: (204) 957-4538

PLEASE PROVIDE CREDIT CARD INFORMATION

If paying by credit card, please specify:

CREDIT CARD NAME & NUMBER: _____ EXPIRY DATE: _____

CARD HOLDER NAME: _____ CARD HOLDER SIGNATURE: _____

1. All telephones and other equipment (the "Equipment") provided by the RBC Convention Centre or designate ("RBC CCW") to the customer specified above (the "Customer") will remain the property of RBC CCW at all times, and must not be removed from the Convention Centre premises. **The Customer is responsible for the Equipment at all times while the Equipment is under the care, custody or control of the Customer.**
2. The RBC Convention Centre Winnipeg will pick up telephone equipment at the conclusion of the event.
3. Removal of the Equipment from the site will result in charges to the customer for the cost of the Equipment.
4. There will be a minimum charge of \$65.00 to move/change location (if possible) of already installed lines.
5. Services ordered, installed but not used, will **NOT** be refunded.
6. All claims or discrepancies must be settled at the Convention Centre site prior to the show closing.

RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE





CONSUMER/TRADESHOW REGULATIONS



1. EXHIBITOR /SHOW FLOOR PLANS

The Centre should receive your exhibitor/show floor plans a minimum of 2 months prior to the date of the show. This time allows for the distribution of exhibitor packages, which provide order forms for the exhibitors to order the appropriate services. The final floor plans must be provided to the Centre a minimum of 30 days prior to the show date.

All floor plans must meet local fire department regulations otherwise the show will not be allowed to open.

2. EXHIBIT HALL TAPE USE

Only Renfrew Double Coated Cloth Tape will be approved for use in the installation of carpeting in booths. This product is used and also sold by Western Display Services and Central Display. Additionally, it can be purchased directly from Lowry's Mfg. & Sales Ltd., 30 Midland, Winnipeg, MB Phone: (204) 633-6359.

The Centre will require a representative of the Show Management Company (or the Show Manager), to make themselves available for a pre-ingress/post-egress facility inspection. A "clean" facility will be provided for each show, and it must be left in the same condition upon the show's egress. In the event that the Centre must undertake extensive cleaning of any sort in the exhibit halls, these costs will be invoiced directly to the show/show management company, along with any costs relative to the delay in the ingress of a succeeding show.

3. HOUSEKEEPING

Any housekeeping form that is not received by the Centre a minimum of THREE HOURS prior to the show opening may not receive pre-opening cleaning. Booth space is not maintained as a part of the rental contract. Aisles are maintained by RBC CCW staff, only if aisles do not have display company carpeting. Show Management can contract with the Centre for exhibit/booth cleaning which is available through the Centre at current rates. Exhibitors are to put all garbage in plastic bags and place in aisles to be picked up by the cleaning staff at the end of each day.

4. FIRE DEPARTMENT REGULATIONS

SEE FIRE DEPARTMENT REGULATIONS FOR DISPLAY INSTRUCTIONS. All shows must meet the City of Winnipeg Fire Department Regulations and floor plans must be pre-approved. The show will not be allowed to open unless all regulations are met.

5. VEHICLES

Delivery or pick up vehicles are not allowed on the Exhibition Floor without prior permission from the Centre. Any vehicles that are not part of the exhibit are to be removed from the exhibit floor THREE HOURS prior to the opening to allow for aisle cleaning.

NOTE: NO vehicle with studded tires will be allowed on the exhibit hall floor.

NO vehicle that is wet, muddy, or snow covered will be allowed on the exhibit floor until clean and dry.

NO parking of private vehicles will be allowed on the Third Floor Loading Dock or in the Ground Floor Loading Dock Area. If illegally parked, they will be removed at the owner's expense.

6. DOCK MASTER

The RBC CCW will provide, at no additional charge to the client, a Dockmaster, who will be responsible to ensure the smooth and orderly flow of traffic and the quick and efficient unloading and pick up of exhibitors merchandise and equipment. The Event Coordinator and the Client will determine the precise hours the Dockmaster will be required, for both ingress and egress of the show. The Dockmaster's schedule will be communicated, in the event details, by the Coordinator. Reporting directly to the RBC CCW Security Manager, the Dockmaster's responsibilities encompass access to and traffic control of the loading and receiving areas; the Dockmaster's responsibilities do not include any activity on the show floor (which is the responsibility of the show management).

7. SERVICE DESK

A service desk, if required, will be located on the floor of the exhibition and clearly marked. All services not previously arranged and paid for must be paid at the service desk upon request of services.

8. BOOTH NUMBERS

It is recommended that exhibits or booths be numbered to allow for easy identification by tradesmen, show or convention delegates. Often the sign on the booth of exhibit is different from the given trade name, which allows for confusion unless a standard number system is utilized.

9. ELECTRICAL CODE

An [Electrical Service Order Form](#) with the [rules & regulations](#) pertaining to same printed on reverse, is available on the Centre's website at www.wcc.mb.ca/exhibitors/order-forms/.

Exhibitors are not allowed to use the Centre's plug in receptacles. Electrical panels are installed as needed upon receipt of the Electrical Services Order Form.

Before any electronic equipment can be connected, the equipment must have a CSA approval sticker or local approval from the Office of the Fire Commission. Phone 945-3373.

An electrical permit will be required for the show. The Centre will register for this permit from the City of Winnipeg with the fee included in the final invoice from the Centre.

10. SECURITY

Work passes should be supplied by the show producer on either the southeast or southwest stairs from the second floor to the third floor. This would eliminate the need for security passes to be issued. This area is to be staffed by the Show Management or alternately by the Centre staff at the prevailing hourly rate during ALL ingress/egress periods.

11. SHOW SECURITY

It is the RBC Convention Centre Winnipeg's practice to provide, at the client's expense, security staff to trade shows. The number of staff and scheduled hours are determined in consultation with the client and a cost estimate is submitted to the client for review, before being entered into the event details.

12. ADVERTISING/SHOW INFORMATION

The show office telephone number(s) and if applicable, the show WEBSITE should be included in all advertising. If any Celebrities will be appearing in the show, the show times, dates and admission prices should be provided.

The Centre requests that the show telephone number and WEBSITE be provided in advance to the Centre's General Office in order that this information can be provided to the public upon request via the Centre's switchboard operator.

Any printed advertising should include the Corporate Logo of the Centre. This can be provided by the Centre upon request in black & white or colour format.

13. SWITCHBOARD/INFORMATION OPERATOR

For all consumer shows, the Show Manager/Management firm must provide a telephone contact number of the show office, which will be staffed after the normal business hours (8:30 am – 4:30 pm Mon-Fri-normal business hours) for public information. If this service is not available, the Centre will provide an after hour receptionist to cover the hours of the show (after 4:30 pm and/or weekends or statutory holidays). The fees for this service will be charged to the Show/Show Management at prescribed rates.

14. EQUIPMENT RENTAL/USE

The RBC Convention Centre Winnipeg will not rent any material handling equipment, other than the flying platform (Scissor Lift) or forklift at the prevailing rate. Only RBC Convention Centre Winnipeg licensed operators may operate this equipment. Other equipment as required by trade show/exhibitions is to be arranged for privately. Use of forklifts, electric or gas powered, is not permitted on any carpeted surfaces. The show is to provide its own material handling equipment such as pallet trucks and fourwheelers.

15. THIRD FLOOR EXHIBITION HALL ONLY

It is important that all forklift operators are informed to drive slowly as these units mark the floor if handled incorrectly. The Manitoba Labour Board and the RBC Convention Centre Winnipeg require that only experienced and licensed drivers handle this equipment. A valid license must be presented upon request.

16. DELIVERIES

All deliveries for exhibits are to be made directly to the third floor, via the truck entrance ramp off Edmonton Street. Drivers are to be notified that they are to wait until the ramp doors are completely open before proceeding into the building. The same applies when leaving through the Carlton Street exit.

NOTE: ALL DELIVERIES TO THE GROUND FLOOR MEETING ROOMS ARE TO BE MADE SOLELY THROUGH THE EDMONTON AND ST. MARY STREET GROUND LEVEL LOADING DOCK.

The RBC Convention Centre Winnipeg will not accept shipments of any kind for trade show/exhibitions. All materials should be consigned to the contracted display company for the show.

17. **ELEVATOR OPERATOR**
The RBC CCW will provide, at no additional charge to the client, one Elevator Operator, who will be responsible to provide access to the show floor to any attendees or participants who are unable to use the escalators or stairs. The Elevator Operator's schedule will be communicated, in the event details, by the Coordinator.
18. **MATERIAL REMOVAL**
It is suggested that show management inform the exhibitors to use Material Removal Authorization forms for all material that is sold or being removed by individuals. This ensures proper security.

If exhibitors are having heavy crates, etc., removed at the completion of a show, they should inform the carriers, who will be coming to pick up same, in order that they send the number of persons required to do the job. The Centre personnel are not expected and will not be aiding the carriers to lift and move heavy articles.

ANY MATERIALS THAT ARE NOT REMOVED FROM THE CENTRE AT THE STIPULATED TIME WILL BE HANDED OVER TO A STORAGE COMPANY FOR HOLDING AT THE EXPENSE OF THE EXHIBITOR OR SHOW MANAGEMENT. THE EXHIBITOR AGREES THAT THE CENTRE HAS THE RIGHT TO DISMANTLE AND PACK ANY PROPERTY OF THE EXHIBITOR WHO HAS FAILED TO DO SO IN THE TIME ALLOTTED, OR MAY ORDER SUCH WORK DONE AT THE SOLE EXPENSE OF THE EXHIBITOR WITHOUT INCURRING ANY LIABILITY FOR DAMAGE OR LOSS.

All tape, etc. that is used to mark spaces on walls must be removed at the completion of the show. If this is not completed, the cost of removal of same will be charged to the exhibitor or show management whatever the case might be. Nails, pins, tack, etc., as well as cellophane tape, duct tape, glue and foam stick are prohibited. Touch up of exhibits, etc., must be done in such a manner as not to deface or damage the Centre's property. Proper precautions must be taken, otherwise, repairs and cleaning will be carried out at the renter's expense.
19. **STORAGE**
Storage of crates or display material is not allowed in any of the first or second floor meeting rooms and wall panel storage rooms. Provision for external storage is to be made by the show/event management.
20. **LICENSES/TAXES**
The show/event management is responsible for all license and taxes due to the municipal, provincial and federal governments. (Includes municipal business and entertainment licenses/taxes if applicable)
21. **TELEPHONE/INTERNET ACCESS**
Telephone/Internet access orders should be forwarded directly to the Centre using the telephone/Internet services order form. Service order forms are part of the exhibitor's packages, which are available on-line at www.wcc.ca/exhibitors/order-forms/.
22. **CONCESSIONAIRES**
The Centre must approve in advance, any concessions where goods are sold during a show. The show management will be responsible for \$70.00 per day for each concessionaire. This amount is to be paid to the Centre prior to the opening of the event (it will be the responsibility of the show management to collect from each concessionaire). The Centre also charges concession fees for all sales. The fee for crusades, selling books, tapes, etc., is 25% gross sales per day. Concession fees for merchandise sold at concerts & entertainment events are negotiated on a separate basis. All fees for concessionaires not collected in advance will be billed to the show management at the conclusion of the event.
23. **CASH FOOD CONCESSIONS**
Where the show management/client requests a cash food concession, a minimum of \$600 in sales must be achieved or the client will be charged at prevailing hourly rates for a minimum of four hours or for total hours worked by staff. Staff assigned to concessions includes: waitress, bus person and cashiers.
24. **FOOD/BEVERAGE POLICY**
The Centre provides exclusive food & beverage services within the Centre. All alcoholic beverages are regulated under the regulations of the Manitoba Liquor Control Commission. Your Event Coordinator can provide full clarification for these services.
25. **INSURANCE**
The Centre requires that all LICENSEES have comprehensive general liability insurance. Licensees will provide evidence of coverage (copy of certificate) for comprehensive general liability insurance to a minimum single combined limit of \$2 million bodily injury and property damage, or such other limit as the Centre may deem appropriate, and tenant's legal liability insurance to a minimum limit of \$500,000. The Centre reserves the right to specify increased limits respecting liability insurance per event. The Licensee further agrees that it will procure public liability, property damage, employer's liability and fire and extended perils coverage's in such limits as Centre shall require and a certificate of insurance evidencing such coverage in form and content satisfactory to the Centre and shall be delivered to the Centre by Licensee at least FIVE DAYS prior to the date upon which the Licensee is to take possession of any of the designated areas. LICENSEE/Clients, who do not have an insurance company, can make application through the Centre to AON Reed Stenhouse/Sports-Can insurance consultants Ltd. An application form must be completed and received by the Centre a MINIMUM OF THREE WEEKS PRIOR to the date of the event. Coverage cannot be guaranteed by the Centre and is subject to all conditions/limitations as designated by the broker/insurance company. Consult the Centre's Comprehensive General Liability Insurance information sheet and application form – as attached.
26. **S.O.C.A.N. FEES**
Pursuant to a license agreement between the Society of Composers, Authors and Music Publishers of Canada (SOCAN), the Centre is obligated to collect SOCAN license fees, in accordance with applicable tariffs, from all Licensees and users of the facility in respect of the performance of musical works on the premises which are arranged for authorized by the Licensee. If you have arranged for music at your event, the Centre will assess the SOCAN licensing fees payable by you, in accordance with the applicable tariffs. To obtain the fee for your event contact your Event Coordinator.
27. **I.A.T.S.E.**
For any events requiring specialized lighting, sound and other theatrical equipment for event, performances, etc. labour must be contracted/completed by employees of Local 63 of the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada (I.A.T.S.E.). Local contact – Mr. Barry Kraft (204) 291-6778.

This requirement is for the 3rd floor exhibition hall and does not include other event set up items such as: setting stages, seating maintenance of equipment, food & beverage set up, etc., as these are provided by the Centre. For further information on these services, contact your Event Coordinator.
28. **OUTSIDE CONTRACTORS**
Supplying of services by outside contractors within the RBC Convention Centre Winnipeg, may result in a fee charged to the supplier and/or client. The Centre must approve such services in advance of the event.
29. **HELIUM FILLED BALLOONS**
Helium used for balloons and balloon decorations is restricted within the Centre. Any exhibitors using balloons for booth décor must ensure that all balloons are secured and upon the completion of the show, must deflate all balloons in order to ensure no balloons are released. Your Event Coordinator must be advised of all exhibitors who require helium balloons prior to your event. *A fee no less than \$250 will be assessed to the Show Manager/Management where the Centre must undertake the removal of any helium filled balloons, which have come un-tethered.*
30. **SOLICITING AT SHOWS**
Anyone who is soliciting during the exhibitions without show management authorization will be asked to leave by the Centre and/or event security.
31. **TICKETMASTER**
For public shows/exhibitions, operation of advance and event day box office in the Centre is carried out by TICKETMASTER. Clients are to be advised to contact TICKETMASTER directly (204) 985-6834 to make necessary arrangements. TICKETMASTER will retain the box office receipts. Within three working days after the end of the event, the Centre is required to make settlement with TICKETMASTER in order that funds/settlement can be made to the show management.
32. **TICKET TAKERS**
For all public trade and consumer shows, the Convention Centre requires that RBC CCW Ticket Takers, at the expense of the client, shall work at all public entrance points to the show. Staffing level is assessed based on anticipated attendance and traffic to the show, as follows:

For all shows with a projected attendance of 5,000 or more: Two ticket takers will be required at all "Principal Entrances" (all those entrances where tickets are collected).

For access to the third floor: There will always be a minimum of two ticket takers for either the East or West Gate entrances. When both entrances are used, two ticket takers at each will be required.

RBC CCW Ticket Takers will not be required for "Secondary Entrances" (those entrances where tickets are not collected, but where access may be controlled by checking for hand stamp or wrist band). Show Management may control these Secondary Entrances with their own staff or contract the RBC CCW to do so.

The Ticket Takers are Security Department employees and their scheduled hours will be determined in consultation with the client. A cost estimate will be submitted and reviewed with the client before being entered into the event details by the Coordinator.

Supplying of services by outside contractors within the RBC Convention Centre Winnipeg may result in a fee charged to the supplier or client.



UTILITY SERVICE RATES ORDER FORM

ELECTRICAL SERVICES

PRE ORDER DISCOUNT RATE

- APPLICABLE TO ORDERS RECEIVED 7 DAYS PRIOR TO OPENING OF EVENT

SERVICE DESCRIPTION (IMPORTANT): Please read the Electrical Rules and Regulations on reverse side. All electrical orders must comply with these rules and regulations. (C.S.A. or local approval)	RATES		* SPECIFY IF NEUTRAL (/) IS REQUIRED	QUANTITY	TOTAL \$
	PRE ORDER DISCOUNT RATE	REGULAR RATE			
Standard 15 Amp - 120 Volt Double Outlet	96.00	119.00			
Standard 15 Amp - 120 Volt Fourplex w/flat cord	171.00	244.00			
20 Amp Single Phase - 120 Volt Single Outlet	113.00	158.00			
30 Amp Single Phase - 120 Volt Single Outlet *	143.00	195.00			
20 Amp Single Phase - 208 Volt *	137.00	190.00			
30 Amp Single Phase - 208 Volt (Tradeshows/dryer plug) *	171.00	244.00			
40 Amp Single Phase - 208 Volt *	227.00	292.00			
50 Amp Single Phase - 208 Volt (Stove plug) *	232.00	338.00			
20 Amp 3 Phase - 208 Volt *	189.00	256.00			
30 Amp 3 Phase - 208 Volt *	211.00	265.00			
40 Amp 3 Phase - 208 Volt *	232.00	292.00			
50 Amp 3 Phase - 208 Volt *	269.00	394.00			
60 Amp 3 Phase - 208 Volt *	305.00	427.00			
70 Amp 3 Phase - 208 Volt *	416.00	594.00			
100 Amp Single or 3 Phase - 208 Volt *	508.00	738.00			
200 Amp Single or 3 Phase - 208 Volt *	664.00	944.00			
400 Amp Single or 3 Phase - 208 Volt *	1,263.00	1,808.00			
30 Amp 3 Phase - 600 Volt *	262.00	524.00			
60 Amp 3 Phase - 600 Volt *	454.00	648.00			
100 Amp 3 Phase - 600 Volt *	671.00	957.00			
200 Amp 3 Phase - 600 Volt *	1,035.00	1,484.00			
400 Amp 3 Phase - 600 Volt *	1,663.00	2,365.00			

NOTE:

- Before any equipment can be hooked up electrically, all equipment must have a CSA approval sticker or a local approval from the Office of the Fire Commission - Phone 204-945-3373.
- The Centre requires a drawing of your exhibit space detailing machine positions and electrical connections prior to installations of 208 or 600 volt service. This cost includes installation, maintenance, electrical energy and removal of service at the conclusion of event. This cost does not include connecting or disconnecting to exhibitor's equipment.
- One standard Double Electrical Service supplies a maximum of 15 amps of electrical power at 120 volts. When exhibitor requirements exceed 15 amps additional units must be ordered to prevent overloading. The cost of each Standard Double Electrical Service Unit includes installation to one specific point, maintenance, electrical energy and removal of service at the conclusion of the event.
- Connection Charges cover the cost of electrical conditions, temporary lines and bringing power lines to booth. Service includes bringing power to one point and one connection in booth. Charges include maintenance during show, removal after show and current consumption. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.
- Motor Service Connections - One-half horsepower or larger must be 208 or 600 volt. (Minimum charges range from one-half to four hours.)

Labour Rates:	Monday - Friday	8:00 a.m. - 4:30 p.m.	\$70.00/hour	Sunday - Thursday	Midnight to 8:00 a.m.	\$210.00/hour
	Monday - Sunday	4:30 p.m. - Midnight	\$140.00/hour	Civic & Statutory Holidays		\$210.00/hour

ELECTRICAL SERVICE WILL BE PROVIDED AS ORDERED. ANY CHANGES TO ORIGINAL ORDER WILL RESULT IN ADDITIONAL CHARGES.

NO REFUNDS WILL BE ISSUED ON ORIGINAL ORDERS.

CREDIT OR REFUND WILL NOT BE ISSUED FOR ELECTRICAL SERVICE PROVIDED AND NOT USED.

SUB TOTAL	\$	_____
PROVINCIAL SALES TAX	8%	_____
GST REG #R121426019	5%	_____
TOTAL	\$	_____

Company Name _____ Event _____ Date of Event _____

Company Address _____ City _____ Prov or State _____ Postal Code _____

Phone Number - Head Office _____ Phone Number - Local _____ Fax No. _____

Name of Representative (Please Print) _____ Title _____

Email: _____ Date _____

Supplying of services by outside contractors within the RBC Convention Centre Winnipeg may result in a fee charged to the supplier or client.

Effective July 1, 2015

PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS
 IF PAYING BY CREDIT CARD, PLEASE SPECIFY:

CREDIT CARD: _____ EXPIRY DATE _____

CARD NUMBER: _____

CARDHOLDER NAME _____

BOOTH NO. 

ELECTRICAL RULES AND REGULATIONS

ALL electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, provincial, and local electrical and fire codes.

ALL equipment regardless of source of power must comply with all safety codes.

EXHIBITORS SHALL BE PROHIBITED from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "RBC CCW Electrician" has checked equipment for source of problem and corrected malfunction.

UNDER NO CIRCUMSTANCES shall anyone other than the "RBC CCW Electrician" or a licensed electrical contractor who has been given permission by the RBC Convention Centre Winnipeg make electrical connections or disconnections.

EXHIBITORS SHALL BE PROHIBITED from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment or may be installed as part of the initial installation. When approved by a "RBC CCW Electrician" normal circuit protection will be adequate.

USE OF open clip sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited.

The RBC Convention Centre Winnipeg reserves the right to check and inspect any and all electrical connections, equipment and facilities which any customer uses while in the Centre. "RBC CCW Electrician" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.

All complaints must be presented by the exhibitor before the close of the exhibition in order to be properly investigated.

SPECIAL EQUIPMENT requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "RBC CCW Electrician", however, all service connections and overload protection to such equipment must be made by "RBC CCW Electrician" only.

ALL EQUIPMENT must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

ALL MATERIAL and equipment furnished by the Centre for this service order shall remain the Centre's property and shall be removed ONLY by the Centre at the close of the show.

WALL, COLUMN and permanent building utility outlets are not part of booth space and are not to be used by the exhibitor unless specified otherwise.

ELECTRICAL POWER for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.

UNLESS OTHERWISE DIRECTED, Convention Centre electricians are authorized to cut floor coverings to permit installation of service.

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE.

CREDIT WILL NOT BE GIVEN FOR ELECTRICAL SERVICE INSTALLED AND NOT USED.

Important - Please Note Payment Conditions

1. All orders must be accompanied by a cheque to the full amount of the order which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. (The accepted credit cards are American Express, Visa, MasterCard).
3. All utility rates charged will be in accordance with the Pre Order Discount Rate or Regular Rate.

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

RBC CONVENTION CENTRE WINNIPEG
EVENT SERVICES
375 YORK AVENUE WINNIPEG, MANITOBA R3C 3J3
Phone: (204) 957-4538 Fax: (204) 957-4576 E-mail: maryf@wcc.mb.ca



UTILITY SERVICE RATES ORDER FORM PLUMBING & OTHER SERVICES

PRE ORDER - APPLICABLE TO ORDERS RECEIVED 7 DAYS PRIOR TO OPENING OF EVENT

SERVICE DESCRIPTION	Number of Connections/ Outlets	PRE ORDER -- RATES --				TOTAL \$
		1 ST Connection/fill	Each Add. Connection/fill	1 ST Connection/fill	Each Add. Connection/fill	
PLUMBING SERVICES						
COMPRESSED AIR* - 100 PSIG (Connection up to ½")	SIZE OF LINE _____ *AVAILABLE ON THE 3 RD FLOOR ONLY					
		\$122.00	\$122.00	\$158.00	\$158.00	
WATER ONLY - 40 PSIG (Connection up to ½")	SIZE OF LINE _____					
		\$78.00	\$78.00	\$100.00	\$100.00	
WATER AND DRAIN - 40 PSIG	SIZE OF LINE _____					
		\$126.00	\$126.00	\$160.00	\$160.00	
GAS 3 - ½" WATER GUAGE PRESSURE	NOTE: SERVICE CHARGE ONLY GAS FITTER BY EXHIBITOR					
		\$166.00	N/A	\$221.00	N/A	
DRAINAGE - 2" DRAIN LINE	SIZE OF DRAIN _____ CONNECTION _____					
		\$78.00	\$78.00	\$100.00	\$100.00	
OTHER SERVICES - PLEASE NOTE: INTERNET SERVICES PROVIDED EXCLUSIVELY BY RBC CCW						
CABLE T.V.	LIMITED LOCATIONS PLEASE ENQUIRE					
		\$127.00	\$39.00	\$166.00	\$53.00	
NOTE: Connection prices listed above cover bringing service from the main line to the booth. All work performed within the booth in attaching lines to equipment will be charged on a time and material used basis in addition to the connection charge. A separate connection charge will be made for each piece of equipment using connected service, whether connected direct or otherwise. Charges may apply for air, drainage or water used. Pipe fitters are available for compressed air, water and drainage at \$70.00 per hour Monday - Friday during normal working hours, \$140.00 per hour after normal working hours, and \$210.00 on civic and statutory holidays. No guarantee can be made on minimum pressure. If pressure is critical the exhibitor should arrange to have a pressure regulator valve installed.				SUB TOTAL	\$ _____	
				PROVINCIAL SALES TAX	8% _____	
				GST REG #R121426019	5% _____	
				TOTAL	\$ _____	

Company Name _____ Event _____ Date of Event _____

Company Address _____ City _____ Prov or State _____ Postal Code _____

Phone Number – Head Office _____ Phone Number – Local _____ Fax No. _____

Name of Representative (Please Print) _____ Title _____

Technical Contact (If Applicable) _____

Email: _____ Date _____

Supplying of services by outside contractors within the RBC Convention Centre Winnipeg may result in a fee charged to the supplier or client.

PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS
IF PAYING BY CREDIT CARD, PLEASE SPECIFY:

CREDIT CARD: _____ EXPIRY DATE _____

CARD NUMBER: _____

CARD HOLDER NAME _____

FLOOR

BOOTH NO.

RULES AND REGULATIONS

EXHIBITORS/CLIENTS ARE PROHIBITED from opening or removing the covers on the floor ports without a RBC C.C.W. maintenance employee present; preferably the plumber or electrician.

Hot tubs will **NOT** be allowed to hold **ANY** water if displayed on the first or second floor.

The **RBC Convention Centre Winnipeg plumber** must approve the size of drain hoses and the rate of flow before hot tubs or other water containers can be drained.

Exhibitors intending on filling hot tubs will be required to order the water hookup and drain. Be aware that the initial fill is part of the water hook-up charge. There may be a surcharge levied for refills, based on consumption.

The RBC Convention Centre Winnipeg recommends that exhibitors provide their own filter system to ensure clean water.

Exhibitors will be responsible for any and all damage and any liability caused by faulty equipment owned by the exhibitor and/or installation of same.

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE.

CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.

Important - Please Note Payment Conditions

1. All orders must be accompanied by a cheque or credit card to the full amount of the order which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. (The accepted credit cards are American Express, Visa, Master Card).
3. All utilities rates charged will be in accordance with Schedule A or B.

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

RBC CONVENTION CENTRE WINNIPEG
EVENT SERVICES
375 YORK AVENUE
WINNIPEG, MANITOBA R3C 3J3



RBC CONVENTION CENTRE WINNIPEG REGULATIONS AND POLICIES

The RBC Convention Centre Winnipeg is pleased to welcome you as an exhibitor. To assist you in your planning, we would like to familiarize you with our regulations, policies, services offered, etc. Accordingly, the following applies:

- Services available are: telephone, internet access, water, gas, electrical and booth cleaning
- **ALL** orders should be directed to **Mary Fehr**, and **MUST** be prepaid.
- Please note the following deadlines for utilities:
 - All utilities including phones and internet accesses one (1) week prior to show date.**
- Services and/or utilities cannot be provided until payment is received.
- We are unable to refund monies for services and/or utilities provided and not used or for utilities provided but incorrectly ordered.
- Equipment requiring direct utility hook-up subject to 1 hour minimum labour charge and must be prepaid prior to service being provided.

As is required under Provincial Law, unapproved electrical (CSA - Canadian Standard Association) gas or plumbing equipment **MUST** be inspected and approved by the Manitoba Department of Labour before being placed into service. Supplying of services by outside contractors (licensed) within the Winnipeg Convention Centre may result in a fee charged to the supplier or client.

1. During Ingress and Egress of Exhibition/Trade Show, **children** under the age of **16**, are **NOT** allowed on the show floor. This policy is for the safety of your children.
2. **DECORATIONS, SIGNS, BANNERS, etc.**, may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, painted surfaces or columns
3. **NO HOLES** may be drilled, cored or punched in the building.
4. **NO HELIUM BALLOONS** are permitted in the building.
5. **NO ADHESIVE BACK (STICK-ON) DECALS** or similar items may be distributed or used in the building.
6. **NO SAMPLE FOOD and/or BEVERAGE PRODUCTS** may be distributed by exposition sponsoring organizations and/or their exhibitors **except upon written authorization.** (See Authorization Request).
7. Parking in loading dock areas (Ground and Third Floor), except for loading or unloading, is prohibited. **Violators will be towed at their own expense.**
8. Fire hose floor ports **MUST** remain unobstructed at all times.
9. **PASSENGER ELEVATORS** are not to be used for moving goods or materials between floors; the loading docks and freight elevators must be used for this purpose.
10. **ALL TAPE**; etc that is used to adhere carpeting to the exhibition floor must be removed upon completion of the show. If this is not done, the cost of removal of same will be charged to the exhibitor or show management as required. **Renfrew Double Coated Cloth Tape is the only permissible tape** to be used and may be purchased directly from your show decorator or from Lowry's MFG. and Sales Ltd., 19 Keith Street, Winnipeg, Manitoba, Telephone (204) 633-6359.
11. **NO SMOKING:** In accordance with the City of Winnipeg Bylaw #7870/2001, it is the policy of the Winnipeg Convention Centre that there shall be no smoking anywhere within the facility including the loading docks and parkades.

PLEASE NOTE:

THE RBC CONVENTION CENTRE WINNIPEG WILL NOT ACCEPT SHIPMENTS OF ANY KIND FOR TRADE SHOW/EXHIBITIONS. ARRANGEMENTS MUST BE MADE THROUGH THE DISPLAY/SHIPPING COMPANY.