

Message from the Chair



As Chair of the Canadian Produce Marketing Association (CPMA), one of the most exciting elements of my role is being able to welcome thousands of delegates and exhibitors to my neck of the woods! On behalf of the Board of Directors and over 790 CPMA members, I am delighted to extend an invitation to you and your colleagues to share in CPMA's 89th Annual Convention and Trade Show in Vancouver, Canada.

One of my core messages during my tenure as CPMA Chair, and the theme of the 2014 Convention and Trade Show, is LIVE HEALTHY! EAT FRESH! By participating in this year's event and driving this simple message, we will be supporting our shared goal to increase produce consumption, improve consumer health and support industry prosperity.

The 2014 event will provide an invaluable and carefully conceived business to business platform that will continue to support the development, success and sustainability of our industry. This Annual Convention and Trade Show is the largest of its kind in Canada and your involvement is key!

We look forward to seeing you in Vancouver.

Regards,

Walt

Walt Breeden
2013/2014 CPMA Chair
The Oppenheimer Group

Message from the Convention Chair



On behalf of the Canadian Produce Marketing Association's (CPMA) Convention and Trade Show Organizing Committee, I am thrilled to invite you to Vancouver, British Columbia to enjoy CPMA's 89th Annual Convention and Trade Show.

This year's event has so much to offer. Our team of dedicated volunteers and staff have designed an event that not only echoes the LIVE HEALTHY! EAT FRESH! message, but is sure to create endless opportunities for you to build your business and nurture your industry relationships.

The CPMA team will deliver an interesting and thought-provoking business program that will include topics that are essential to our industry's success. Beyond the boardroom, our entertainment and hospitality program will continue to provide a more casual forum for conversation and collaboration – and don't forget to keep an eye out for Freggie and his friends on the Trade Show floor.

So, get ready to meet us in Vancouver! Take your time to review the 2014 program, trade show and sponsorship opportunities outlined on the website and be sure to visit often as the site is updated to include new information, registration and accommodation details.

See you soon,

Scott

Scott Fairbairn
2014 Convention Chair
Thrifty Foods

1. **Definitions.** The word "Management" used herein or in subsequent regulations shall mean the Canadian Produce Marketing Association (CPMA) and its committees, officers, employees or agent acting for it, in the management of the trade show. The word "Main Exhibitor" refers to the actual exhibitor who is purchasing the booth space.
2. **General.** The amendment, interpretation and enforcement of the following rules are the responsibility of the Management. All matters and questions not covered by the following rules are subject to the decision of the Management.
3. **Exhibit space cost information.** The exhibit fee per 10x10 sq.ft., payable to CPMA, includes the rental of the floor space (raw space only) in the exhibit hall, five exhibitor badges, ten Customer Appreciation cards, your company name and profile in the Final Exhibitors List, your company name and contact on the mobile app, access to the exhibitor's bulletins, online access to the Exhibitor's Manual, access to all exhibitor's promotional opportunities, and automatic entry into the Best Booth Competition. Each exhibitor will be provided with a small booth sign consisting of the company name and booth number.
4. **Decoration.** The exhibitor will be entirely responsible for the decoration of assigned exhibit space including, but not limited to, booth structure, fixtures, carpet, furniture, specific wiring, lightning, electrical and cleaning services, as well as labour to install, erect or decorate exhibits, or moving exhibit materials including fresh produce.
5. **Exhibit space application, payment requirements and assignment of space.** The Management reserves the right to accept or decline any exhibitor's application. Exhibit space application can be submitted to the Management at any time until the trade show floor is sold out. Exhibit space rental fees are payable to CPMA. An application for exhibit space will be considered valid only when **full payment** has been submitted along with a completed and signed Exhibit Space Application form and Exhibit Rules. Exhibit space cannot be assigned until the Exhibit Space Application form has been accepted. Please refer to cpma.ca to review the most up to date exhibit floor plan. Changes in floor allocation without the explicit consent of the Management will not be permitted.

Exhibitors benefiting from the CPMA Member rate must be members in good standing at the date of payment and during the show, otherwise exhibitors will be re-invoiced at the non-member rate which must be paid in full prior to move-in. Exhibitors will be listed in the Final Exhibitor List and on the mobile app, based on their membership name and membership location.
- 5.1 **Advance Sales Office – 2014 Trade Show.** Assignment of 2014 exhibit space for exhibitors who participated in the 2013 Trade Show in Toronto, ON will take place from May 27 to June 10, 2013 and is based on CPMA's Priority Allocation Formula (combining the following criteria: tenure of CPMA Membership (consecutive years), and overall financial contribution to CPMA (Contributions are recorded in the fiscal year the sponsored programs/events occur, not when payment is received by CPMA) (2012 CPMA Fiscal Year – from Nov. 1, 2011 to Oct. 31, 2012)). After June 17, 2013, all exhibit space applications will be allocated on a first-come, first-served basis.
6. **Co-Exhibitor(s).** Main Exhibitor(s) purchasing exhibit space and who have co-exhibitor(s) sharing their booth space are required to register all co-exhibitor(s) that are current CPMA members. The co-exhibitors registration form must be completed by the Main Exhibitor and submitted to the Management in order for the co-exhibitor(s) to receive exhibitor badges under their company's name, be listed independently in all official exhibitor listings, have access to exhibitor's promotional opportunities, and receive individual services from the Management. The co-exhibitor fee must be submitted along with a completed and signed co-exhibitor registration form.
7. **Exhibit Pavilion.** If a number of exhibitors intend to occupy contiguous spaces on the show floor, they must apply for a minimum of 600 sq. ft (55.74 sq. m) of floor space to be designated as a "pavilion". Exhibitors in a pavilion must appoint one coordinator who will submit all application forms and payments together at the same time. The appointed pavilion coordinator will become the Management's primary contact person for the pavilion.
8. **Relocation of exhibits.** The Management reserves the right to alter locations of exhibits as shown on the floor plan, if deemed, at the sole discretion of the Management, to be advisable or in the best interest of the exposition, without recourse by or indemnity to exhibitor.
9. **Cancellation policy.** All requests for booth space cancellation and/or downsizing must be in writing. Cancellations and/or downsizing requests received up to and including the first day of December 2013 will forfeit booth space and receive a 50% refund of total payment. Cancellations and/or downsizing requests received after the first day of December 2013, will forfeit both booth space and entire payment (no refunds issued).
10. **Default in occupancy.** Any exhibit space not occupied by the time set for completion of installation of displays will be forfeited by exhibitor without refund. The Management reserves the right to repossess, resell and reallocate such space, without prejudice to any claim in damages against exhibitor for such default.
11. **Installation, showing and dismantling.** Hours, dates and instructions for installation, showing and dismantling shall be those specified by the Management. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the exposition before conclusion of the dismantling period as specified by the Management.
12. **Sound/Music.** Exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Sound or noise should not exceed 85 decibels. Undue noise made in the operation of exhibits will not be permitted. The decision of what constitutes undue noise shall rest with the Management whose decision shall be final. All exhibitors must have an equal opportunity to conduct their business without interference from their neighbors.

13. **Booth design definition, information and limitations.** The Management shall have full authority and discretion in the placing, arrangement and appearance of all items located in the exposition hall, including items displayed by exhibitors. The Management may require the replacing, rearrangement, redressing or redecorating of any item or booth within the exposition, and no liability shall be attached to the Management for costs that may be incurred by an exhibitor thereby. "Products" refers to products regularly offered for sale by the exhibitors. "Display material" refers to any and all items used in an exhibitor's booth other than product. Display material includes, but is not limited to, signs, shelving, stand and other furniture, lighting fixtures, canopies, false ceilings, banners or flags.

13.1. Booth definition. Standard in-line booth: a standard in-line booth is 10 ft (3.05 m) deep and 10 ft (3.05 m) wide or a multiple thereof. It is enclosed on three sides by a back wall and two sidewalls, except for a corner booth which may be open on the side facing the cross-aisle as well as at the front. A standard in-line booth backs up to other booths in the next row. **Cross-aisle booth:** a cross-aisle booth is a series of standard in-line booths facing a similar series of standard in-line booths across the aisle. Nothing may be placed in or above the connecting aisle. **Perimeter booth:** a perimeter booth is a booth of any size which is located along the outer limits of the exposition hall. It is similar in many respects to a standard in-line booth, except that it does not back against any other booth. Height limitations are less restrictive than for standard booth. **Peninsula booth:** a peninsula booth is a booth of 400 sq. ft (37.16 sq. m) or more that occupies both corners at the end of a row of standard booths and has aisles on three sides. A peninsula booth requires a back wall on one side. **Island booth:** an island booth is a freestanding booth of 400 sq. ft (37.16 sq. m) or more with width of 20 ft (6.10 m) or more, and aisles on four sides. **Split-island booth:** a split-island booth is a booth of 400 sq. ft (37.16 sq. m) or more with width of 20 ft (6.10 m) or more and aisles on three sides back to back with another exhibit of same configuration.

13.2. Aisles. As a matter of safety, exhibitors should conduct any demonstrations or presentations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.

13.3. Draperies and carpeting. The Management arranges for the installation of necessary draped backdrops of uniform style for the exposition hall. 8 ft (2.44 m) high draped backwall and 3 ft (0.91 m) high draped sidewalls are provided for all in-line, peninsula and perimeter booths. The equipment consists of an interlocking frame from which flameproof drapes are suspended. Only exhibit halls aisles are carpeted by the Management. In order to maintain the professional appearance of the trade show, all exhibit booths must be carpeted at the expense of the exhibitor.

13.4. Canopies or false ceilings. Canopies or false ceilings, which are considered as display material, may be utilized by the exhibitor provided they do not exceed the height limitations for display material and do not obstruct the line of sight. Supports for canopies or false ceilings are limited to a single vertical support not to exceed 3 in (0.08 m) in diameter at the corners of the exhibit space, with the exception of islands and split-islands. If the exhibit space is covered by canopies or false ceilings, exhibitor is required to have a fire extinguisher at the booth.

13.5. Structural support. Booths must be designed in such a manner to be self-supporting. Nothing shall be taped, mounted or attached in any form or manner to walls, doors or facility structure. The driving of nails, tacks or screws into floors, walls, columns, ceiling or trim will not be permitted nor will drilling of holes into any portion of the exposition hall.

13.6. Signs and graphics. Hanging signs and graphics are permitted only in all standard Peninsula Island, and Split-Island Booths whether suspended from above or supported from below to a maximum height of 20 ft (6.10 m) from the floor to the top of the sign. Hanging signs and graphics should be set back 10 ft (3.05 m) from adjacent booths. Whether suspended from above, or supported from below, the highest point of any sign should not exceed the maximum allowable height for the booth type. Approval for the use of hanging signs and graphics should be received from the Management prior to installation.

13.7. Display height limitation and right of view. Height is the most critical dimension in the construction of exhibits. A major objective of these display rules is to ensure that every exhibitor has an equal opportunity to be seen, and excessive height in a given exhibit is generally at fault when the objective is not met. Specific height limitations for each type of booth and for different portions of each booth are indicated below. In general, greater heights are permitted in portions of booths farthest removed from adjoining booths. Lower height limitations prevail where they are necessary to ensure sight lines from the aisles into adjoining booths. If an exhibitor's display material or product cannot comply with the sightline, it is required that the exhibitor rent a greater exhibit space.

13.7.1. Standard in-line and cross-aisle booths. Depth: all display fixtures and materials over 4 ft (1.22 m) in height and placed within 10 lin. ft (3.05 lin.m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5 ft (1.52 m) of the backline. Height: all display materials will be confined to a maximum of 8 ft, 3 in (2.51 m). Every effort should be made to place the product in the rear half of the booth and not less than 10 ft (3.05 m) from either side of the booth.

13.7.2. Perimeter booths. Depth: all display fixtures and materials over 4 ft (1.22 m) in height and placed within 10 lin. ft (3.05 lin. m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5 ft (1.52 m) of the backline. Height: all display materials will be confined to a maximum of 16 ft (4.88 m). Every effort should be made to place the product in the rear half of the booth and not less than 10 ft (3.05 m) from either side of the booth.

13.7.3. Peninsula booths. Peninsula booths are normally "faced" towards the cross aisle and are usually 20 ft by 20 ft (6.10m by 6.10 m) or larger. Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle, as they would expect if they were adjacent to an exhibitor with a standard booth. Depth: all display fixtures over 4 ft (1.22 m) in height and placed within 10 lin. ft (3.05 lin. m) of a neighboring exhibit must be confined to the area within 5 ft (1.52 m) of the center line of the row of adjoining standard booths. Height: all display materials will be confined to a maximum of 20 ft (6.10 m). Every effort should be made to place the product in the front portion of the booth and not less than 10 ft (3.05 m) from the back wall.

13.7.4. Island and split-island booths. The entire cubic content of the exhibit space may be used, to a maximum height of 20 ft (6.10 m).

13.8. Structural integrity. For any exhibit exceeding 12 ft (3.66 m) in height, whether an exhibit fixture or component, tower, pylon or multistory, regardless of whether people will occupy the upper area or not: (a) drawings must be signed or stamped by a reviewing structural engineer indicating that the structure design is properly engineered for its purposed use; (b) drawings must be signed by an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings; and (c) drawings are to be available for inspection by the Management, installation and dismantling contractor, exhibitor and government authorities at all times during the time the exhibit is being erected, exhibited and dismantled at the show site. Signs are also to be posted at the entrance to second story exhibits which people will occupy indicating maximum number of people the structure will accommodate. Exhibitors are to strictly enforce maximum occupancy limits. Exhibitors are cautioned when installing a display with a ceiling or second level to obtain the prior, written approval or authorization of the local fire department to ensure that their display meets with all applicable fire safety precautions including those involving smoke alarms, fire extinguishers, sprinkler systems, etc. All 20 ft by 20 ft (6.10 m by 6.10 m) and over exhibits require a drawing, plans or renderings to be submitted to the Management.

14. Exhibitor Services. In the best interest of exhibitors and based on existing relationships, the Management will appoint various official service contractors. Some contractors may hold exclusive rights for the event as identified by the Management. Exhibitors are required to observe all exclusivity contracts between service contractors and the Management.

14.1. Official show service contractor. GES, the official show service contractor, will provide assistance to exhibitors in the areas of decorating (carpet, furniture, signage, exhibit structures, etc.), erecting and dismantling exhibits, and material handling. GES will be the exclusive provider of onsite material handling and drayage services, including labour and equipment to receive exhibitor's shipment, unload and deliver shipment to the exhibitor's booth space, remove and store empty crates, return empty crates to the exhibitor's booth space at the end of the show, load freight onto the designated outbound carrier, and manage onsite refrigerated storage. GES will also be responsible for the development and implementation of the exhibit move-in and move-out schedule.

14.2. Official show carrier and customs broker. GES, the official show carrier and customs broker, will provide assistance to exhibitors in the areas of transportation to and from the show site as well as customs clearance services for exhibit materials and products.

14.3 Shipping - Official Warehouse. It is exhibitors' responsibility to arrange for their shipment to be shipped to the advance warehouse as arranged for and provided by the Management or directly to show site within the prescribed timeframe. All costs associated with shipping, material handling and labour fees are to be paid directly by exhibitors to GES. Exhibitors who choose to ship to any alternative warehouses must make their own arrangements, as well as pay any associated costs, to have their product/shipment transferred to the official advance warehouse or directly at show site.

14.4 Other exhibitor services. Other exclusive exhibitor services include electrical, utilities (water, compressed air), telecommunications and wiring, audio-visual equipment, and food catering services.

14.5 Exhibitor Appointed Contractor (EAC). Exhibitors are required to complete and submit the EAC form to the Management by **March 1, 2014** otherwise contractors will not be permitted into exhibit halls. The EAC shall possess a valid public liability and property damage insurance policy and submit it to the Management no later than March 1, 2014.

15. Food distribution and sampling. Exhibitors wishing to distribute food and/or beverage must use the exclusive catering contractor, with the exception of samples of food products regularly offered for sale by the exhibitor. All exhibitors must adhere to the region's health sampling rules and apply for food handling permits as required and in timely manner.

15.1. Alcohol Service. Alcoholic beverages may be served within an exhibitor's space, only with written consent from the Management. The following rules & regulations apply to exhibitors who receive permission to serve alcoholic beverages in their booth:

- A certificate of insurance for Alcohol Liability (one (1) million dollars minimum) naming the Canadian Produce Marketing Association and Vancouver Convention Centre as additional named insured must be provided to the Management by March 1, 2014 and remain in force through April 5, 2014.
- Alcohol may only be purchased through the facility where the trade show is taking place. Exhibitors are not permitted to bring in their own alcohol.

- Liquor service may only be provided by a bartender contracted through the facility caterer. Bartenders must pour and serve all alcohol – without exception – guests are not allowed to serve themselves.

- Alcoholic beverages may not be served during exhibit set-up or tear down under any conditions. No cash bars are permitted, nor sales of tokens for cash. No minors under the age of 19 may be served any alcohol. The Management and/or bartenders are fully authorized to deny all further alcohol service to persons who may appear intoxicated, disorderly or under the age of 19.

- The exhibitor agrees that approval to serve alcohol within their exhibit space shall remain from day to day solely in strict compliance with the rules herein described. The Management reserves the right to withdraw approval if exhibitor is in violation of these rules and the Management will not be liable for any damage of any kind. The exhibitor agrees that the Canadian Produce Marketing Association (CPMA) shall not be held liable for any alcohol liability issue, personal injury, and death or property loss and releases CPMA and waives all claims with respect thereto.

16. Children. Children under the age of 16 are not permitted on the trade show floor during the move-in and move-out hours. Children 16 and under can attend the trade show during the trade show hours under adult supervision (registered attendees and/or exhibitors). Children can attend the trade show free of charge.

17. Fire, Safety and Health. Exhibitors are fully responsible for compliance with all applicable local, municipal, provincial and federal fire, safety and health regulations regarding the installation, operation and dismantling of display material and equipment or otherwise relating to the exhibitor or its booth.

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. The Fire Marshall may require proof that the materials used are fire resistant or have been treated to be fire resistant. Please retain any packing or products used until after the Event is completed.

18. Dismantling of Booths. Exhibitors will not be permitted to dismantle their booth(s) prior to the close of the Trade Show. This rule will be strictly enforced.

19. Liability. The exhibitor expressly assumes all risk associated with, resulting from, or arising in connection with, exhibitor's and/or co-exhibitor's participation or presence at the event, including, without limitation, all risks of theft, loss, harm or injury to the person (including death), property, business or profits of exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. The exhibitor has sole responsibility for its property of any theft, damage, or other loss to such property, including any subrogation claims by its insurer. Neither the Management nor the exhibit facility nor the exhibit service contractors, nor any of their respective officers, directors, shareholders, agents, employees or representatives shall be liable for, and exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, damages and liabilities described in this paragraph and will hold harmless and indemnify the Management from such risks, damages and liabilities.

20. Insurance. Exhibitors are required, at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft or damage, occurring prior to, during and after the Trade Show. Main exhibitor is required to procure and maintain comprehensive liability insurance for all co-exhibitors who are registered at his booth. The certificate of insurance must be in the name of the company who purchased the exhibit space. A certificate of insurance for General Liability for a minimum amount of one (1) million dollars, naming the Canadian Produce Marketing Association as additional named insured must be provided to the Management by March 1, 2014 and remain in force through April 5, 2014. The Management reserves the right to forfeit exhibit space for any exhibitor who does not provide the Management with the required copy of the certificate by March 1, 2014.

21. Exhibit Rules. CPMA reserves the right to change Exhibit Rules without notice. Exhibitor agrees to abide by the Exhibit Rules and any amendments that may be put into effect by the Management.

Company

Exhibitor's Signature

Date



EXHIBITOR APPOINTED CONTRACTOR FORM DEADLINE TO SUBMIT MARCH 1, 2014

EXHIBITOR APPOINTED CONTRACTORS

It is the exhibitor's responsibility to see that all appointed contractors or agents abide by the rules and regulations for the CPMA Annual Convention & Trade Show including CPMA Exhibit Rules and Regulations and Guidelines for Exhibitor Appointed Contractors outlined below.

GUIDELINES FOR EXHIBITOR APPOINTED CONTRACTORS (EACs)

1. The EAC shall be given the right to provide services requested of them by an exhibitor in the set-up and dismantling on the show floor, and shall have the right to utilize qualified employees. These services shall not conflict with labour regulations.
2. The EAC shall possess a valid public liability and property damage insurance policy for at least \$1 million. Insurance must be provided to show management no later than March 1, 2014. Insurance certificate must be faxed at (+1)613-226-2984 or emailed to nkaliberda@cpma.ca or mailed to CPMA. CPMA must be added as certificate holder (please include following information):
Canadian Produce Marketing Association (CPMA)
162 Cleopatra Drive, Ottawa, ON K2G 5X2, Canada
Attn: Natalia Kaliberda
3. The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor, or during move-in or move-out dates.
4. The EAC will be responsible, if applicable, for all reasonable costs related to the EAC's work at the site.
5. The EAC shall abide by the Occupational Health and Safety Act and its Regulations at all times during set-up and tear down. All workers MUST wear approved safety footwear at all times during move-in and move-out regardless of their booth size or location on the show floor. Approved hard hats must be worn in booths where overhead work is being done.
6. Upon arrival at the site, EACs must pick up their temporary move-in badges at the Registration desk. If you will be using an Exhibitor Appointed Contractor to supervise, install and/or dismantle your display, please provide the following information:

Exhibitor Company Name _____

Booth Number _____

Exhibitor Contact Name & Title _____

Exhibitor Address _____

Telephone _____ Fax _____

Email _____

Exhibitor Appointed Contractor (EAC) to be used:

EAC Address _____



Additional Exhibitor Name Badge Form

Before completing this form, please note that fully registered delegates who are also exhibiting do not require an exhibitor badge. Full delegates exhibiting automatically gain access to the Exhibit Hall, including during setup and teardown.

The cost per additional badge is \$150.00 CAD plus applicable taxes.

Exhibitors receive 5 Exhibitor badges with each 10X10 ft. space, included complimentary with their exhibit space package.

Register your complimentary badges, using your Exhibit login password.

IMPORTANT: Badge fees are non-refundable.

PLEASE PRINT

Exhibitor Company Name: _____

Date: _____ Booth Number: _____

First Name	Last Name	Address, City, Province/State, Country
1-		
2-		
3-		
4-		
5-		

PAYMENT

The cost per additional badge is \$150.00 CAD plus applicable taxes

Cheque [] Visa [] Amex [] MasterCard []

Expiry Date: _____ Cardholder's

Name: _____

Amount: _____ x \$150 = _____

Signature: _____

HST/GST # 106846587RT0001

CPMA USE Only:

Return completed form via fax or email to:

Attn: Natalia Kaliberda

Fax: (+1) 613-226-2984

nkaliberda@cpma.ca

Please keep a copy for your records.

Privacy Policy:

By completing this form you consent to the use of the personal information you provided for registration and marketing purposes. For more information regarding CPMA's Privacy Policy, please visit our website at www.cpm.ca.



Exhibitor Request for Entertainment (Presentation and Shows)

Presentations at exhibitor booths (including live music, shows, etc.) require prior authorization and are subject to Show Management approval. Presentations during the trade show may not be so loud as to disturb other exhibitors in the vicinity. All exhibitors must have an equal opportunity to conduct their business without interference from their neighbors.

The use of amplifying devices, megaphones, loud speakers or any other type of sound or noise-making device inside exhibit booths less than 400 sq.ft. is prohibited. Exhibit booths of 400 sq. ft or more must receive advance approval from Show Management. Exhibitors should avoid using sound devices in their booths which might be annoying to their neighbors and shall limit noise levels so as not to interfere with normal conversation in adjacent booths. Undue noise made in the operation of exhibits will not be permitted. The decision of what constitutes undue noise shall rest with Show Management, whose decision shall be final.

Authorization Request to be submitted to Show Management by Friday, March 7, 2014.

Within 5 business days of receipt of application, you will be notified of the status of your request.

Company: _____ Booth Number: _____
First Name: _____ Last Name: _____
Address: _____ City: _____
State/Province: _____ Zip/Postal Code: _____ Country: _____
Telephone: _____ Fax: _____ Email: _____
Onsite Contact (if different than above):
First Name: _____ Last Name: _____
Onsite Telephone: _____

We are planning the following event at our booth – Thursday, April 3, 2014

Type of Event: _____
Type of Sound Equipment: _____
Time: _____ to: _____
Planned number of participants (if applicable): _____

We are planning the following event at our booth – Friday, April 4, 2014

Type of Event: _____
Type of Sound Equipment: _____
Time: _____ to: _____
Planned number of participants (if applicable): _____

Signature: _____ Date: _____

Return this form to Natalia Kaliberda via fax at (+1) 613-226-2984 or to nkaliberda@cpma.ca

FOR CPMA USE ONLY	
(✓) Status (Please select one)	
	Approved by:
	Not approved, reason:



REQUEST FOR INVITATION LETTER

PURPOSE OF TRAVEL (Select one): ☐ DELEGATE ☐ EXHIBITOR

FULL NAME (Legal Name as it appears on the Passport): _____

DATE OF BIRTH: _____

PASSPORT #: _____ ISSUED BY: _____

EXPIRY DATE: _____ TRAVEL DATES: _____

COMPANY NAME: _____

YOUR TITLE: _____

WORKPLACE ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____

COUNTRY: _____ POSTAL/ZIP CODE: _____

EMAIL ADDRESS: _____

TELEPHONE #: _____ FAX #: _____

EMBASSY WHERE YOU WILL APPLY FOR YOUR VISA

CITY: _____ COUNTRY: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

PLEASE ENSURE THAT YOU PROVIDE EMAIL AND FAX INFORMATION ABOVE.

SIGNATURE: _____ DATE: _____

THE APPLICANT AGREES THAT THE INFORMATION ENTERED ABOVE IS ACCURATE TO THE BEST OF THEIR KNOWLEDGE AND ACKNOWLEDGES THAT CPMA WILL FORWARD A COPY OF THE INVITATION LETTER (IF APPLICABLE) TO THE EMBASSY NOTED ABOVE. CPMA CANNOT ASSIST YOU WITH THE INTERVIEW PROCESS. IF YOU ARE DENIED A VISITOR VISA, YOU MAY REAPPLY IF THERE IS NEW EVIDENCE TO OVERCOME THE BASIS FOR THE REFUSAL. IN THE ABSENCE OF NEW EVIDENCE, CONSULAR OFFICERS ARE NOT REQUIRED TO RE-EXAMINE SUCH CASES. THE ISSUANCE OF A VISA RESTS SOLELY WITH THE CANADIAN CONSULAR AUTHORITY.

**PLEASE RETURN TO NATALIA KALIBERDA BY EMAIL TO nkaliberda@cpma.ca
OR BY FAX (+1) 613-226-2984.**

All orders are governed by the GES Payment Policy and GES Terms & Conditions of contract as specified in this Exhibit Service Kit

Official Service Provider

GES 5675 McLaughlin Road Mississauga, Ontario L5R 3K5	Phone: (905) 283-0500 Toll Free: 877-437-4247 Fax: (905) 283-0501 Website: www.gesexpo.ca Email: torontoexhibitorservices@ges.com
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Show Information

Exhibit Hall Carpet: The exhibit hall is not carpeted. However, the aisles will be carpeted in Rainforest (green/black mixed). In order to maintain the professional appearance of the trade show, CPMA regulations require all exhibit booths to be carpeted at the exhibitor's expense.

BOOTH PACKAGE

Booth Size:	10' x 10'
Aisle Carpet Colour:	Rainforest (green/black mixed)
8' High Back Drape:	Black
3' High Side Rail:	Black
1- One line ID Sign:	(7" x 44") provided

Important Dates *Be sure to check all order forms for **additional deadlines***

Monday	March 10	Discount Deadline for GES orders received with payment
Monday	March 3	Advance Shipments may begin arriving at the Warehouses
Monday	March 24	Last day for Advance Shipments to arrive at the Non-Produce Warehouse without surcharges
		Advance Warehouse Hours for receiving are Monday - Friday 9:00 am to 3:00 pm
Monday	March 31	Last day for Advance Shipments to arrive at the Produce Warehouse.
Tuesday	April 1	Direct Shipments may begin arriving at Exhibit Site <u>per targeted move in schedule</u>
Tuesday	April 1	Installation 8:00 am - 8:00 pm
Wednesday	April 2	Installation 8:00 am - 8:00 pm
Thursday	April 3	Installation 8:00 am - 12:00 pm (noon) *all exhibits must be show ready by 12:00 pm (noon) - no exceptions
Thursday	April 3	Show Hours 1:30 pm - 5:30 pm
Friday	April 4	Show Hours 11:30 am - 4:30 pm
Friday	April 4	Dismantle 4:30 pm - 10:00 pm
Saturday	April 5	Dismantle 7:30 am - 12:00 pm (noon)
Friday	April 4	Empty containers will be returned after 5:30 pm as per move out schedule
Saturday	April 5	Carriers must be checked in by 10:00 am
Saturday	April 5	All exhibitor materials must be removed by 12:00 pm (noon)

All orders are governed by the GES Payment Policy and GES Terms & Conditions of contract as specified in this Exhibit Service Kit

CPMA regulations advise, it is the exhibitors' responsibility to arrange for their shipment to be shipped to the advance warehouse as arranged for and provided by Management or directly to show site within the prescribed time frame. All costs associated with shipping, material handling and labour fees for GES services are to be paid directly by exhibitors. Exhibitors who choose to ship to any alternative warehouses must make their own arrangements, as well as pay any associated costs, to have their product/shipment transferred to the official advance warehouse or directly to show site.

Shipping Addresses

Non-Produce / Exhibit Booth Items Advance Shipments to Warehouse:	c/o GES/ 89th CPMA Annual Convention & Trade Show 3985 Still Creek Avenue Burnaby, BC Canada, V5C 4E2	Shipments should arrive on or between: March 3 - March 24, 2014
Produce Advance Shipments:	Fresh Direct Produce Ltd. 888 Malkin Avenue Vancouver, BC Canada, V6A 2K6 Contact: Zan Chow Email: zan.chow@freshdirectproduce.com Tel: (604) 255-1330 Fax: (604) 255-1304	March 3 - March 31, 2014
Direct Shipments to Show Site: Produce & Non-Produce	c/o GES/ 89th CPMA Annual Convention & Trade Show Vancouver Convention Centre West Building - Hall A, B1 1055 Canada Place Vancouver, BC Canada, V6C 0C3	Shipments should arrive April 1 - 2, 2014 As per move-in schedule

GES Servicercenter

GES is here to take care of your on-site needs. All GES and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

Tuesday, April 1, 2014	8:00 am - 6:00 pm
Wednesday, April 2, 2014	8:00 am - 6:00 pm
Thursday, April 3, 2014	8:00 am - 5:30 pm
Friday, April 4, 2014	9:00 am - 8:00 pm

GES is pleased to have been selected the official service contractor by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **GEM Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **Material Handling**
- ✓ **GES Logistics / Shipping**
- ✓ **GES Customs**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **March 10, 2014** as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of 5% GST and 7% PST when exhibiting in British Columbia.

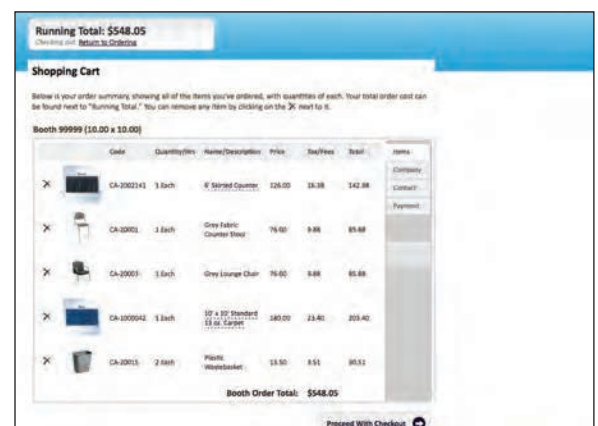
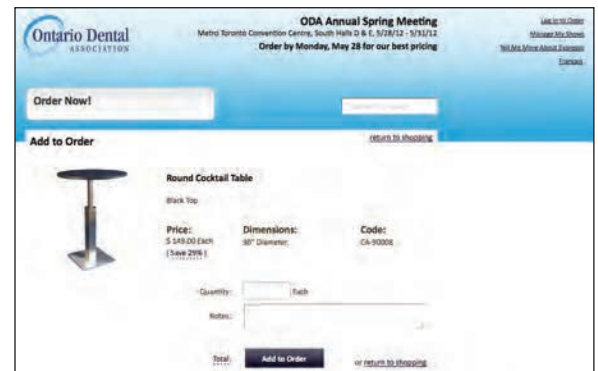
If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500**.



Accelerate your experience with Expresso exhibit planning, ordering and management.

Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- Booth furniture.
- Carpet and flooring.
- Material handling.
- Booth labour.
- And much more.



Expresso is more than just an online exhibitor manual. Exhibitors can:

- Order exhibit products and services.
- Print shipping labels.
- View important show and event information.
- Download the show schedule into Outlook or iCalendar.
- View account order status and history.



Experience a difference with Expresso.

- Each show has their own custom website.
- Runs on all browsers for PCs, Macs and tablets.
- Everything in one place; all organizer and show information, ordering and even third party forms.
- Keeps you on-time and on-budget.





5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.gesexpo.ca

CREDIT CARD AUTHORIZATION

SHOW: **89th CPMA Annual Convention & Trade Show**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

IMPORTANT - READ CAREFULLY

Please fill out The Credit Card Authorization below if:

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS
☐ CORPORATE ☐ PERSONAL

EXPIRY DATE:

CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Cardholder's Billing Address: _____

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

Tel: _____ Fax: _____

This authorization allows GES to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**

TO:	GES
FAX:	(905) 283-0501
DATE:	_____
FROM:	_____
SHOW NAME:	89th CPMA Annual Convention & Trade Show
COMPANY:	_____
BOOTH #:	_____

✓ To help us ensure we have received your entire order, please check off those forms you are sending us:

- ☐ Third Party Billing
- ☐ Credit Card Authorization
- ☐ Furnishings
- ☐ Carpet & Underpadding
- ☐ Specialty Furnishings
- ☐ GEM Exhibits
- ☐ Exhibit Accessories
- ☐ Signs
- ☐ Plants
- ☐ Installation & Dismantle Labour Services
- ☐ Material Handling
- ☐ GES Logistics / Shipping

Please call to confirm receipt of your order.

***To receive Discount Pricing send your order in
by the Discount Price Deadline Date - March 10, 2014***

Thank you from GES





5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.gesexpo.ca

THIRD PARTY BILLING FORM

SHOW: **89th CPMA Annual Convention & Trade Show**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

Exhibiting Company

Name of Exhibiting Company

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

Third Party / Exhibit House

Name of Third Party/Exhibit House

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:

DISCOUNT PRICING:

To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

Exhibitors will be charged a \$25.00 fee for returned NSF cheques.

BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

NOTE: *There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.*

Please ensure the transfer is made a minimum of 10 days prior to the show.

PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

You may arrange for an exhibit house or Third Party to manage your exhibit and order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice **will not be made after the close of the show.** Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

ALL EXHIBITORS MUST PAY 5% GST and 7% PST ON ALL ORDERS.



5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.gesexpo.ca

ELECTRONIC FUNDS/ WIRE TRANSFER FORM

Please complete and return this form to: Magda Roithmeier, Accounts Receivable

GES Exposition Services (Canada) Limited

Email: ar@ges.com Fax: 905-283-0501

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ Event Name: 89th CPMA Annual Convention & Trade Show

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Account Name: GES Exposition Services (Canada) Limited
Bank Name: Canadian Imperial Bank of Commerce
Address: 939 Lawrence Avenue E.
North York, Ontario Canada
M2C 1P9

*IF YOU ARE SENDING CANADIAN DOLLARS Account #: 73-07616

*IF YOU ARE SENDING AMERICAN DOLLARS Account #: 0267015

Swift Code: CIBCCATT

Beneficiary's Bank //CC001000132 Routing / BIC / NCC / BSC or ABA Number: 026009593

Invoice Amount: _____ Date of Transfer: _____

*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Ensure transfer is made a minimum of 10 days prior to the show move in date.

*Minimum Bank Charges as shown above, reflect GES's bank charges only.

Any additional Wire Transfer and EFT fees are the exhibitors responsibility.

furnishings



Grey Fabric Side Chair



Grey Fabric
Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High
Pedestal Table



30" Round / 18" High
Coffee Table



4', 6', OR 8' Long
Raised Draped Table
with White Vinyl Top



4', 6', OR 8' Long
Draped Table
with White Vinyl Top



furnishings



Coat Tree



22" X 28"
Chrome Sign Holder
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket



40" w x 20" d x 36" h
White Counter Storage Unit



Bag Holder 41"H



Stanchions



Plastic
Wastebasket



FURNISHINGS ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
**DISCOUNT PRICE
DEADLINE DATE:**
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

FURNISHINGS

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$49.92	\$74.88	
	Grey Fabric Counter Stool	\$104.00	\$156.00	
	Grey Fabric Arm Chair	\$67.60	\$101.40	
	Steno Chair with arms	\$88.40	\$132.60	
	Starbase Table 30" Round 30" High	\$87.36	\$131.04	
	30" Round 18" High Coffee Table	\$81.12	\$121.68	
	Coat Tree	\$49.92	\$74.88	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$69.68	\$104.52	
	Easel	\$43.68	\$65.52	
	Gold Ballot Drum	\$70.72	\$106.08	
	Plexi Pocket (wall mountable only)	\$27.04	\$40.56	
	White Counter Storage Unit 41" H	\$201.76	\$302.64	
	Bag Holder 41"H	\$62.40	\$92.10	
	1 Pair of Stanchions	\$125.00	\$187.00	
	Plastic Wastebasket	\$20.80	\$31.20	

SKIRTED TABLES 30" HIGH

☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ RED ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$95.00	\$142.50	
	6 Ft. Long x 2 Ft. Wide	\$105.00	\$157.50	
	8 Ft. Long x 2 Ft. Wide	\$115.50	\$173.25	
	Skirted Fourth Side	\$33.28	\$49.92	

SKIRTED COUNTER 42" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$135.50	\$207.75	
	6 Ft. Long x 2 Ft. Wide	\$148.50	\$222.75	
	Skirted Fourth Side	\$33.28	\$49.92	

NON SKIRTED TABLES

	<input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft. <input type="checkbox"/> 8 Ft.	\$60.32	\$90.48	
	42" H <input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft.	\$86.32	\$129.50	

CUSTOM BOOTH DRAPING

☐ BLACK ☐ BLUE ☐ RED ☐ SILVER ☐ WHITE

	3 Ft. High (Per Linear Ft.)	\$12.48	\$18.72	
	8 Ft. High (Per Linear Ft.)	\$15.60	\$23.40	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.

SUBTOTAL
5% GST
7% PST
TOTAL

HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

CARPET ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
DISCOUNT PRICE DEADLINE DATE:
March 10, 2014
EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

BOOTH CARPET - STANDARD SIZE
Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	10 Ft. X 10 Ft. Single Booth	\$214.50	\$321.75	
	10 Ft. X 20 Ft. Double Booth	\$355.68	\$533.52	

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)
If your booth requires a size not listed above, please complete this section.

BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$2.33/Sq. Ft.	\$3.50/Sq. Ft.	
--	----------------	----------------	--

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$1.60/Sq. Ft.	\$2.40/Sq. Ft.	
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PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)

BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$0.99/Sq. Ft.	\$1.49/Sq. Ft.	
--	----------------	----------------	--

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

☐ YES ☐ NO

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
HST #R104060264	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

specialty furniture



Black Ladder Stool



Equino White Stool

Wire Back Chrome Stool



Black Leather Stool

Black Zebrano Stool



Black Corbusier
Leather Chair



Black Corbusier
Leather Loveseat

24" Square Chrome/White
Cocktail Table



30" Round Cocktail Table
Black Top

30" Square Cocktail Table
Black Top



White Sculpted
Leather Chair



White Sculpted
Leather Loveseat



Black Leather Square Back
Tub Chair

specialty furniture



42" Round
Black Meeting Table



Grey Leather Ripple
Sled Base Meeting Chair



Black Leather Ripple
Sled Base Meeting Chair



Bar Fridge



Literature
Stand



Mahogany Coffee Table



Mahogany End Table



24" Round End Table
White Top



24" Round End Table
Black Top



32" Round Coffee Table
Black Top



32" Round Coffee Table
White Top



39" Round Coffee Table
White Top



39" Round Coffee Table
Black Top



SPECIALTY FURNITURE ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
DISCOUNT PRICE DEADLINE DATE:
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Black Ladder Stool (Cloth Seat)	\$182.50	\$273.75			42" Black Meeting Table (Round)	\$138.32	\$207.48	
	Equino White Stool	\$182.50	\$273.75			Black Leather Ripple Sled Base Meeting Chair	\$218.40	\$327.60	
	Black Leather Stool	\$182.50	\$273.75			Bar Fridge	\$184.08	\$276.12	
	Chrome Wireback Stool	\$162.25	\$243.38			Literature Stand - Double Sided	\$166.40	\$249.60	
	Zebrano Stool	\$162.25	\$243.38			Mahogany End Table (24" x 24")	\$108.16	\$162.24	
	White Sculpted Leather Chair	\$218.40	\$327.60			Mahogany Coffee Table (24"x 48")	\$124.80	\$191.70	
	White Sculpted Leather Loveseat	\$291.20	\$436.80			24" Diameter Round Coffee Table <input type="checkbox"/> white top <input type="checkbox"/> black top	\$115.44	\$173.16	
	Chrome/White Cocktail Table (24" square top, 42" high)	\$182.50	\$273.75			32" Diameter Round Coffee Table <input type="checkbox"/> white top <input type="checkbox"/> black top	\$131.04	\$196.56	
	Round Cocktail Table (Black 30" diameter top, 42" high)	\$182.50	\$273.75			39" Diameter Round Coffee Table <input type="checkbox"/> white top <input type="checkbox"/> black top	\$131.04	\$196.56	
	Black Corbusier Leather Chair	\$252.72	\$379.08			Square Tub Chair <input type="checkbox"/> white <input type="checkbox"/> black	\$213.20	\$319.80	
	Black Corbusier Leather Loveseat	\$330.72	\$496.08			Round Tub Chair <input type="checkbox"/> white <input type="checkbox"/> black	\$197.60	\$296.40	

On-site orders are subject to availability.

Terms & Conditions

- Colours, sizes and styles may vary
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
HST #R104060264	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

GEM SHOW SPECIAL ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
DISCOUNT PRICE DEADLINE DATE:
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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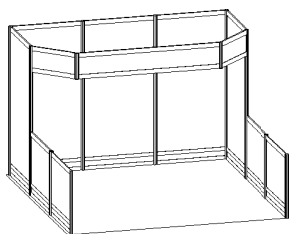
EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

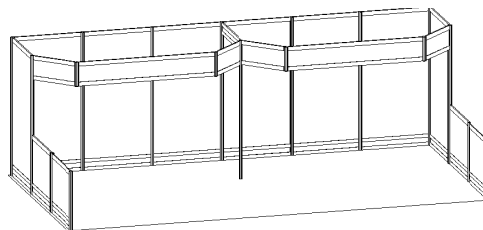
☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

Show Special

→ Spend Less → Sell More → Look Great

\$962.00
PACKAGE A: 10'x10' BOOTH

- Header Sign - 12"x78"
- Infill Panels
- Colour Coordinated 10'x10' Carpet
- Price after Deadline Date: **\$1,443.00**

- ✓ Installed and Dismantled
- ✓ Ready before you arrive
- ✓ No Labour Costs
- ✓ No Trucking Costs
- ✓ No Material Handling Costs
- ✓ Includes Carpet
- ✓ Includes Header Sign(s)
- ✓ Choice of Limited Colours
- ✓ Accessories Available


\$1,508.00
PACKAGE B: 10'x20' BOOTH

- 2 Header Signs - 12"x78" each
- Infill Panels
- Colour Coordinated 10'x20' Carpet
- Price after Deadline Date: **\$2,262.00**

Indicate Date and Time you plan to arrive to merchandise your exhibit:

Date

Time

PLEASE COMPLETE THE FOLLOWING:

SIZE ORDERED:
PACKAGE A:
☐ 10'x10'

PACKAGE B:
☐ 10'x20'

Infill Panel Colour: ☐ Black ☐ Grey ☐ White

Carpet Colour: ☐ Black ☐ Grey

Package A Identification Sign to Read: _____

Package B Identification Sign to Read: Left: _____ Right: _____

(All panel & carpet colours subject to availability.)
Please upload files to: <http://www.gesexpo.ca/upload/toronto>
☐ Custom Header to be added

Custom Header Signs/Logos will be charged \$100.00 extra per sign
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

Terms & Conditions

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	

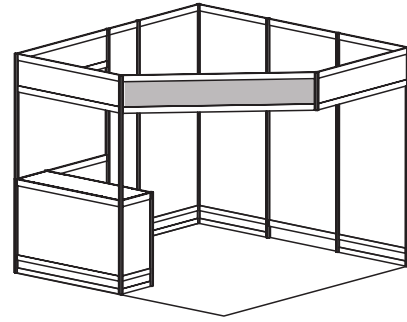
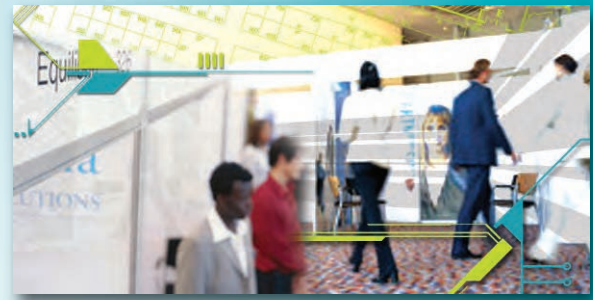
HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

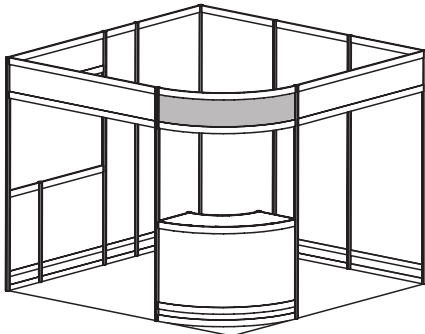
Signature

Date

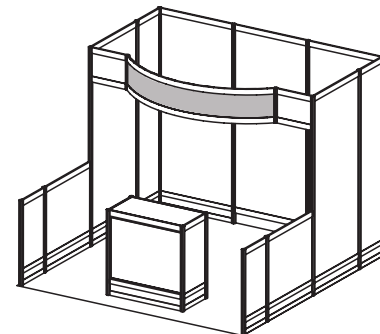
standard exhibit rentals



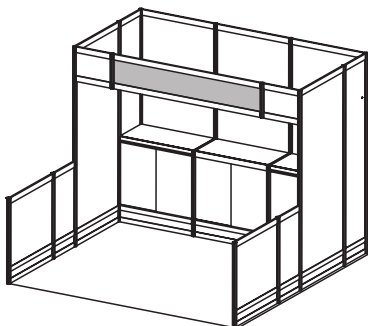
● GEM Model #1 - 10'x10' Corner



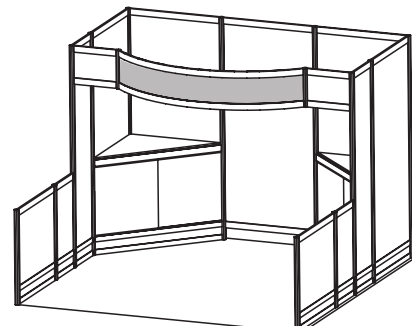
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'

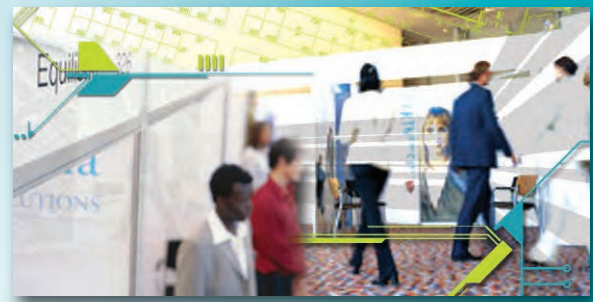


● GEM Model #5 - 10'x10'

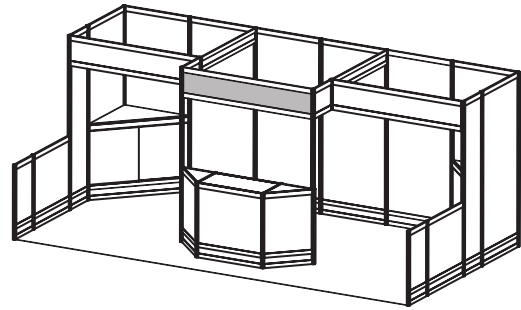
3 Easy Steps →

- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

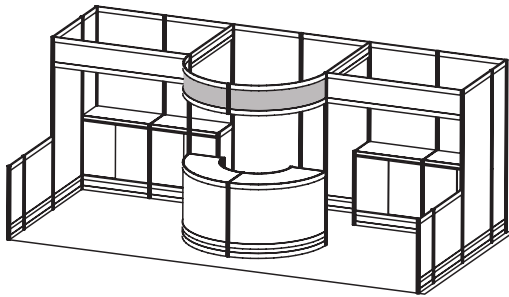
Grey indicates standard header sign(s)



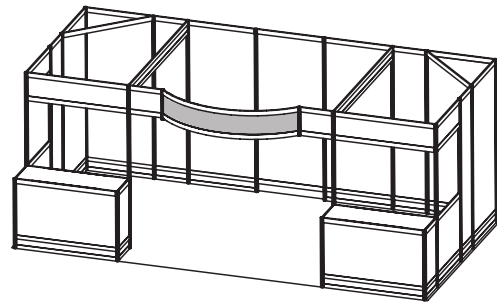
standard exhibit rentals



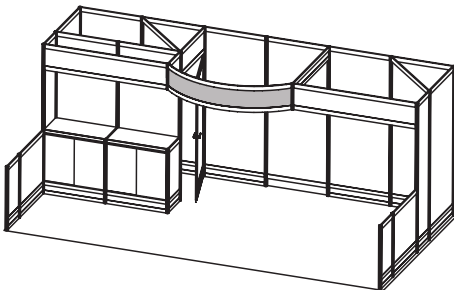
● GEM Model #6 - 10'x20'



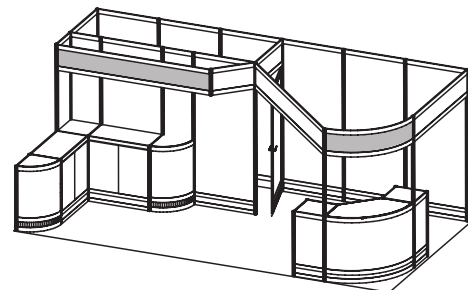
● GEM Model #7 - 10'x20'



● GEM Model #8 - 10'x20'



● GEM Model #9 - 10'x20'



● GEM Model #10 - 10'x20' Corner

3 Easy Steps →

- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

GEM EXHIBIT SYSTEM ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
**DISCOUNT PRICE
DEADLINE DATE:**
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

Model Number	Discount Price	Regular Price	Model Number	Discount Price	Regular Price
Model #1	\$1,147.12	\$1,720.68	Model #6	\$2,189.20	\$3,283.80
Model #2	\$1,191.84	\$1,787.76	Model #7	\$2,900.56	\$4,350.84
Model #3	\$1,313.52	\$1,970.28	Model #8	\$2,345.20	\$3,517.80
Model #4	\$1,562.08	\$2,343.12	Model #9	\$2,686.32	\$4,029.48
Model #5	\$1,615.12	\$2,422.68	Model #10	\$3,257.28	\$4,885.92

Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets

PLEASE COMPLETE THE FOLLOWING:

MODEL NUMBER:
Upgrade options available. Contact Exhibitor Services.

Infill Panel Colour: ☐ Black ☐ Grey ☐ White

Carpet Colour: ☐ Black ☐ Blue ☐ Grey ☐ Red *(All panel & carpet colours subject to availability.)*

Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read: _____

Models 7 or 10 Identification Sign to Read: Left: _____

Right: _____

Indicate Date & Time for Arrival: _____

Custom Header Signs/Logos will be charged \$100.00 extra per sign
**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

Terms & Conditions

- Payment may be made by cheque up to two weeks prior to the 1st day of move in.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
HST #R104060264	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

GEM EXHIBIT ACCESSORIES ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
**DISCOUNT PRICE
DEADLINE DATE:**
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

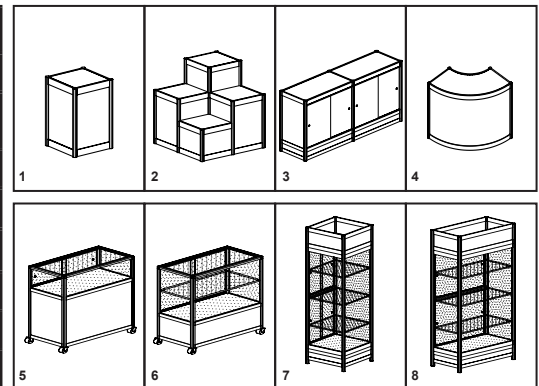
CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

ALL ORDERS MUST BE PREPAID IN FULL

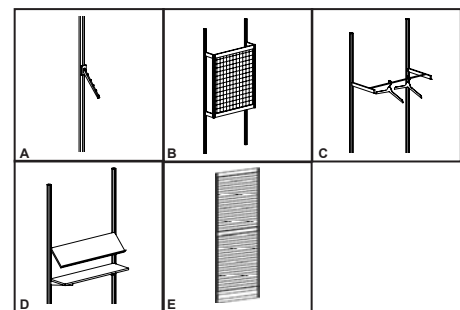
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA)

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$88.40	\$132.60	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16" - 28" & 28" - 41")	\$440.96	\$661.44	
	3	Storage Counter (White) 80"L X 20"W X 41"H	\$257.92	\$386.88	
	4	Curved Counter (White) 60"L X 20"W X 41"H	\$307.84	\$461.76	
	5	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$283.92	\$425.88	
	6	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$294.32	\$441.48	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$310.96	\$466.44	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$385.84	\$578.76	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$16.64	\$24.96	
	B	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$120.64	\$180.96	
	C	Garment Rail 39"W	\$31.20	\$46.80	
	D	Shelves □ Flat □ Angled 37"L X 12"W	\$47.84	\$71.76	
	E	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$136.24	\$204.36	

Accessories A to E are designed to fit GES Hardwall booths only



Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Corners.

Terms & Conditions

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Discount Price Date will be processed at the Regular Price.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	

HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

**Our Creative Exhibit Team
will design a cost-effective,
turnkey exhibit that will**

- Exceed your expectations
- Highlight your brand
- Attract positive attention
- Stay within your budget

**Your successful Tradeshow is just
a phone call or click away...**

Jodi Anastasakis ☎ 905-283-0559
✉ janastasakis@ges.com

20' x 20' island



10' x 20' inline



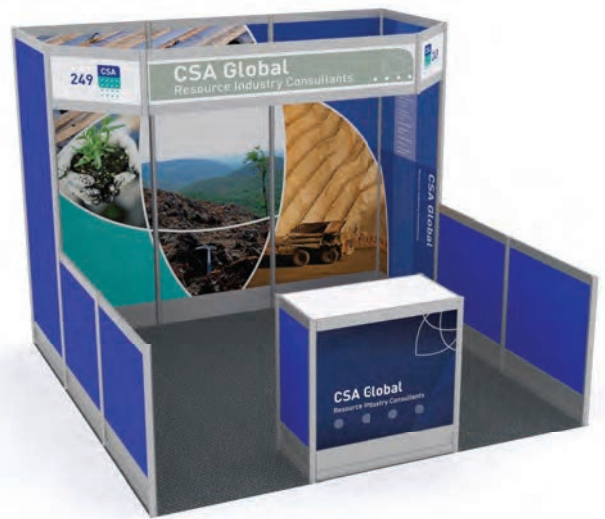
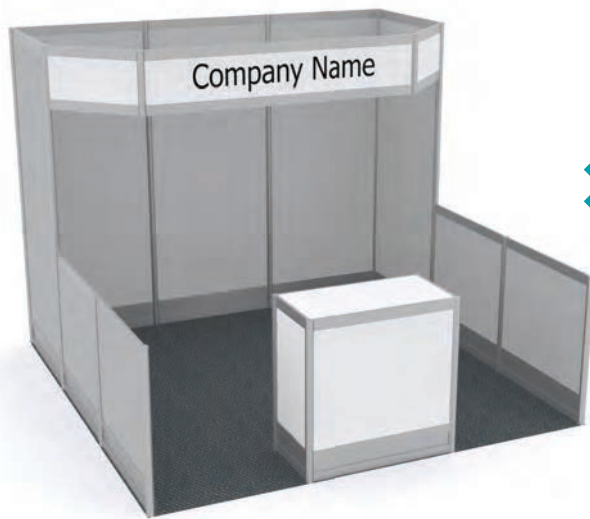
20' x 30' island



10' x 20' corner



GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact Jodi Anastasakis: 905.283.0559

or email: janastasakis@ges.com

SIGN ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
**DISCOUNT PRICE
DEADLINE DATE:**
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

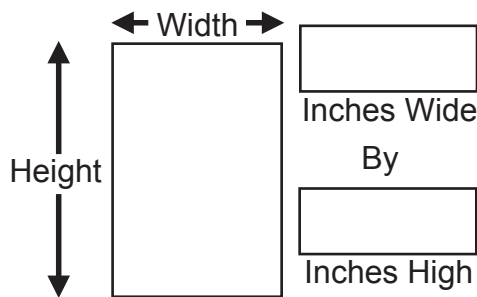
CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

SIGN LAYOUT



Sign Sizes	Discount Price	Regular Price
22" x 28"	\$ 95.68	\$143.52
7" x 44"	\$ 61.36	\$ 92.04
28" x 44"	\$132.86	\$199.29
38.25" x 86.5"	\$343.20	\$514.80

LOGOS ARE NOT INCLUDED IN PRICING

PLEASE PRINT OR TYPE WORDING REQUIRED:

ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE SERVICE DESK.

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
HST #R104060264	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

PLANT ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
**DISCOUNT PRICE
DEADLINE DATE:**
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

Create a Lasting Impression!

GREEN FLOOR PLANTS				
Qty	Description	Discount Price	Regular Price	Total
	2 ft. to 4 ft. Tall	\$58.24	\$87.36	
	5 ft. to 6 ft. Tall	\$96.72	\$145.08	
GREEN TABLE PLANTS				
	Boston Fern	\$49.92	\$74.88	
	Table Plant - 10"	\$45.76	\$68.64	
	Mums	\$33.28	\$49.92	
FLOWERING PLANTS & SPECIAL REQUESTS				
	Standard Fresh Flower Arrangement	Upon Request		
	Premium Fresh Flower Arrangement	Upon Request		
	Exotic Arrangement	Upon Request		



PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show. No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
HST #R104060264	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date



We integrate sustainable business practices, both internally and with preferred vendors in the exhibition industry.

With the future in mind, we are dedicated to providing green product options and services to all our show organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

Our green exhibition products:

- 100% recyclable graphics, use of bioboard (60% recycled content) and biobanner (an oxo-biodegradable alternative to vinyl)
- 100% recyclable carpet and carpet padding made with 98% pre- and post-consumer content
- Using EspressoSM, our online ordering system, for most shows reduces the use of paper exhibitor manuals

Our green operational efforts:

- Recycling carpet and padding
- Utilizing energy efficient lighting
- Recycling paper and ink cartridges from printers
- Purchasing recycled paper and signage products
- Recycling steel and aluminum exhibit structures



Please consider the environment before printing this page.

LABOUR SERVICE ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
DISCOUNT PRICE DEADLINE DATE:
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

Straight Time
8:00am - 4:00pm
Monday - Friday

\$ 101.00 PER HOUR

Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun

\$151.00 PER HOUR

Double Time
After 6:00pm Mon-Fri
After 4:00pm Sat & Sun
All Holiday Hours

\$197.00 PER HOUR

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: _____

Delivery Date: _____ Delivery Time: _____ ☐ am ☐ pm
Day / Date/ Month / Year

SUPERVISION

☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES 30% surcharge applies
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

DISMANTLING

Carrier: _____ Pick-up Date: _____ Pick-up Time: _____ ☐ am ☐ pm
Day / Date/ Month / Year

SUPERVISION

☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES 30% surcharge applies
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	

HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

IN BOOTH FORKLIFT ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**
DISCOUNT PRICE DEADLINE DATE:
March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

IN-BOOTH FORKLIFT SERVICE IS AVAILABLE TO EXHIBITORS REQUIRING ASSISTANCE WITH POSITIONING OF EXHIBITOR MATERIALS WITHIN YOUR BOOTH SPACE. **MINIMUM CHARGE OF 1 HOUR PER ORDER. (INCLUDES INSTALLATION AND DISMANTLING).**

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

Straight Time

**8:00am - 4:00pm
Monday - Friday**
\$218.00 PER HOUR

Overtime

**4:00pm 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun**
\$263.00 PER HOUR

Double Time

**After 6:00pm Mon-Fri
After 4:00pm Sat & Sun
All Holiday Hours**
\$311.00 PER HOUR

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.
ALL RATES INCLUDE FORKLIFT AND DRIVER (TAXES ARE APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____ Day _____ Date _____ Month _____ # of Hours _____ # of Forklifts _____

DISMANTLING TIME REQUIRED: _____ Day _____ Date _____ Month _____ # of Hours _____ # of Forklifts _____

APPROXIMATE TIMES:

MOVE-IN Start: _____ ☐ am ☐ pm Finish: _____ ☐ am ☐ pm Total Hours: _____

MOVE-OUT Start: _____ ☐ am ☐ pm Finish: _____ ☐ am ☐ pm Total Hours: _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- GES Limits of Liability apply.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	

HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for **89th CPMA Annual Convention and Trade Show**. Exhibitors must use GES to perform this service which includes:

- ◆ RECEIVING, DOCUMENTING AND INSPECTING YOUR SHIPMENT(S) ON ARRIVAL
- ◆ UNLOADING OF SHIPMENT(S) AT THE SHOW SITE DOCK & DELIVERY TO BOOTH
- ◆ REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- ◆ STORING YOUR EMPTY CONTAINERS IN THE STORAGE AREA
- ◆ RETURNING OF EMPTY CONTAINERS TO BOOTH AFTER SHOW CLOSING
- ◆ MOVING YOUR OUTBOUND SHIPMENT TO THE LOADING DOCK
- ◆ RELOADING OF SHIPMENT(S) FROM DOCK ON TO YOUR CARRIER

GES, as the official Material Handling contractor, is required by Show Management to perform this service. These services are charged per hundred weight with a 200 lb minimum at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket (CWT). If no CWT is available, GES will weigh your shipment on site and special handling charges will apply.** To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

Exhibitors shipping to the advance warehouse receive the following additional services:

- ◆ STORAGE UP TO 30 DAYS IN THE ADVANCE WAREHOUSE
- ◆ DELIVERY OF SHIPMENT(S) FROM ADVANCE WAREHOUSE TO SHOW SITE
- ◆ FIRST PRIORITY UNLOADING STATUS

**** LOOSE AND UNCRATED SHIPMENT(S) WILL NOT BE RECEIVED BY ADVANCE WAREHOUSE****

LABELING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO NON-PRODUCE WAREHOUSE DEADLINE DATE: **March 24, 2014**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES/89th CPMA Annual Convention & Trade Show
3985 Still Creek Avenue
Burnaby, BC, Canada, V5C 4E2

B) DIRECT SHIPMENTS TO SHOW SITE PER TARGETED SCHEDULE:

April 1 - 2, 2014

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES/89th CPMA Annual Convention & Trade Show
Vancouver Convention Centre - West Building - Hall A, B1
1055 Canada Place
Vancouver, BC
Canada, V6C 0C3



5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.gesexpo.ca

NON-PRODUCE MATERIAL HANDLING ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**

**DISCOUNT PRICE
DEADLINE DATE:**

March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: March 24, 2014
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: _____
- Rate **\$49.50** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) may arrive at Show Site on or after: April 1, 2014
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: _____
- Rate **\$58.75** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

SMALL PACKAGES: (Maximum 50lbs / Shipment):

- Rate of **\$38.00** First Package
- Rate of **\$9.00** for each additional package (in the same shipment) to a 50lb. Maximum

If over 50lbs., Rates for Advance or Direct Shipments will apply

SPECIAL HANDLING: (30% Surcharge Applies to Entire Shipment):

- Shipments of loose, padded or uncrated materials. Special unloading requirements, such as ground side door/ constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ Number of Pieces: _____ Total Weight: _____

Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse

Date goods are scheduled to arrive: _____ Month/Day

Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	

HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date



5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.gesexpo.ca

PRODUCE/REFRIGERATED MATERIAL HANDLING ORDER FORM

SHOW: **89th CPMA Annual Convention & Trade Show**

**DISCOUNT PRICE
DEADLINE DATE:**

March 10, 2014

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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

EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

SHIPMENTS RECEIVED ON SHOW SITE FROM THE OFFICIAL PRODUCE SUPPLIER:

Discounted M/H rate applies to perishable products received or purchased at Fresh Direct Produce Ltd. warehouse.

Shipment(s) will be received on: April 1, 2014

Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:

Rate **\$43.25** per 100lbs. (200lb. minimum)

Pounds

DIRECT SHIPMENT(S) TO SHOWSITE:

Shipment(s) may arrive at Show Site on or after: April 1, 2014

Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:

Rate **\$51.50** per 100lbs. (200lb. minimum)

Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

DAILY DELIVERY FROM REEFER STORAGE TO BOOTH:

This Service includes one scheduled delivery per day to the exhibitor's booth.

Rate **\$1.05** per cuft. (48cuft. minimum)

Labour rates will apply for multiple/missed deliveries.

Empties must be ready by 11am daily for removal from your booth.

Cubic Feet

OUTBOUND SHIPMENT OF PRODUCE AT THE CLOSE OF THE SHOW:

Rate of **\$16.50** per 100 lbs (200lb. minimum)

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ Number of Pieces: _____ Total Weight: _____

Goods are scheduled for delivery to ☐ Show Site ☐ Advance Warehouse

Date goods are scheduled to arrive: _____ Month/Day

Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL

5% GST

7% PST

TOTAL

HST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

Produce Delivery

Deliver to Booth on

Wednesday

Cell Phone:

TO SCHEDULE PRODUCE DELIVERY, YOU MUST VISIT THE GES SERVICENTER ONSITE

Produce Delivery

Deliver to Booth on

Wednesday

Cell Phone:

TO SCHEDULE PRODUCE DELIVERY, YOU MUST VISIT THE GES SERVICENTER ONSITE

**Produce
Delivery**
Deliver to Booth on
Thursday

Cell Phone:

TO SCHEDULE PRODUCE DELIVERY, YOU MUST VISIT THE GES SERVICENTER ONSITE

**Produce
Delivery**
Deliver to Booth on
Thursday

Cell Phone:

TO SCHEDULE PRODUCE DELIVERY, YOU MUST VISIT THE GES SERVICENTER ONSITE

Produce Delivery

Deliver to Booth on Friday

Cell Phone:

TO SCHEDULE PRODUCE DELIVERY, YOU MUST VISIT THE GES SERVICENTER ONSITE

Produce Delivery

Deliver to Booth on Friday

Cell Phone:

TO SCHEDULE PRODUCE DELIVERY, YOU MUST VISIT THE GES SERVICENTER ONSITE

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.

**SHIPPING INFORMATION
IMPORTANT - PLEASE READ CAREFULLY****ADVANCE WAREHOUSES**

Please note that there are two different advance warehouses.
DO NOT ship Non-Produce/booth items to the Produce Warehouse or
Produce to the Non-Produce/Booth items Warehouse.
Separate labels are provided in this manual.
Thank you for your co-operation!

PRODUCE ADVANCE WAREHOUSE

(Please use the appropriate labels included in this kit)

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES/89th CPMA Annual Convention and Trade Show
Fresh Direct Produce Ltd.
888 Malkin Avenue
Vancouver, BC
Canada, V6A 2K6
Contact: Zan Chow
Email: zan.chow@freshdirectproduce.com
Tel: (604) 255-1330

ITEMS MAY ARRIVE TO PRODUCE WAREHOUSE ON OR BETWEEN
March 3, 2014 and March 31, 2014

NON-PRODUCE ADVANCE WAREHOUSE

(Please use the appropriate labels included in this kit)

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES/89th CPMA Annual Convention and Trade Show
3985 Still Creek Avenue
Burnaby, BC
Canada, V5C 4E2

ITEMS MAY ARRIVE TO NON PRODUCE WAREHOUSE ON OR BETWEEN
March 3, 2014 and March 24, 2014

**SHIPPING INFORMATION
IMPORTANT - PLEASE READ CAREFULLY****DIRECT TO SHOW SITE SHIPMENTS**

When shipping to show site, please address your produce shipments separately from your non-produce/booth item shipments.

Separate labels are provided in this manual.

Please **DO NOT** combine your produce and non-produce/booth item shipments.

Thank you for your co-operation!

PRODUCE SHOW SITE SHIPMENT

(Please use the appropriate labels included in this kit)

NAME OF EXHIBITING COMPANY - BOOTH NUMBER

c/o GES/89th CPMA Annual Convention and Trade Show

Vancouver Convention Centre - West Building - Hall A, B1

1055 Canada Place

Vancouver, BC

Canada, V6C 0C3

NON-PRODUCE/BOOTH ITEMS SHOW SITE SHIPMENT

(Please use the appropriate labels included in this kit)

NAME OF EXHIBITING COMPANY - BOOTH NUMBER

c/o GES/89th CPMA Annual Convention and Trade Show

Vancouver Convention Centre - West Building - Hall A, B1

1055 Canada Place

Vancouver, BC

Canada, V6C 0C3

**ITEMS MAY ARRIVE AT SHOW SITE ON
April 1st and April 2nd, 2014**

PRODUCE ADVANCE WAREHOUSE SHIPPING LABEL

89th CPMA ANNUAL CONVENTION & TRADE SHOW

PRODUCE SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: **GES/89th CPMA Annual Convention and Trade Show**
Fresh Direct Produce Ltd.
888 Malkin Avenue
Vancouver, BC, Canada, V6A 2K6
Contact: Zan Chow
Email: zan.chow@freshdirectproduce.com
Tel: (604) 255-1330 Fax: (604) 225-1304

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

PRODUCE ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE ON OR BETWEEN:
March 3, 2014 and March 31, 2014

PRODUCE DIRECT TO SHOW SITE SHIPPING LABEL

89th CPMA ANNUAL CONVENTION & TRADE SHOW

PRODUCE SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: **GES/ 89th CPMA Annual Convention and Trade Show**
Vancouver Convention Centre - West Building - Hall A, B1
1055 Canada Place
Vancouver, BC
Canada, V6C 0C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT TO SHOW SITE SHIPMENTS SHOULD ARRIVE ON OR BETWEEN:
Tuesday, April 1, 2014 after 8:00 AM - Wednesday, April 2, 2014

NON-PRODUCE & BOOTH ADVANCE WAREHOUSE SHIPPING LABEL

89TH CPMA ANNUAL CONVENTION AND TRADE SHOW

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: GES/89th CPMA Annual Convention and Trade Show
3985 Still Creek Avenue
Burnaby, BC
Canada, V5C 4E2

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

NON-PRODUCE ADVANCE WAREHOUSE SHIPMENTS SHOULD

ARRIVE ON OR BETWEEN:

March 3, 2014 and March 24, 2014

NON-PRODUCE & BOOTH DIRECT TO SHOW SITE SHIPPING LABEL

89th CPMA ANNUAL CONVENTION & TRADE SHOW

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: **GES/ 89th CPMA Annual Convention and Trade Show**
 Vancouver Convention Centre - West Building - Hall A, B1
 1055 Canada Place
 Vancouver, BC
 Canada, V6C 0C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT TO SHOW SITE SHIPMENTS SHOULD ARRIVE ON OR BETWEEN:
Tuesday, April 1, 2014 after 8:00 AM - Wednesday, April 2, 2014 by 5:00 pm
As per targeted move-in schedule

logistics



GES Logistic Services

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

Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

On-Site Representation

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

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501



Ship everywhere with GES Logistics Services.

PRIORITY ON THE FLOOR... MEANS GES LOGISTICS

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

GES Logistics Services *Local, Regional, International*

-  **Transportation**
-  **Tracking & Tracing**
-  **Warehousing**
-  **Exhibit Management**

Let GES Logistics handle the details. We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you
one-stop shopping for all your tradeshow and event needs.

Transportation management you can rely on.

With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL Trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, including second-day and deferred

Want to find out more?

Call toll free at 1 877 437-4247 (x573) or complete information below and fax to (905) 283-0501, and let GES take care of your logistics needs from start to finish.

Company Name:	Phone:
Contact:	Fax:

SHIPPING ORDER FORM

PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____ PROV/STATE: _____ CODE: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTACT: _____	IF YES, CUSTOMS BROKER: _____	
PHONE: _____	CONTACT: _____	
FAX: _____ EMAIL: _____	PHONE: _____	

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: 89th CPMA Annual Convention & Trade Show	DELIVERY DATE: _____ DELIVERY TIME: _____
FACILITY: Vancouver Convention Centre - West Building - Hall A, 1B	
ADDRESS: 1055 Canada Place	
CITY: Vancouver PROV/STATE: BC POSTAL CODE: V6C 0C3	

SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP

☐ SAME DAY ☐ OVERNIGHT ☐ 2ND DAY ☐ 3-5 DAY ☐ GROUND

ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
CRATES (WOODEN)	H _____ x W _____ x L _____	
SKIDS/PALLETS	H _____ x W _____ x L _____	
CARPET/COLOUR: _____	H _____ x W _____ x L _____	
OTHER LIST: _____	H _____ x W _____ x L _____	
TOTAL	TOTAL WEIGHT:	

BILLING AND PAYMENT INFORMATION

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____ CODE: _____	EMAIL: _____	TEL: _____ FAX: _____
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X _____ Date: _____

Please Print Name: _____

customs



GES Customs Services

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

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in trade show 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 trade show floor

Simplified Ordering

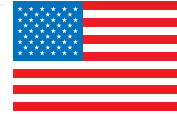
For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

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



Table of Contents



Please Read Carefully Before Completing the Attached Documents

CANADA CUSTOMS DOCUMENTATION REQUIRED	Page 1
US CUSTOMS DOCUMENTATION REQUIRED	Page 1
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
F) RADIATION CONTROL FORM (Form FD 2877)	Pages F-F1
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: (905) 283-0500 Fax: (905) 283-0501
e-mail: toronto@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: (905) 283-0500 Fax: (905) 283-0501 e-mail: toronto@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: (905) 283-0500 Fax: (905) 283-0501 e-mail: toronto@gesexpo.com



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: **ABC MACHINE COMPANY** Email Address: _____
U.S. Tax # or U.S. IRS ID #: **31-2293941**
Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW** Booth #: **1430**
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: _____ Email Address: _____

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 100-5 TH 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? YES <input type="checkbox"/> OUI NO <input type="checkbox"/> 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, Expedition 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	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00
XI.1 Total Number of Pieces / Nombre total de pièces 6				
18 <input type="checkbox"/> 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. <input checked="" type="checkbox"/> kgs. Net. Weight N/A		17. Invoice Total Total de la facture
		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 100-5 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511		
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A				

Page	of
	de

Page B1

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	2 Blanket Period <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> From <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> To <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> DD MM YY DD MM YY </div>				
3 Producer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	4 Importer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>				
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: <ul style="list-style-type: none"> 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: <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>		Telephone:		FAX:	

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	2 Blanket Period <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> From <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> To <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> DD MM YY DD MM YY </div>
3 Producer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	4 Importer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>

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: <div style="display: flex; gap: 10px; margin-left: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>	Telephone: <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 5px;"></div>
FAX: <div style="border: 1px solid black; width: 250px; height: 20px; margin-left: 5px;"></div>	



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: <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR * <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> PROCESSING <input checked="" type="checkbox"/> 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	212-286-2140 DATE: 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.)

NO.

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



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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)	
<input type="checkbox"/>	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
<input type="checkbox"/>	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
<input type="checkbox"/>	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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		Form Approved OMB No. 0910-0025 <div style="text-align: center;">INSTRUCTIONS</div> 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 (if not importer)	
PRODUCT DESCRIPTION	QUANTITY (Items/Containers)	MODEL NUMBER(S) & BRAND NAME(S)	
DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: (Mark X applicable statements, fill in blanks, & sign)			
<input type="checkbox"/> A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY: <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____ <input type="checkbox"/> 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance. Specify reason for exclusion _____ <input type="checkbox"/> 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). <input type="checkbox"/> 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing. <input type="checkbox"/> 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts). <input type="checkbox"/> 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.) <input type="checkbox"/> 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. </div>			
<input type="checkbox"/> 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: <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Last annual report or Product/Initial report <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%; border-bottom: 1px solid black; text-align: center;">ACCESSION NUMBER of Report</div> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH)</div> </div> <input type="checkbox"/> 2. Unknown manufacturer or report number; State reason: _____ </div>			
<input type="checkbox"/> 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: <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Research, Investigations/Studies, or Training (attach Form FDA 766) <input type="checkbox"/> 2. Trade Show/Demonstration; List dates & use restrictions _____ </div>			
<input type="checkbox"/> 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. (See Form FDA 766.) <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Approved Petition is attached. <input type="checkbox"/> 2. Petition Request is attached. <input type="checkbox"/> 3. Request will be submitted within 60 days. </div>			
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 _____	
<p>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:</p> <p style="text-align: center;">Food and Drug Administration CDRH (HFZ-342) 2094 Gaither Road Rockville, MD 20850</p> <p style="text-align: center;"><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></p>			

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:	<input checked="" type="checkbox"/> U.S. \$ <input type="checkbox"/> 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 905-283-0501 – 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 905-283-0501 – ATTN: CUSTOMS DEPARTMENT**

Construction and Operation of a Temporary Food Booth

1. Purpose

To describe minimum requirements for the construction and operation of a temporary food booth based on the BC Food Premises Regulation 210/99.

2. Statement

To uphold regulatory requirements and allow food vendors to prepare foods in a non traditional food preparation setting.

3. Scope

Applies to Food Program.

4. Principles

Efficient, consistent and transparent administration of regulatory requirements.

5. Procedures

Construction

- a) Canopy of leak proof canvas or wood or approved non-absorbent material. Flooring may be required if booth is set up on grass or dirt. Acceptable flooring includes asphalt, concrete or sealed plywood.
- b) Food contact surfaces shall be smooth, non-absorbent and easily cleanable. (e.g. stainless steel or rigid plastic)
- c) Display and cooking areas such as grills, deep fryers, corn-on-the-cob cookers, or any other cooking and serving equipment shall be protected from the public at all times. This may be achieved by equipment/booth layout (locating cooking equipment towards the back of the booth), use of sneeze guards, display cases and or the use of packaging.

Sinks

A designated hand washing station equipped with liquid hand soap and paper towels must be provided in each booth. This hand sink must be supplied with hot and cold running water. **Hand**

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dips are not permitted.

If only lower risk foods are being prepared and/or the food preparation involves minimal direct hand contact an alternate hand washing station may be provided. Containers with a spigot/turn spout may be acceptable. For example, 5 gallon 'blue' plastic water jugs or collapsible transparent water containers with a dispensing valve to supply a continuous stream of warm water that leaves both hands free to allow for vigorous rubbing with soap for 20 seconds.

Depending on the complexity of food preparation, a two compartment sink may be required conveniently located and accessible for washing of equipment and utensils.

- a) This sink must be connected to a potable water supply.
- b) Hot and cold water must be supplied.
- c) If a hose is used to supply the water, the hose shall be connected to the faucet, constructed of food grade materials and not be used for any other purpose.

Waste Disposal

- a) If a sanitary sewer connection is not available, an adequately sized holding tank must be provided. Waste shall not be deposited onto the ground or in a storm sewer.
- b) Toilet facilities must be accessible with a hand basin equipped with running water, soap dispenser and paper towels.
- c) Garbage receptacles are required both in the stand and outside the stand for public use and must be covered and maintained in tidy condition.

Food Storage and Handling

- a) All foods must come from approved sources. Foods that are prepared in advance must be prepared in an approved commercial kitchen. **Home preparation is not permitted.**
- b) All food shall be protected from potential contamination such as dust, dirt, flies, birds, animals and handling by the public.
- c) All potentially hazardous foods shall be kept at a temperature of +4°C (40°F) or less using mechanical refrigeration. All potentially hazardous foods shall be held hot in hot holding units at +60°C (140°F) or above.
- d) Single service containers or utensils must be used to serve food and drink to the public. Single service containers and utensils can not be reused.
- e) Accurate stem thermometers must be available to check internal food temperatures.

Personnel

Every food handler shall:

- a) Observe good personal hygiene.

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- b) Wear clean attire.
- c) Practice proper hair control.
- d) Wash hands each time after using the washroom, when returning from a break, after snacking or eating, after handling raw food products, or after any activity or instance where hands may become soiled.
- e) Not smoke while engaged in the preparation or serving of food.
- f) Remove jewelry (i.e. rings, bracelets)

Permit

- A Temporary Food Booth Application must be completed and submitted by all operators, at least 14 days prior to the event. Late applications may be subject to a late fee.
- All applicants must have successfully completed FoodSafe Level I and must ensure that at least one person is on site at the event with FoodSafe Level I certification.
- The Food Permit and a copy of the operators FoodSafe Level I certificate must be posted in a conspicuous place within the food booth.
- Food Safety and Sanitation plans must be submitted by all operators along with their Temporary Food Booth Application.
- VCH is not obligated to issue a Permit to Operate.

6. Exceptions

None.

7. Tools and Forms

- Temporary Food Booth Application
- Temporary Food Service – Coordinator's Application

8. Related Guidelines

None.

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9. Definitions

Temporary Food Booth: a type of foodservice with a time-limited life (e.g. special events, concessions at fairs and festivals) normally less than 14 days in duration per year.

10. References

Food Premises Regulation, B.C. Reg. 210/99, O.C. 774/99 (July 9, 1999)

Food Retail and Food Services Code, 1st Edition, page 5 (February, 1999)

Issued by: 

Name: Domenic Losito **Title:** Regional Director, Health Protection **Date:** 10/19/2007

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TEMPORARY FOOD SERVICES APPLICATION

Applicant (Operator) Name: _____

Organization Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Name of Event: _____

Location of Event: _____

Dates/Times: _____

Coordinator's Name: _____

Telephone Number: _____ Email: _____

Describe menu items/food items that will be served/sampled and the manner in which each is prepared. **All ingredients shall originate from approved sources – receipts are required on site. Home preparation is not allowed. All food must meet the 2% and 5% trans fat restrictions. (See www.restricttransfat.ca)**

Menu items prepared in advance shall be prepared in an approved food service establishment. Provide name and address of premises. **You may be asked to submit the Food Safety Plan for each menu item:**

For menu items that require preparation, a FOODSAFE certified food handler shall be involved with its preparation and be present at the booth. List name and certification date of these food handlers. **Certificates and personal identification are required on site.**

Describe how foods will be protected from contamination and, if potentially hazardous, kept at a safe temperature during transportation to the event.

GUIDELINES FOR TEMPORARY FOOD SERVICES

Approval to operate a temporary food premises is based on completing the following requirements as approved or amended by the attending Environmental Health Officer. (See Guideline: Construction and Operation of a Temporary Food Services at http://www.vch.ca/media/guidelines_construction_temp_booth.pdf)

Will premises be located indoors? ☐ Outdoors? ☐

Type of Equipment	Requirement	Description of Equipment to be Used
Food Contact Surfaces	Smooth, tight, non-absorbent and easily cleanable. (E.g: stainless steel or rigid plastic)	
Food Contact Surface Sanitizing Solution	Provide 100 ppm chlorine (1 oz. bleach per gallon of water) OR 200 ppm quaternary ammonium (follow label instructions)	
Canopies/Tents	Cover all food contact surfaces and food storage/display areas.	
Flooring	Hard, level surface.	
Food Protection	Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)	
Hand Washing Station – Must be operational prior to any food handling.	Pressurized hot and cold running water dispensed so hands free for washing. Soap in pump dispensers and single-use paper towels.	
Cooking and/or Re-heating	Internal food temperature 74°C (165°F).	
Hot-holding	Maintain foods at 60°C (140°F) or above at all times.	
Cold-holding	Mechanical refrigeration preferred – (or equivalent method of consistently maintaining potentially hazardous foods at 4°C (40°F) or below at all times.)	
Temperature Measurement For all potentially hazardous foods	Provide accurate stem thermometer. Check and record temperatures before and after transport and every 2 hours thereafter.	
Utensil Sanitizing	A sufficient supply of sanitized utensils required. A 2 compartment pot sink required if preparation involves raw meat/poultry/seafood.	
Service Ware	Single-use disposal dishware and utensils.	
Garbage Collection	Adequately sized and leak-proof.	
Wastewater Collection/Disposal	Collected and disposed in the sanitary sewer, not on the grounds or down storm drains.	Collection: Disposal:

On site preparation and service to public shall not commence until your temporary premises has been approved. You may be required to be set up in advance of event start time.

Should I fail to meet these requirements, in accordance with Section 6 of the B.C. Food Premises Regulation, I understand that I will not receive approval to operate this temporary food premises.

Signature of Applicant

Date of Application

Coordinators of temporary events and trade shows are responsible for submission of all application forms **14 days** in advance of the event. Please return this application to the coordinator of your event who will forward it to the health office. For events without a coordinator, the individual vendor is responsible for submission of the application to the health office on time. Incomplete applications will be returned.

An administration fee of \$30 will be charge to process this application. This fee will be waived for complete applications received 14 days in advance of the event. Complete the credit card information below. Cash, cheque and debit payments are accepted in person at the health office.

Credit Card Co. _____ Card No. _____ Expiry mm/yy _____

Name on Card _____

Application Review

To be completed by Environmental Health Officer.

☐ Application Late/Incomplete

☐ Temporary Food Premises

☐ Temporary Food Service Establishment

☐ Requirements prior to approval

☐ Issue Temporary Permit to Operate

Premises No. _____

☐ Input into Facility Detail

EHO Signature

Date

Temporary Event Food Safety Plan

(Do not send back as part of the application form, keep at booth)

The following chart is a generalized Food Safety Plan that will guide you through the monitoring steps necessary to maintain food safety. Should there be a breach in food safety; the required corrective actions are detailed below. If you already have a detailed Food Safety Plan specific to the menu items that you intend to prepare, please use it and have it on hand at the booth.

FOOD SAFETY PLAN CHART		
PREPARATION OFF-SITE AT APPROVED PREMISES	PREPARATION ON-SITE	
	NO COOKING	COOKING
TRANSPORT (CCP1) Hot: 60 °C or above Cold: 4 °C or below	RECEIVING From approved supplier	RECEIVING From approved supplier
	TRANSPORT (CCP1) Cold: 4 °C or below	TRANSPORT (CCP1) Cold: 4 °C or below
TEMPERATURES AT EVENT	COLD-STORAGE (CCP1) Cold: 4 °C or below	COLD-STORAGE (CCP1) Cold: 4 °C or below
COLD-STORAGE (CCP1) 4 °C or below	PREPARATION (CCP2) Thoroughly wash hands. Use sanitized equipment and utensils. Prepare small batches.	PREPARATION (CCP2) Thoroughly wash hands. Use sanitized equipment and utensils. Prepare small batches.
RE-HEATING (CCP3) Internal temperature of 74 °C		COOKING (CCP3) Internal temperature of 74 °C
HOT-HOLDING (CCP1) 60 °C or above		HOT-HOLDING (CCP1) 60 °C or above

SERVING

Minimize time between preparation and service. Thoroughly wash hands. Dispense foods using sanitized utensils. Provide single-use condiments or pump dispensers. (CCP2)

CORRECTIVE ACTIONS: CCP indicates a Critical Control Point. At these points, care must be taken to ensure that temperature limits and safe handling procedures are followed. For each CCP, temperatures must be monitored using a sanitized stem thermometer. If the limits are not met, the following corrective actions are required:

- **CCP1:** Discard the food if the temperature limit has not been met for over 2 hours.
- **CCP2:** Discard the food if it has been contaminated or improperly handled.
- **CCP3:** Continue to cook food until the required temperature is met.

Sanitation Plan

Approved Sanitizers	
Approved sanitizer to be utilized for food contact surfaces	
Chlorine at 100ppm concentration (28mL unscented bleach per every 4.5L water)	Quaternary ammonium at 200ppm concentration (as per label instructions)
Utensils and equipment to be washed and sanitized with wash/rinse/sanitize dishwashing method. Ensure sanitizer concentrations maintained at approved levels. Test strips required to verify concentration. Spray bottles with sanitizer onsite for food contact surfaces. Wiping cloths to be stored in sanitizing solution when not in use. Soiled wiping cloths to be cleaned prior to re-use.	

ADDITIONAL REQUIRED DOCUMENTS:

Food Safe certificate(s)
 Records of food sources; receipts, invoices, etc.



SAMPLING AND / OR FOOD DEMONSTRATIONS BOOTH FORM

DEADLINE TO SUBMIT TO CPMA – MARCH 7TH, 2014

Our Company is planning on sampling and / or food demonstrations at our booth at CPMA's Trade Show in Vancouver, BC, Canada, April 2-4, 2014 (please select one that applies):

YES ☐

NO ☐

Company Information:

Exhibitor Company Name: _____ Booth Number: _____

Company Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Contact Person Name: _____ E-mail: _____

Telephone: _____ Fax : _____ Cell: _____

Detailed description on sampling and / or food demonstration:

Product or products to be used: _____

Sampling or serving size: _____

Signature: _____ Date: _____

Return this form to Natalia Kaliberda via fax (+1) 613-226-2984 or to nkaliberda@cpma.ca



Exhibitor Request to Serve Alcoholic Beverages

DEADLINE TO SUBMIT TO CPMA – February 28, 2014

Alcoholic beverages may be served within an exhibitor's space only with written consent from Show Management.

Please submit the following information to Show Management:

- Completed Application
- Drawing of booth design. Drawing should show size/layout of booth structure in relation to size of exhibit space you have purchased and the proposed location from which you wish to serve liquor
- A Certificate of Insurance for Alcohol Liability

Within 5 business days of receipt of application, you will be notified of the status of your request.

The following **Rules & Regulations** apply to exhibitors who receive permission to serve alcoholic beverages in their booth:

- A Certificate of insurance for Alcohol Liability (1 million dollars minimum), naming the Canadian Produce Marketing Association and Vancouver Convention Centre as additional named insured, must be provided to Show Management by March 1, 2014 and remain in force through April 05, 2014.
- Alcohol may only be purchased through the facility where the trade show is taking place. Exhibitors are not permitted to bring in their own alcohol.
- Alcoholic beverages may not be served during exhibit set-up or tear down under any conditions. No cash bars are permitted, nor sales of tokens for cash. No minors under the age of 19 may be served any alcohol. Show Management and/or bartenders are fully authorized to deny all further alcohol service to persons who may appear intoxicated, disorderly or under the age of 19.
- The exhibitor agrees that approval to serve alcohol within their exhibit space shall remain from day to day solely in strict compliance with the rules herein described. Show Management reserves the right to withdraw approval if exhibitor is in violation of these rules and Show Management will not be liable for any damage of any kind. The exhibitor agrees that the Canadian Produce Marketing Association (CPMA) shall not be held liable for any alcohol liability issue, personal injury, and death or property loss and releases CPMA and waives all claims with respect thereto.
- The Liquor Sampling form must be completed and submitted to the Vancouver Convention Centre upon the approval of this request.

Company Information:

Company: _____		Booth Number _____	
First Name: _____		Last Name: _____	
Address: _____		City: _____	
State/Province: _____		Zip/Postal Code: _____	
Country: _____		Telephone: _____	
Fax: _____		Email: _____	
Onsite Contact (if different than above):			
First Name: _____		Last Name: _____	
Onsite Telephone: _____			

*Signature: _____ Date: _____

*Should your application be approved, signature constitutes your agreement to comply with the above policies.

Return this form to Natalia Kaliberda via fax at (+1) 613- 226-2984 or to nkaliberda@cpma.ca



FOOD SAMPLING

(Effective January 1, 2013)

The Vancouver Convention Centre retains the exclusive right to provide and control all food & beverage services for any event held at the Vancouver Convention Centre. Food and beverage sampling is generally not permitted however, certain exceptions may be granted for trade shows and/or conventions that are directly related to the food and beverage industry.

In those circumstances, a detailed list of the products that will be sampled with quantities must be submitted to the Vancouver Convention Centre two weeks in advance of the scheduled event. Food service exhibitors may only offer food and beverage samples in the exhibition area. Sampling portions are limited to 4 ounces of liquid (non-alcoholic) and 1 ounce of food. Exhibitors may only produce samples of product that they serve and/or produce for the purpose of promoting their merchandise.

All sampling is subject to compliance of health, safety and sanitation, or other specific requirements of the Vancouver Coastal Health Authority, and where applicable, the Provincial and Federal Department of Health and Agriculture. Health regulations may require that any prepared products be appropriately inspected and licensed for consumption by the Vancouver Coastal Health Authority. It is the responsibility of the Client/Exhibitor to comply with all local health and safety regulations which may include sink installations at the cost of the Client/Exhibitor. A minimum of 14 days' notice is required for the application of a 'Temporary Food Booth Permit' from the Vancouver Coastal Health Authority.

For further information and permitting, please visit
http://www.vch.ca/your_environment/food_safety/permits/ or contact:

Vancouver Coastal Health Authority
#800-601 West Broadway
Vancouver, BC - V5Z 4C2
Phone: 604 675-3800
Fax: 604 736-8651

Trade shows or Exhibitors that require the Vancouver Convention Centre kitchen staff to assist with food preparations must complete a Product Preparation Information Sheet. This can be obtained from your Catering Sales Manager and must be completed in full for each product, and submitted to the Vancouver Convention Centre no later than 14 days prior to the event move-in date. The Client/Exhibitor will be responsible for all charges at current rates including equipment rental, labour, and any supplementary food and/or cleaning supplies required. All deliveries are to be sent to the Vancouver Convention Centre's loading dock and must be clearly labelled with event name, event dates, and exhibitor's on-site contact. Frozen food must arrive three days prior to the event, and fresh food, a minimum of 24 hours prior. The Vancouver Convention Centre reserves the right to refuse food preparation for any products received after the above time lines.

Any use or access to the Vancouver Convention Centre food service areas must be approved in advance by the Catering Department.



LIQUOR SAMPLING

(Effective January 1, 2013)

Liquor sampling is not permitted unless shown to be directly relevant to the nature of the event.

All liquor sampling requests must be approved in advance by the Vancouver Convention Centre and must meet the requirements of the Liquor Control Licensing Board (LCLB).

The LCLB prohibits any third party from offering liquor samples, unless the products are purchased from the Vancouver Convention Centre, holder of the liquor license. Regular retail Vancouver Convention Centre prices will apply. In addition, LCLB requires that all liquor products be dispensed by Vancouver Convention Centre staff, which is chargeable to the exhibitor or Show Management. The service or sampling of liquor not purchased from the Vancouver Convention Centre i.e. donated or sponsored product, is strictly prohibited per LCLB regulations.

If liquor sampling is approved by the Vancouver Convention Centre, Show Management may request to offer sampling under its own Special Occasion License (SOL). This request will require the approval and agreement of the facility and will require that the client submit an operation plan in advance to ensure that all sampling activities are in accordance with Vancouver Convention Centre policies and in compliance with the rules and regulations of the Liquor Control & Licensing Act. Once the request and the operation plan are approved and agreed upon, the facility will make application to LCLB to de-license for the time period of liquor sampling under the SOL.

Under the SOL, only agents or manufacturers are permitted to supply and dispense their own liquor products for sampling, and they are required to have 'Serving it Right' certifications which must be on their person while at the event. Regular liquor licensees such as bar and pub operators are not eligible in this category. Under the SOL, the Show Management must bear all liabilities related to liquor service and the VCEC will be restricted from offering any alcoholic service during the event and may require additional insurance coverage.

Please note that it requires a minimum of two weeks' notice for application to the LCLB for the facility to de-license and an SOL to be issued.

Maximum sample sizes are:

- 1/3 ounce (10ml) for liquors or liqueurs;
- 1 ounce (30ml) for wine;
- 1 ounce (30ml) for beer, cider or coolers

For more information, please refer to website www.gov.bc.ca/bssg (under Liquor Licensing) or contact Liquor Inspector, at telephone number 604 775-0100 or fax number 604 775-0044.



EXHIBITOR CATERING SERVICES 2013 DAILY ORDER FORM

EVENT: CANADIAN PRODUCE MARKETING ASSOCIATION 2014

COMPANY: _____ TELEPHONE: _____

CONTACT NAME: _____ FACSIMILE: _____

E-MAIL: _____ BOOTH NUMBER: _____

ADDRESS: _____

DELIVERY DATE: _____ DELIVERY TIME: _____

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services.
- Please use a separate order form for each day an order is required, then **fax directly to the Exhibitor Services Department at 604-647-7325**.
- A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call **604-689-8232** and ask for the **Catering Department for assistance**.
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of \$120 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to **17% service charge, 7% PST on Rentals, and 5% GST**.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$30.00/hour, minimum 4 hour shift.
- For all booth delivery orders, disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD: *To avoid delay in processing your order, please circle your exact selection.*

_____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves	\$ 42.00 / dozen
_____ x Brick Oven Bagels served with Cream Cheese & Assorted Preserves	\$ 60.00 / dozen
_____ x Carrot Triangles, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars	\$ 48.00 / dozen
_____ x Assorted Cookies	\$ 48.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12)	\$ 12.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12).....	\$ 16.00 / guest
_____ x Individual Natural Yogurts (Min Qty 12).....	\$ 4.25 each
_____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12)	\$ 6.00 / guest
_____ x Fresh Whole Fruit Basket (Min Qty 12)	\$ 3.00 / guest
_____ x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty12).....	\$ 11.00 / guest
_____ x Fresh Vegetable Crudite with Herb Dip (Min Qty 12).....	\$ 5.00 / guest
_____ x Three Colour Tortilla Chips with Salsa Cruda (Min Qty 12).....	\$ 4.00 / guest
_____ x Kettle Chips, Pretzels or Japanese Dry Snacks (one pound basket- Min Qty 12)	\$ 16.00 /basket
_____ x Popcorn (Individual Bags- Min Qty 100).....	\$ 3.00 / bag

BEVERAGE:

_____ x Freshly Brewed Café Rojas Organic Coffee (serves 10 cups)	\$ 47.50 / airpot
_____ x Freshly Brewed Decaffeinated Café Rojas Organic Coffee (serves 10 cups)	\$ 47.50 / airpot
_____ x Hot Water with Selection of Tea Bags (serves 10 cups).....	\$ 47.50 / airpot
_____ x 6 pack Bottled Orange, Grapefruit or Cranberry Juice (Single Servings).....	\$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings).....	\$ 27.00 / pack
_____ x 6 pack Bottled Water (Single Servings).....	\$ 27.00 / pack
_____ x Water Cooler/Equipment Rental (Does not include Water Jug)	\$ 25.00 /day
_____ x Water Jug 18 L (Does not include Equipment Rental).....	\$ 18.00 /day
_____ x Ice (One bus pan: 20 lbs)	\$ 20.00 /pan

OTHERS:

_____ x Rental of black or white tablecloth in the size of 53"x53" or 90"x90".....	\$ 20.00 each
_____ x Rental of glass bowl for business cards.....	\$ 10.00 each



EXHIBITOR CATERING SERVICES 2013 DAILY ORDER FORM

EVENT: CANADIAN PRODUCE MARKETING ASSOCIATION 2014

COMPANY: _____ **TELEPHONE:** _____

ADDRESS: _____ **FACSIMILE:** _____

_____ **E-MAIL:** _____

CONTACT NAME: _____ **BOOTH NUMBER:** _____

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

☐ American Express

☐ Visa

☐ MasterCard

TOTAL AMOUNT: _____

CARD NUMBER: _____

NAME OF CARDHOLDER: _____

EXPIRY DATE: _____

SIGNATURE OF CARDHOLDER: _____

All credit card charges will be processed in full prior to the Event.
Any additional charges accrued will be charged post event.

Please fax this form to:
604-647-7325



PRODUCT PREPARATION INFORMATION SHEET

USE ONLY FOR PRODUCTS THAT REQUIRE
PREPARATION OR DELIVERY BY
VANCOUVER CONVENTION CENTRE STAFF
(Effective January 2013)

PHONE: 604-689-8232
Fax: 604-647-7246

Attn: Catering Manager

DEADLINE FOR SUBMISSION: Two Weeks Prior to Event Move-in Day

EVENT NAME: _____ EVENT DATE: _____

COMPANY NAME: _____ BOOTH #: _____

COMPANY ADDRESS: _____

COMPANY CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

PRODUCT NAME: _____

PRODUCT DETAILS: Please use SEPARATE PAGE FOR EACH PRODUCT

Include description of product, size of case, portions per case and number of cases

TOTAL QUANTITY OF PRODUCT TO BE PREPARED: _____

PREPARATION & COOKING INSTRUCTIONS:

Include detailed instructions for VCC staff to prepare your product (storing, thawing, cooking, portioning etc.) Attach recipes if required

INDICATE ITEMS REQUIRED TO PURCHASE FROM VCC:

(toothpicks, portion cups, plastic cutlery, plates, napkins etc)

PLEASE NOTE: No equipment is included. Please fill out the equipment rental list attached for any requirements

WILL YOUR PRODUCT BE DELIVERED TO VCC FRESH OR FROZEN? *(Please circle)*

WHAT DAY AND TIME WILL YOUR PRODUCT BE DELIVERED TO VCC?

*Frozen product **must** arrive 3 days prior to the Event Day, and fresh product **must** arrive at least 24 hours prior to Event Day. VCC reserves the right to refuse any preparation on product delivered after these time lines.*

All deliveries to the VCC must be clearly labeled with event name, event dates and exhibitor's on-site contact.

Please note that deliveries must be made Monday – Friday 8am-4pm

PREPARED PRODUCT BOOTH DELIVERY DATE: _____

PLEASE NOTE: Prepared food will be delivered to your booth one time. If you require multiple deliveries there will be a banquet runner required at a cost of \$30.00/hour with a minimum of 4 hours.

BOOTH DELIVERY TIMES & AMOUNTS: _____

(For prepared product)

Please fax request to: 604-647-7246

Quote for services will be provided after requirements have been assessed.

Requests for food preparation received after

Deadline may not be considered.

Please refer to the Food Sampling Guideline for our policies and procedures

EXHIBITOR REFERENCE LIST 2013

Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

- ◆ Alcohol consumption is prohibited during move-in and move-out of shows.
- ◆ All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- ◆ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.
- ◆ Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.
- ◆ All helium-filled balloons or other inflatable's are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.
- ◆ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator of Business & Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
- ◆ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.
- ◆ All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.
- ◆ All lost and found articles are catalogued and stored for 90 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.
- ◆ While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone for assistance.
- ◆ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non- smoking.
- ◆ Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

www.vancouverconventioncentre.com

EXHIBITOR SAFETY & SECURITY 2013

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

- ◆ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- ◆ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- ◆ In order to regulate and verify deliveries arriving to the facility;
 - Any deliveries to the Vancouver Convention Centre must contain the following shipping information:
 - Name and address of receiver
 - Name and address of sender
 - Event name and booth number
 - Deliveries with incomplete information will not be accepted.
 - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
 - Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker.
 - Any freight left at the end of a move-out will be forced off-site.
- ◆ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.
- ◆ Proper ID is mandatory on-site during all move-in, event and move-out days.
- ◆ VCEC has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
 - Give as much information as possible including your location, age of person requiring assistance, and **Do Not Panic**
 - The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
 - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
- ◆ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
- ◆ Children under the age of 16 are prohibited from being in the event space during move-in or move-out
- ◆ Obey the Truck Route speed limit.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBIT FIRE PREVENTION

1. Displays may not block, impede or obstruct a fire exit from view. Should the sight line of such exits be affected, the Vancouver Convention Centre' Director of Fire & Safety may provide alternative plans.
2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.
3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.
4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.
5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Artificial flowers
 - Plastic materials
 - Textiles
 - Artificial/natural foliage
 - Paper, cardboard or compressed paperboard
 - Any other material used for festive decorationWallpaper is permitted if pasted securely to walls or wallboard backing.
6. The following materials may be used indoors under certain circumstances with special permission:
 - Straw and hay
 - Corrugated paper
 - Paper backed foil
 - Acetate fabrics
 - Flammable liquid
 - Combustible material used for covering tables or for skirting tables
7. It is necessary to flameproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity.
8. Open flame shall not be used solely for attracting attention.
9. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Vancouver Convention Centre's Director of Fire & Safety who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.
10. Flammable, combustible and/or compressed gasses including propane may be used or displayed with approval of the Vancouver Convention Centre's Director of Fire & Safety. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 20 lbs. With regard to aerosols, pressurized containers, not exceeding 500-ml capacity of each product classified as a flammable liquid may be exhibited. Restrictions do not apply to non-flammable products.
11. Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with Vancouver Convention Centre's Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
12. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Show Management or the Vancouver Convention Centre's Director of Fire & Safety.
13. All electrical appliances, electrical cords and electrical connections must be CSA approved. All outlet bars must be fused.
14. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 to 20lbs, type ABC. This will include cooking, use of propane, etc. Only one propane tank permitted in a booth at a time. Additional tanks must go to designated storage area.
15. If it is deemed by the Vancouver Convention Centre that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or Show Management shall be required to evict the exhibitor.
16. These guidelines to fire safety are general requirements only. For more detailed information, please contact your Vancouver Convention Centre's Event Manager.



GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

See page 2 for map directions

(Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

or

Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

440 stalls

\$30.00 per day (**All prices are subject to change without notice**)

Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

PARKING AT 999 CANADA PLACE – VINCI PARK (East Facility)

Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website

<http://www.vinciparkcanadaplace.ca/reserve-a-space.html>

See page 2 for map directions

Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking

Use Convention Centre/Hotel elevators (not World Trade Centre elevators)

For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”

If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

Canada Place Operations – 604-775-7063

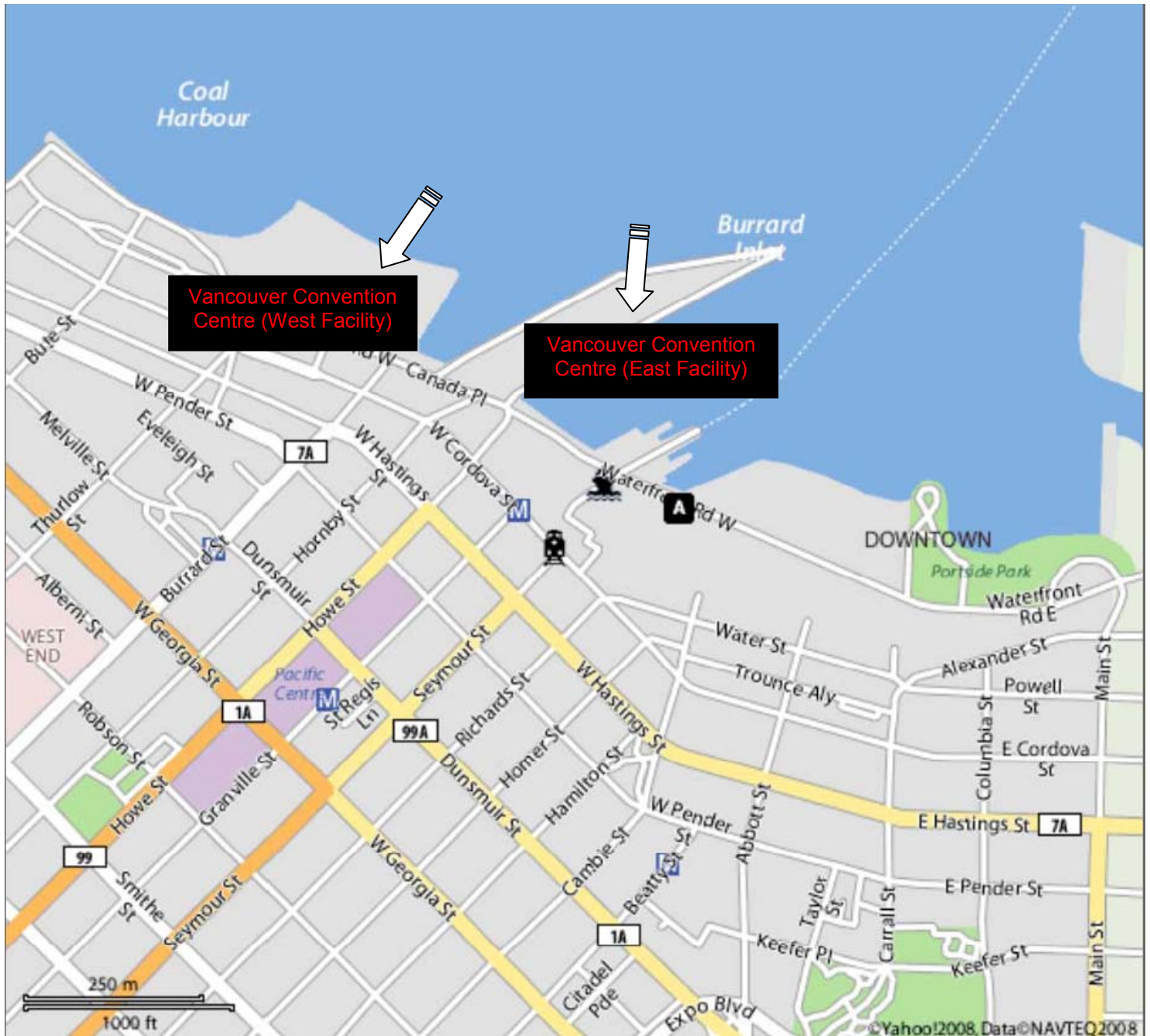
Transit / Skytrain – (604) 953-3333

Seabus – (604) 986-1501

www.vancouverconventioncentre.com



PARKING DIRECTIONS





PLUMBING SERVICES REQUEST 2013

EVENT # 24051

This form is your official invoice – please keep a copy for your records

All plumbing services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

EVENT INFORMATION:EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH NUMBER:

EVENT DATES: **APRIL 3-4, 2014****CUSTOMER INFORMATION:**

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street

City

Province

Postal/Zip Code

CONTACT NAME: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

Please note: SINKS WILL BE PROVIDED ALONG BACK OF BOOTH UNLESS FLOOR PLAN PROVIDED. ALL PUMBED SINK REQUESTS WILL BE REVIEWED TO CONFIRM

PLUMBING PORT IS AVAILABLE FOR SERVICE PRIOR TO PAYMENT BEING PROCESSED.

FOR ALL HEALTH CODE REQUIREMENTS PLEASE CONTACT VANCOUVER COASTAL HEALTH.

SINKS	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 1 CONNECTION MAY REQUIRE PLUMBING LABOUR. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to move-in)	(under 7 days to move-in)	(under 24h to move-in)	
<input type="checkbox"/> SELF CONTAINED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER (ONE 5 GALLON TANK, NOT PLUMBED)	_____ @	\$414.00	\$469.00	\$656.00	= _____
<input type="checkbox"/> PLUMBED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER SUPPLY & DRAIN	_____ @	\$539.00	\$610.00	\$854.00	= _____
<input type="checkbox"/> PLUMBED, SINGLE BASIN, LAUNDRY SINK. COLD WATER SUPPLY & DRAIN	_____ @	\$233.00	\$276.00	\$386.00	= _____
WATER SERVICES					
<input type="checkbox"/> COLD WATER SUPPLY & DRAIN	_____ @	\$221.00	\$244.00	\$345.00	= _____
<input type="checkbox"/> COLD WATER SUPPLY ONLY	_____ @	\$168.00	\$196.00	\$274.00	= _____
<input type="checkbox"/> HOT WATER SUPPLY ONLY	_____ @	\$276.00	\$318.00	\$446.00	= _____
<input type="checkbox"/> TANK FILL & EMPTY (Less than 50 Imperial Gallons)	_____ @	\$93.00	\$104.00	\$144.00	= _____
<input type="checkbox"/> TANK FILL & EMPTY (Greater than 50 Imperial Gallons)	_____ @	by Quote	by Quote	by Quote	= _____
LABOUR					
<input type="checkbox"/> PLUMBING LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
<input type="checkbox"/> PLUMBING LABOUR (Hourly rate after 1700h on Weekdays, on Weekends and Canadian Statutory Holidays)	_____ @	\$128.00	\$128.00	\$128.00	= _____

PAYMENT INFORMATION:

Make Cheques Payable to:

Vancouver Convention Centre

1055 Canada Place

Vancouver, B.C. Canada

V6C 0C3

To fax form or for further inquiries:

Call (604 647-7206) Fax (604) 647-7325

5.00% GST (#100432764)

SUBTOTAL

Discount Rate applicable up to 7 days prior to move-in date of
show. Make all payments in Canadian Funds. All orders must
be accompanied by payment.

TOTAL

CANADIAN

☐ Cash☐ Cheque☐ Money Order☐ Bank Wire Transfer☐ Visa☐ MasterCard☐ American Express

(Add \$10.00 Service Charge to total)

Credit Card Number _____

Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2013

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

EVENT # 24051

COMPLETED FORM REQUIRED (MARCH 12, 2014) 21 DAYS PRIOR TO MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE **MARCH 31, 2014**

EVENT INFORMATION

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH
NUMBERS:

EVENT DATES: **APRIL 3-4, 2014**

METHOD OF
SHIPPING:

CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #: ()

E-MAIL:

FAX #: ()

PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET– CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS. & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

21 days prior with payment \$550.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$700.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:

**VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC CANADA
V6C 0C3**

**Advance orders with payment
are 21 days prior to move-in date.
All orders must be accompanied
by payment. Make all payments
in Canadian Funds.**

**To fax your form or for
further inquiries:**

**Call (604) 647-7206
Fax (604) 647-7325**

☐ Cash ☐ Cheque ☐ Money Order

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer (Add \$10.00 Service Charge to total) _____

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2013
 Listed prices are for banners 25lbs and under. All banners over
 25lbs will be custom quoted.

EVENT #: 24051

EVENT INFORMATION:

EVENT NAME: CANADIAN PRODUCE MARKETING ASSOCIATION 2014

EVENT DATES: APRIL 3-4, 2014

BOOTH
NUMBERS:

DIAGRAM REQUIRED – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

PLEASE NOTE:

Sign/Banners must arrive at Vancouver Convention Centre 5 business days prior to exhibitor move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

BOOTH SIZE _____	BANNER MATERIAL _____
BANNER LENGTH _____	# OF SIGNS/BANNERS TO BE HUNG _____
BANNER PLACEMENT (ie: centred to table): _____	BANNER HEIGHT FROM GROUND _____
INSTALL DATE & TIME _____	BANNER WEIGHT _____
	DISMANTLE DATE & TIME _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, MARCH 12, 2014

(Your order must be received at the Vancouver Convention Centre 21 days prior to move-in date. Your banner must arrive on site 5 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON MARCH 31, 2014

SHIPPING INSTRUCTIONS:

All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: _____ Booth # _____
 c/o Vancouver Convention Centre
 With full mailing address to either the East or the West Building
 dependent on where your event is scheduled to take place



ELECTRICAL SERVICES REQUEST 2013

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

EVENT # 24051

EVENT INFORMATION:

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH NUMBER:

EVENT DATES: **APRIL 3-4, 2014**

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
Street City Province Postal/Zip Code

CONTACT NAME: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A, PLEASE REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST.

BASIC POWER	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 6 CIRCUITS WILL LOCATIONS MAY REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to move-in)	(under 7 days to move-in)	(24h prior to move-in)	
<input type="checkbox"/> 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	_____ @	\$72.00	\$90.00	\$122.00	= _____
<input type="checkbox"/> 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	_____ @	\$77.00	\$95.00	\$129.00	= _____

ADDITIONAL ITEMS (Does not include Labour or Power Supply)

<input type="checkbox"/> POWER BAR WITH SURGE PROTECTION	_____ @	\$21.00	\$25.00	\$33.00	= _____
<input type="checkbox"/> 3 M (10 FT.) EXTENSION CORD	_____ @	\$14.00	\$16.00	\$22.00	= _____
<input type="checkbox"/> 5 M (15 FT.) FLAT EXTENSION CORD	_____ @	\$21.00	\$25.00	\$33.00	= _____

LIGHTING (Prices include power for light)

<input type="checkbox"/> DOUBLE 150 WATT FLOOD LIGHT ON STAND	_____ @	\$81.00	\$95.00	\$129.00	= _____
<input type="checkbox"/> SINGLE 500 WATT QUARTZ LIGHT ON STAND	_____ @	\$93.00	\$106.00	\$144.00	= _____

PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM. FOR 60A AND ABOVE, CAMLOK CONNECTION PROVIDED

<input type="checkbox"/> 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$152.00	\$175.00	\$201.00	= _____
<input type="checkbox"/> 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$183.00	\$206.00	\$280.00	= _____
<input type="checkbox"/> 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$233.00	\$266.00	\$361.00	= _____
<input type="checkbox"/> 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$444.00	\$497.00	\$677.00	= _____

LABOUR

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES

<input type="checkbox"/> ELECTRICIAN LABOUR (Weekday hourly rate)	_____ @	\$93.00	\$93.00	\$93.00	= _____
<input type="checkbox"/> ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays, on Weekends and Canadian Statutory Holidays)	_____ @	\$124.00	\$124.00	\$124.00	= _____

PAYMENT INFORMATION:

To fax form or for further inquiries:

Make Cheques Payable to:

Call (604) 647-7206 Fax (604) 647-7325

5.00% GST

SUBTOTAL

#100432764

Vancouver Convention Centre

1055 Canada Place

Vancouver, B.C. Canada

V6C 0C3

Discount Rate applicable up to 7 days prior to move-in
date of show. Make all payments in Canadian Funds. All
orders must be accompanied by payment.

TOTAL

CANADIAN

☐ Cash

☐ Cheque

☐ Money Order

☐ Bank Wire Transfer

☐ Visa

☐ MasterCard

☐ American Express

(Add \$10.00 Service Charge to total)

Credit Card Number _____

Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative _____



TELECOMMUNICATIONS REQUEST 2013

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT #: **24051**

EVENT INFORMATION:

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH NUMBER:

EVENT DATES: **APRIL 3-4, 2014**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #:

E-MAIL:

FAX #:

ORDER INFORMATION: **Payment must accompany order form.**

NOTE: **Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate.**

TELEPHONE SERVICES

Please submit floor plan outlining all telecom services

Number Required	Discount Rate	Standard Rate	On-Site Rate	Total Amount
VOICE SERVICE	@ \$ 295.00	\$ 395.00	\$475.00	
Includes 1-IP phone set, FREE North America Long distance calling & the most popular calling features such as voice mail, call forwarding, call display).				
FAX Line (equipment not included)	@ \$ 245.00	\$ 275.00	\$340.00	
(For Fax Machines) Fax Line is programmed with dial 9 for outside access.				
POS Line – Analog Phone Line (equipment not included)				
please select the required type of connection:				
<input type="checkbox"/> Phone Line (Analog) <input type="checkbox"/> Wired Internet (Ethernet)				
	@ \$ 245.00	\$ 275.00	\$340.00	
(For Credit Card/Debit Machines) POS Analog Line is programmed with dial 9 for outside access.				
MULTI-LINE, SPEAKERPHONE SERVICES, POLYCOM, OFFICE ARRANGEMENTS, CUSTOM ORDERS	On Request please call 604-647-7206			

PAYMENT INFORMATION:

Make cheques payable to:

To fax your form or for further inquiries:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3**

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to move-in date. **On-site Rate applicable for each on-site order.** Make all payments in Canadian Funds. All orders must be accompanied by payment.

- ☐ Cash ☐ Cheque ☐ Money Order
☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer # (Add \$10.00 Service Charge to total)

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative

SUB TOTAL	
5.00% GST (# 100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorised to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



WIRED INTERNET REQUEST 2013

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT # **24051**

EVENT INFORMATION:

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH NUMBER:

EVENT DATES: **APRIL 3-4, 2014**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #:

E-MAIL:

FAX #:

ORDER INFORMATION:

- NOTES:
- **Wireless Routers / Wired Routers / Switches / Hubs are not permitted in the Vancouver Convention Centre.**
 - **For connecting multiple devices please indicate the number of additional devices and Ethernet Switch Rentals**
 - For Wireless Internet please refer to the WIFI Request Form
 - Please submit a floor plan outlining the location for each device requiring connectivity
 - Orders placed less than 7 days prior to the event are charged at the Standard Rate. Payment must accompany order form.

WIRED INTERNET SERVICES

All internet services includes one (1) device connection.

WIRED INTERNET 2Mbps (DHCP)

WIRED INTERNET 10Mbps (DHCP or Static IP)

WIRED INTERNET 100Mbps (DHCP or Static IP)

Private wireless routers are **NOT** permitted. Signals will be deactivate
Due to interference with Vancouver Convention Centre WiFi

ADDITIONAL DEVICES

Note: Each device accessing the Internet must be counted.

ETHERNET 5 OR 8 PORT SWITCH RENTAL

Note: Each Ethernet Switch supports 4 or 7 additional devices.

Number Required	Discount Rate	Standard Rate	On-Site Rate	Total Amount
_____ @	\$ 1,395.00	\$ 1,450.00	\$1,495.00	
_____ @	\$ 4,495.00	\$ 4,695.00	\$4,995.00	
_____ @	\$10,995.00	\$11,995.00	\$12,995.00	
_____ @	\$ 130.00	\$ 140.00	\$150.00	
_____ @	\$ 75.00	\$ 75.00	\$75.00	

CUSTOM ORDERS - On Request please call 604-647-7206

PAYMENT INFORMATION:

Make cheques payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3**

To fax your form or for further
inquiries:

Call (604) 647-7206

Fax (604) 647-7325

**Discount Rate applicable up to 7 days
prior to move-in date. On-site Rate
applicable for each on-site order. Make
all payments in Canadian Funds. All
orders must be accompanied by
payment.**

☐ Cash ☐ Cheque ☐ Money Order

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer # (Add \$10.00 Service Charge to total)

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

SUB TOTAL	
5.00% GST (#100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorised to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



ENHANCED WIFI - REQUEST 2013

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT #: **24051**

BOOTH NUMBER:

EVENT INFORMATION:

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

EVENT DATES: **APRIL 3-4, 2014**

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #:

E-MAIL:

FAX #:

NOTES: This service will work throughout the Vancouver Convention Centre

For private networks or more bandwidth, please call for more information 604-647-7206

Customer provided Wireless Routers or Access Points are not permitted anywhere within the Centre

A separate access code is required for each device. Access codes are not transferable from one device to another.

Service Up to 1.5Mbps

Number Required

Rate

Total Charges

1 DAY SERVICE (FIRST USER)

\$140.00

1 DAY SERVICE (ADDITIONAL USER)

\$100.0 EACH

2 DAY SERVICE (FIRST USER)

\$250.00

2 DAY SERVICE (ADDITIONAL USER)

\$100.0 EACH

3 DAY SERVICE (FIRST USER)

\$295.00

3 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

4 DAY SERVICE (FIRST USER)

\$385.00

4 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

5 DAY SERVICE (FIRST USER)

\$495.00

5 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

PAYMENT INFORMATION:

Make cheques payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

SUB TOTAL

5.00% GST
(# 100432764)

7.00% PST
(#1001-0174)

**TOTAL
CANADIAN**

☐ Cash

☐ Cheque

☐ Money Order

☐ Visa

☐ MasterCard

☐ American Express

☐ Bank Wire Transfer # (Add \$10.00 Service Charge to total)

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorised to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
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 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
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 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



BOOTH VACUUMING & SHAMPOOING REQUEST 2013

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT #: 24051

EVENT INFORMATION:

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH NUMBER:

EVENT DATES: **APRIL 3-4, 2014**

DATES VACUUMING REQUIRED: _____

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street

City

Province/State

Postal/Zip Code

CONTACT NAME: _____

TELEPHONE #: () _____

E-MAIL: _____

FAX #: () _____

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10' X 20') OR UNDER

	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO MOVE-IN.	_____ X	\$ 21.00 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO MOVE-IN.	_____ X	\$ 29.00 =	_____	

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT.

	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO MOVE-IN.	_____ X	_____ X	\$ 0.19 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO MOVE-IN.	_____ X	_____ X	\$ 0.26 =	_____	

BOOTH CARPET SHAMPOOING

	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO MOVE-IN. MINIMUM \$36.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.25 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO MOVE-IN. MINIMUM \$42.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.30 =	_____	

PAYMENT INFORMATION:

Make Cheques Payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

5.00% GST (#100432764)

SUB TOTAL

**TOTAL
CANADIAN**

☐ Cash

☐ Cheque

☐ Money Order

☐ Visa

☐ MasterCard

☐ American Express

☐ Bank Wire Transfer (Add \$10.00 Service Charge to total) _____

Credit Card Number: _____

Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative _____



EXHIBITOR SECURITY REQUEST 2013

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT #: 24051

EVENT INFORMATION:

EVENT NAME: **CANADIAN PRODUCE MARKETING ASSOCIATION 2014**

BOOTH NUMBER:

EVENT DATES: **APRIL 3-4, 2014**

DATE(S) SECURITY REQUIRED:

(SPECIFY EACH DATE REQUIRED)

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

ON-SITE CONTACT NAME:

TELEPHONE #: ()

E-MAIL:

FAX #: ()

DISCOUNT RATE UP TO 7 DAYS PRIOR TO SHOW MOVE-IN DATE (4 hour minimum call time for all labour)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$28.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$49.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS PRIOR TO 48 HOURS NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$56.00 / HOUR
ORDERS 48 HOURS & UNDER NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$98.00/ HOUR

SPECIAL INSTRUCTIONS:

PAYMENT INFORMATION:

Make Cheques Payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

**Discount Rate applicable up to 7 days
prior to move-in date. Make all payments
in Canadian Funds. All orders must be
accompanied by payment.**

SUB TOTAL

5.00% GST (#100432764)

**TOTAL
CANADIAN**

☐ Cash ☐ Cheque ☐ Money Order

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer# (Add \$10.00 Service Charge to total): _____

Credit Card Number: _____

Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to provide the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative



On-Site Waste Water Recycling

As part of Vancouver Centre's commitment to the environment, the West expansion utilizes its own on-site state-of-the-art wastewater treatment system to cleanse and purify black and grey water for re-use in the facility for non-potable purposes.

The system uses the latest bioreactor technology to treat wastewater to the highest standards required by the Ministry of the Environment and the Ministry of Health for reuse in toilet flushing and roof irrigation. Although the system is very robust, there are certain materials which cannot be allowed to enter the drains and toilets.

Putting the wrong things down any drain in the West facility will damage the system, cause blockages, odours, interruption of the wastewater treatment process and potentially lead to spills and contamination. Please note the following list of items that cannot go down the drains and help us maintain the integrity of our wastewater treatment system.

THESE PRODUCTS DO NOT BELONG IN THE WASTEWATER TREATMENT SYSTEM:

- **Fats, Oils and Greases**
Fats, oils and greases of any kind and in any amount will cause serious impact to the wastewater treatment system. It is not permissible to pour any of these down any drains including floor drains. All fats, oils and greases must be separately contained and removed for proper disposal.
- **Fruit, vegetable or animal matter**
The facility has an extensive organic recycling program and organic waste containers are available for collection of organic materials. Fruit, vegetable and animal matter cannot be put down any drains including floor drains.
- **Plastics, latex, rubber, fabric, cardboard, string, paper**
Items, including personal hygiene items, containing these materials cannot be disposed in toilets. Please use the proper containers that are provided for appropriate and hygienic disposal.
- **Medical and personal items**
Items such as medications, vitamins, band-aids, needles, hair, cigarette butts, cosmetics, dental floss, cotton balls or swabs cannot be disposed in toilets. Please use the proper containers that are provided for appropriate and hygienic disposal.
- **Harsh Chemicals, paper products**
With the exception of bathroom tissue, all other paper products such as paper towels, cleaning towels and personal paper products cannot be disposed in toilets. Chemicals such as strong solutions, paints and varnishes cannot be disposed in toilets and cannot go down the drains including floor drains.

Your assistance in helping maintain our state-of-the-art wastewater treatment facility is appreciated.



BALLOON RETRIEVAL WAIVER FORM

We accept full responsibility for complete retrieval and repair costs incurred should our helium-filled balloon(s) escape during the preparation, display, and dismantling of same.

We understand that the cost of special equipment and labour for balloon retrieval **may** total up to \$1,500.00. We understand and agree to pay any retrieval costs incurred.

Please Print:

Event Name: _____ Location: _____

Exhibitor Co. Name: _____

Booth Number: _____

CONTACT INFORMATION:

Name of Representative: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Authorized Representative Signature: _____

Date: _____

Event Manager or MOD: _____

Fax # (604) 647-7325

SHIPPING & HANDLING TIPS

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here's an example which you can customize to fit your requirements.

PRE-SHOW

1. Decide if you want to ship to the general contractor's warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
 - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
 - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
 - Make sure that freight is shipped "**PREPAID**"
 - For security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any "exceptions" to delivery. (Exceptions are piece count discrepancy or damages).

SHOW SITE

1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
 - Place "*empty*" storage tags on **ALL** empty containers. You can get these at no cost from the general contractor.
 - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
 - Write your company name and booth number on the empty tags in **BIG LETTERS!**
 - Make sure to count the number of cartons for storage and develop your own empty container list.
 - Do not leave **ANYTHING** in empty containers.
3. **ALWAYS** make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
 - Ask for rates.
 - Ask for an anticipated shipping schedule.
 - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. **DO NOT** leave the bill of lading in the booth with materials that will be shipped.
 - Have the customer service representative check your bill of lading to be sure all necessary information is completed.
 - Make sure you receive a copy of the bill of lading.

AFTER SHOW

1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!



Victoria | Vancouver | Calgary | Edmonton | Toronto | Ottawa |
Montreal | Halifax



Call BBW International Inc.

Toll-free in North America:

1-866-984-0352

vancouver@bbwinternational.com

www.bbwinternational.com

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- Product Samplers
- Product Demonstrators
- Booth Hosts
- Street Teams
- Brand Ambassadors
- Models
- Mascots



BBW puts the right team front line for your events.

Exceptional people deliver exceptional results.

Hire the team with the experience to ensure the success of your campaign.



Staff Request

First Name: _____

Last Name: _____

Title: _____

Company Name: _____

Email: _____

Address 1: _____

Address 2: _____

City: _____

State/Prov: _____ Zip/Postal Code: _____

Land Line: _____ Mobile: _____

Event Name / Project: _____

Qty: Requirements:

____ Professional Model (photos provided)

____ Spokesperson (required to present and speak into a microphone)

____ Lifestyle Booth Assistant (photos not provided)

____ Concierge

____ Other (please specify): _____

Dates / Times Required (be sure to include training and orientation if required):

1. Date: _____ Hours: _____

2. Date: _____ Hours: _____

3. Date: _____ Hours: _____

4. Date: _____ Hours: _____

5. Date: _____ Hours: _____

6. Additional: _____

Contact 604-984-0352; Toll free in North America 1-866-984-0352;

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LOWE

WORLDWIDE REFRIGERATION

2012 RENTAL CATALOG LOWE REFRIGERATION, INC.



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steve@loweref.com

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A B O U T U S

Lowe Refrigeration, Inc. opened in 1990 as an extension of our European Company for support of the trade show / convention industry in the United States. We have since provided our services beyond our **Contracted Shows** to include **Non-Contracted Shows and Special Events**. Lowe Refrigeration, Inc.'s equipment is housed in our Fayetteville, GA facility located approximately 20 miles south of Atlanta's Hartsfield Jackson International Airport. All orders are processed through this facility along with any required maintenance and repairs to our fleet of equipment. We have a complete inventory of spare parts and components which allows us to maintain the technical condition and cosmetic appearance of our equipment to the very high standards expected by our clients. With over 30 years of experience in refrigeration sales, exhibition, event, and corporate refrigeration rental, you can be certain that we will have the answers to all of your refrigeration requirements.

S E R V I C E S

Contracted Shows:

Since 1990, Lowe Refrigeration, Inc. has been the show appointed "refrigeration contractor" shipping refrigerated display cases to the major food tradeshow across the United States. Lowe Refrigeration's staff are always onsite to offer the technical support and service necessary to ensure the success of your display. Order forms and color brochures are included in the tradeshow kits and can also be found on the show website as well as on the Lowe Refrigeration website under "Trade Show Order Forms".

Non-Contracted Shows:

For any size show, expo, convention, or meeting Lowe Refrigeration, Inc. can offer a complete selection of equipment. Non-contracted shows differ from contracted shows, hence in order for Lowe Refrigeration to offer our range for these types of events, we ask that the client cover 50% of the round trip freight. Equipment in small quantity is usually shipped crated to ensure safe arrival to the show as well as the return to Lowe Refrigeration without damage. This allows our clients to have access to our entire range in any quantity, anywhere in the United States. Equipment orders of a larger quantity will usually be shipped as a full truckload and a staff member from Lowe Refrigeration will be onsite in order to assist in the unload and reload of the equipment. Therefore, if you have a need for equipment in relation to a non-contracted show, keep us in mind. Forms for these events can be faxed or emailed by request.

Special Events:

Following the popularity and success of the Modular Cold Rooms that have been utilized by our locations in Europe and Asia, we decided to introduce the very same to the sporting event / hospitality world in the United States. Modular Cold Rooms (Refrigerators or Freezers) are available, 8ft by 8ft size and multiples thereof, for short-term and long-term rentals. Clean, quiet, electric powered units ensure your equipment will be free of loud engine noise and diesel fumes. Perfect for any indoor or outdoor occasion - sporting events, catered events, carnivals, private gatherings, emergency refrigeration needs, and so much more. Our rental division (trade shows / conventions) compliments our support of the event industry by making available copious amounts of refrigerated display equipment found throughout this brochure.

Call with your request and we will provide the rental package to suit your needs. Lowe Refrigeration, Inc. will work with you to provide what you want, where you want it, when you want it!

REFRIGERATED

Euro-Deli

B



(With refrigerated understorage)
(Display shelf upon request)



B-LG



B CORNER

90° Corner



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
B1	0/6	32/42	51	51.5	43	2000	20
B1 LG				39			
B2	0/6	32/42	75	51.5	43	2000	20
B2 LG				39			
B3	0/6	32/42	98	51.5	43	2000	20
B3 LG				39			
B-CORNER	0/6	32/42	52.5	51.5	52.5	2000	20

JINNY

(With refrigerated understorage)



OASIS DISPLAY

(Sealed Deck, Suitable for Ice)



P360°

(Grab & Go island)



F2 CHILLER



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
Jinny 150	0/6	32/42	59	50.5	36.5	2000	20
Jinny 250	0/6	32/42	99	50.5	36.5	2000	20
OASIS 1	2/6	32/42	43	52 closed/ 68 raised	43	2000	20
OASIS 2	2/6	34/42	55	52 closed/ 68 raised	55	2000	20
P360°	2/6	34/42	55.5	35	47	2000	20
F2 Chiller	0/6	32/42	64	33.5	27.5	2000	20

Specifications are subject to change without prior notice.

REFRIGERATED

C



Euro Dairy/Deli Merchandiser
Adjustable Shelves

MANDY



Open Front Merchandiser - Black or White

MEMPHIS



Dry

Refrigerated

SARA



Open Front Merchandiser

Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
C1	4/6	38/42	42	82	33	2000	20
C2	4/6	38/42	52	82	33	1X2000 plus 1X1500	1X20 plus 1X15
C3	4/6	38/42	76	82	33	1X2000 plus 1X1500	1X20 plus 1X15
MANDY	3/8	38/46	39.25	52.5	29.5	2000	20
MEMPHIS 90	3/6	37/42	35.5	56.5	32.75	2000	20
MEMPHIS 120	3/6	37/42	47.5	56.5	32.75	2000	20
SARA	3/6	37/42	52	65	27	2000	20

Buffet Style

ISOLA 6



Canopy Electrically Raised

Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
ISOLA 4	3/10	38/50	56	45.25	29.5	2000	20
ISOLA 6	3/10	38/50	81.25	45.25	29.5	2000	20

Specifications are subject to change without prior notice.

Upright Display Chillers



G4T



G6T



G8C



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
G4T	0/5	32/41	30	80	28.5	2000	20
G6T	0/5	32/41	54	80	28.5	2000	20
G8C	2/8	34/46	71	81	27.5	2000	20



K2TWCR

Candy
Humidity Controlled

K2TWR

Standard
Rotating Glass Shelves
Shelf Diameter: 22"



K2TWCF

Candy
Humidity Controlled

K2TWF

Standard
Fixed Glass Shelves
Shelf Widths:
20.5" W x 22.5" D

K2T

4-Sided Revolving Chiller
Shelf Diameter: 16.5"

K2TF: Fixed Shelf
Version Available



K3T

6-Sided Revolving Chiller
Shelf Diameter: 22"



Model	Temps		Width INCHES	Height INCHES	Depth INCHES	Power WATTS	Power AMPS
	°C	°F					
K2TWCF	14/16	56/62	32.5	72	33.5	2000	20
K2TWCR	14/16	56/62	32.5	72	33.5	2000	20
K2TWR	4/10	35/50	32.5	72	33.5	2000	20
K2TWF	4/10	35/50	32.5	72	33.5	2000	20
K2T	4/10	35/50	24	71.25	26	2000	20
K2TF	4/10	35/50	24	71.25	26	2000	20
K3T	4/10	38/50	36.25	69.125	33	2000	20

REFRIGERATED

Counter-Top Units

H1

Storage Chiller



G223

23 Liter Drink
Dispenser



STARLET

Counter Top Chiller



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
H1	4/6	38/42	20.75	32.25	20.5	500	5
G223	4/16	39/61	23.75	23	22	1500	15
STARLET	2/11	34/51	13.5	26.25	18.25	1000	10

L SYMPHONY

Dual Temperature Zones
(Top two shelves are dry)



BR13

Adjustable Shelves



B1P

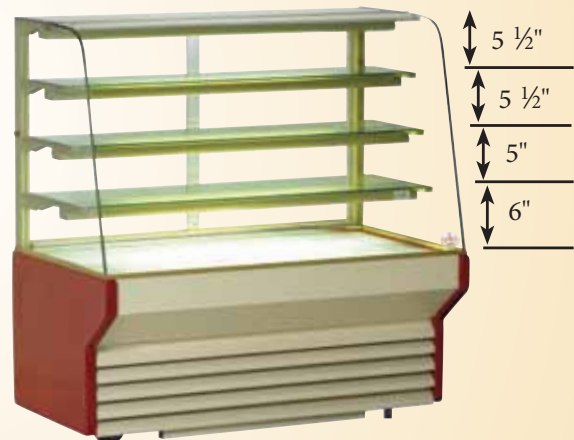
(Top shelf is dry)



(back view)

L HARMONY

Fixed Shelves



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
L1 SYMPHONY	2/10	36/50	55.25	50	40	2000	20
L3 SYMPHONY	2/10	36/50	87	50	40	2000	20
BR13	2/10	37/50	53	54.5	29.5	2000	20
BR18	2/10	37/50	71	54.5	29.5	2000	20
B1P	0/6	32/42	51	51.5	44	2000	20
L1 HARMONY	0/6	32/42	37.25	54.5	31.25	2000	20
L3 HARMONY	0/6	32/42	52.5	54.5	31.25	2000	20

Specifications are subject to change without prior notice.

BOD 1



BOD 2



Single
Temperature
or Four
Temperature
Zones

BOTTLE CAPACITY

Bottle Size	Bodega 400	Bodega 800
90	15x4=60	32x4=128
77	24x4=96	50x4=200
75	24x4=96	52x4=208

Model	Temps		Width INCHES	Height INCHES	Depth INCHES	Power WATTS	Power AMPS
	°C	°F					
BOD 1	5/15	41/60	22.75	78	25	2000	20
BOD 2	5/15	41/60	43	78	25	2000	20

We can
print your
custom logos
& graphics!

Upright Display Freezers

K1T

4-Sided
Fixed Shelf Freezer



K4T

4-Sided
Revolving Shelf Freezer
Shelf Diameter – 18"



K4TF

4-Sided
Fixed Shelf Freezer



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
K1T	-18	0	24	71.25	26	2000	20
K4T	-18	0	27.5	78	30.25	2000	20
K4TF	-18	0	27.5	70	30.25	2000	20

G1T



G6FT



Fully adjustable shelves on all three models.



VV17



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
G1T	-18	0	30	80	28.5	2000	20
G6FT	-18	0	54	80	28.5	2000	20
VV17	-18	0	37.5	60.5	25	2000	20

Wall Site Freezers

E1/E2



E3



E4



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
E1	-18	0	60	40	35.5	1000	10
E2	-18	0	87	40	35.5	1000	10
E3	-18	0	75	37.5	33	1000	10
E4	-18	0	77.25	36	33.5	1000	10

BR13F



F2

Sliding Lid Freezer



B2F



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
BR13F	-18	0	53	54.25	29.5	2000	20
F2	-18	0	7.25	32	25	2000	20
B2F	-18	0	75	51.5	43	1500	15

Ice Cream/Gelato

DC8

Dipping Cabinet



G12

Gelato-Italian Ice Cream

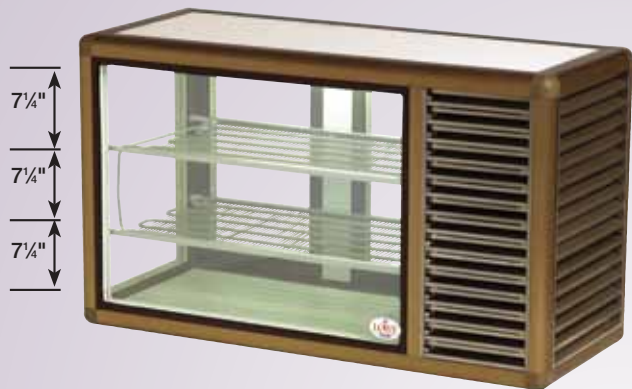


Model	Temps		Width	Height	Depth	Power	Power	
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS	
DC8	-20	3/-4	50.25	55.75	43.5	3000	110v	30a
DC12	-20	3/-4	72	55.75	43.5	3000	110v	30a
G12	-16/20	3/-4	50.25	8.25	43.5	3000	220v	30a

Counter-Top Freezers

200 GBT

Fixed Shelves



H4IB

Counter Top



H2

Storage Freezer



POLAR2

Frozen Drink Display



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F	INCHES	INCHES	INCHES	WATTS	AMPS
200 GBT	-18	0	48	28	21	1500	15
H4IB	-18	0	24	26.5	21.5	1500	15
H2	-18	0	20.25	33.25	21.25	500	5
POLAR2	FROZEN DRINKS		24	26.875	16.875	1500	15

Buffet Style

ISOLA 4H



(Lowered Canopy)

Model	Temps		Width	Height	Depth	Power	Power
	°C	°F					
			INCHES	INCHES	INCHES	WATTS	AMPS
ISOLA 4H	38/90	100/194	56	45.25	29.5	2000	20

B1H



BR13H

(Adjustable Shelves)



200 HOT

(Self Serve) Counter Top



Model	Temps		Width	Height	Depth	Power	Power
	°C	°F				WATTS	AMPS
B1H	WATER TEMP. 75/80	WATER TEMP. 167/176	51	51.5	43	230 V SINGLE PHASE	30
	DECK 63+	DECK 146				.5" WATER-IN 1.5" DRAIN	
BR13H	60/80	140/176	53	54.5	29.5	2000	20
200 HOT	35/71	95/160	35.5	28	19.25	1500	15

Mobile Cook Top

MCT

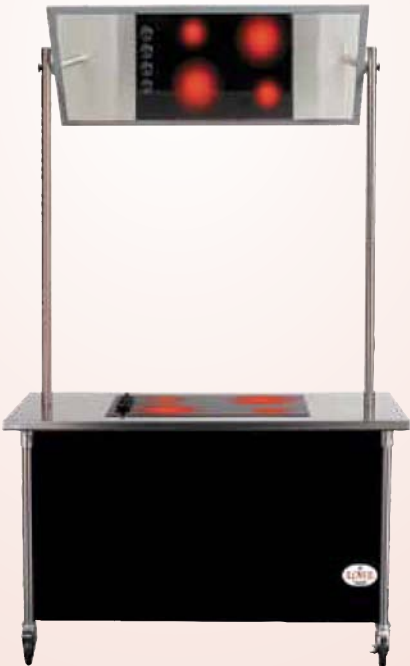
4 Burner



BACK VIEW
(under storage)

MCTM

(with mirror)



Model	Width INCHES	Height INCHES	Depth INCHES	Power WATTS	Power AMPS	
MCT	60	36	30.25	3000	208v	30a
MCTM	60	97	30.25	3000	208v	30a

CO25

(Adjustable Shelves)



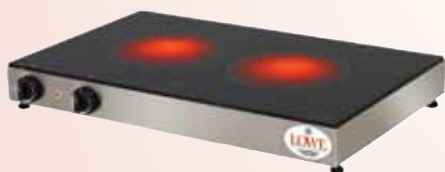
MW

(Microwave)



TOP 2

Counter Top, Dual Burner



DW

Dual Lamp Display Warmer
w/ 12" x 20" pan

Model	Temps		Width INCHES	Height INCHES	Depth INCHES	Power WATTS	Power AMPS
	°C	°F					
CO25	49/249	120/480	28.5	53.75	28	1500	15
MW	N/A	N/A	24	14	18	1500	15
TOP 2	to 426	to 800	22.5	3	14	1800	15
DW	N/A	N/A	13	24.5	19	50	5

I1/I3

Ice Tray



MS12

Electric Slicer



Cutting Wheel Size:
12 Inch Diameter

200 DRY

(Self Serve) Counter Top



Model	Width	Height	Depth	Power	Power
	INCHES	INCHES	INCHES	WATTS	AMPS
I1	40	7	22	N/A	N/A
I3	64	7	22	N/A	N/A
MS12	23	16	18	1000	10
200 DRY	35.25	29	19.75	500	5

Portable Wash Stations

MSU

Mobile Sink Unit
(For hands and utensils)



HWS

Hand Wash Station
(2 person accessible)



Model	Width	Height	Depth	Power		Power	Capacity	
	INCHES	INCHES	INCHES	WATTS		AMPS	FRESH WATER	WASTE TANK
MSU	39.5	44.5	32	120V	1500W	15	2x5 GAL	2x7.5 GAL
HWS	26.5	62	21.5	N/A	N/A	N/A	22 GAL	24 GAL

PT

Stainless Steel Prep Table



PTS

Stainless Steel Prep Table with Shelf



SSB1

Stainless Steel Single Bowl Sink
Plumbing Required



SSB3

Stainless Steel Three Bowl Sink
Plumbing Required



Model	Width	Height	Depth
	INCHES	INCHES	INCHES
PT4	48	35	30
PT4S	48	35	30
PT5	60	35	30
PT5S	60	35	30
PT6	72	35	30
PT6S	72	35	30
SSB1	23.5	41	23.5
SSB3	83	41	25

MODULAR COLD ROOMS

We Can Build Where Others Cannot



Freight Is Our Friend!

A large number of cold rooms can be loaded on a single truck.



Quick & Efficient Build Process.



Uneven Ground or Raised Floors - No Problem.

LOWE can support events anywhere in North America. Our cold rooms are great for sporting events, state fairs, festivals, emergency relief, care centers, construction renovation and so much more. We have found that the ability of our modular cold rooms to be placed almost anywhere (uneven ground, slopes, on the beach, on a platform, inside a building, inside a room, on a rooftop, at limited access locations, remote locations, etc.) offers a clean, safe, and quiet refrigeration/frozen storage option. The flexibility is huge; allowing in many cases single product delivery to a remote location, prior to arrival of the public! Trucks and attached liability are removed along with their presence. Chef's and Concessions enjoy having their refrigerated storage when they need it - right next to them! Our modular cold rooms are also available for beer cooler configuration, a climate controlled preparation room, storage room or an office.

(Note: Our offices in Europe and Asia provide a similar service.)

MODULAR COLD ROOMS

Cold Storage, Quite & Clean – Where You Need It



Build on Pristine Grass In Front of Clubhouse.
No Forklift Needed!



Build on Cart Path on Remote Site With Ease.



No Vehicular Access - No Problem.
Can Be Taken Through 3ft Door to Build Inside!



Inside or Outside of any Structure.
No Fumes, Almost Silent!

SPECIFICATIONS:

Power Requirements - 220V / 60Hz / Single Phase / 30 Amp Breaker

(Note: LOWE can supply a splitter box allowing 2 motors to run off a single power supply.)

Drain - Not Required

Inside Door Handle - Glows in the Dark

Strip Curtain - Fitted at Door Entry

Color - White

Dimensions:

Width:

88 inches

Height:

80 inches

Length:

88 inches

External

95 inches

87 inches

95 inches

(8ft by 8ft is the smallest size available)

Length increases by increments of 2ft / Width increases by increments of 8ft with interior walls.

Call to reserve your customized cold room!



2012



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Email: info@LoweUSA.com

www.LoweUSA.com

CPMAACDFL

APRIL 2 - 4, 2014

VANCOUVER CONVENTION CENTRE

VANCOUVER, BC

ORDER CLOSING DATE: MARCH 20, 2014

NAME OF EXHIBITOR			BOOTH #
ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE #		FAX #	
ORDER CONTACT NAME		EMAIL ADDRESS	

NOTE: 3% Processing Fee Applied to ALL Orders

***NO REFUNDS FOR CANCELLATION AFTER CLOSING DATE**

**R
E
F
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I
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A
T
E
D**

MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
B CORNER	90 Degree Corner Euro Deli Display		1750	
B1	4ft Euro Deli Curved Glass Display With Refrigerated Under Storage		1750	
B2	6ft Euro Deli Curved Glass Display With Refrigerated Under Storage		1950	
B3	8ft Euro Deli Curved Glass Display With Refrigerated Under Storage		2250	
B1 L/G	4ft Euro Deli Self-Service Display With Refrigerated Under Storage		1750	
B2 L/G	6ft Euro Deli Self-Service Display With Refrigerated Under Storage		1950	
B3 L/G	8ft Euro Deli Self-Service Display With Refrigerated Under Storage		2250	
B1P	4ft Euro Bakery Curved Glass Display With Pull-Out Drawer		1750	
BR13	53" Curved Glass Bakery Display With 3 Adjustable Shelves		1750	
BR18	71" Curved Glass Bakery Display With 3 Adjustable Shelves		1950	
BOD1	23" Glass Door Wine Display - Holds 96 Size 75 Bottles		1200	
BOD2	43" Double Glass Door Wine Display - Holds 208 Size 75 Bottles		1750	
C1	3.5ft Euro Merchandiser 3 Shelf Display (extra shelves \$20each /Qty_____)		1650	
C2	4ft Euro Merchandiser 3 Shelf Display (extra shelves \$25each /Qty_____)		1750	
C3	6ft Euro Merchandiser 3 Shelf Display (extra shelves \$30each /Qty_____)		1950	
F2 CHILLER	64" Sliding Lid Chiller		650	
G4T	30" Single Glass Door Chiller		850	
G6T	54" Double Glass Door Chiller		1500	
G8C	71" Triple Glass Door Chiller		2250	
G223	2 Bowl Drink Dispenser (23 Liters / 6.3 Gallons Total Capacity)		550	
H1	4 cu-ft Storage Refrigerator		225	
ISOLA 4	56" Cold Buffet Style Display		1550	
ISOLA 6	81" Cold Buffet Style Display		1750	
JINNY 150	5ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		1700	
JINNY 250	8ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		2200	
K2T	4 Sided Glass Display With 16.5" Rotating Shelves		1600	
K2TF	4 Sided Glass Display With Fixed Shelves		1600	
K2TWR	4 Sided Glass Display With Wood Finish & 22" Rotating Shelves		1600	
K2TWF	4 Sided Glass Display With Wood Finish & Fixed Shelves		1600	
K2TWCR	4 Sided Glass CANDY Display With Wood Finish & 22" Rotating Shelves		1600	
K2TWCF	4 Sided Glass CANDY Display With Wood Finish & Fixed Shelves		1600	
K3T	6 Sided Glass Display With 22" Rotating Shelves		1650	
L1	55" Euro Bakery Display With Dual Temperature Zones & Pull Out Drawer		1650	
L3	87" Euro Bakery Display With Dual Temperature Zones & Pull Out Drawer		1900	
L1HARMONY	37" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		1550	
L3HARMONY	52.5" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		1750	
MANDY 100	40" Open Front Merchandiser 3 Adjustable Shelf Display		1500	
MEMPHIS 90	36" Dual Temperature Zone Merchandiser Display		1550	
MEMPHIS 120	48" Dual Temperature Zone Merchandiser Display		1650	
OASIS 1	43" Square Island Display With Wood Finish & Suitable For Ice		1650	
OASIS 2	55" Square Island Display With Wood Finish & Suitable For Ice		1850	
P360	55" Grab & Go Island Display		1750	
SARA	4ft Open Front Merchandiser 3 Adjustable Shelf Display		1600	
STARLET	24" Counter Top Chiller		450	

PAGE 1 SUBTOTAL

OFFICE USE ONLY

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REV 05/12

PAGE 1 OF 2

**REMIT TO:****Lowe Refrigeration, Inc.**105 Cecil Court
Fayetteville, GA 30214
USA

Tel: (770) 461-9001

Fax: (770) 461-8020

Email: info@LoweUSA.com

www.LoweUSA.com**CPMAACDFL**

APRIL 2 - 4, 2014

VANCOUVER CONVENTION CENTRE

VANCOUVER, BC

ORDER CLOSING DATE: MARCH 20, 2014**PRODUCT INSURANCE IS THE RESPONSIBILITY OF THE EXHIBITOR. CHARGES INCLUDE DELIVERY, INSTALLATION, COLLECTION, AND MAINTENANCE DURING THE EXPOSITION.****SPECIAL REQUEST:****PAYMENT IS REQUIRED PRIOR TO CLOSING DATE. EQUIPMENT WILL NOT BE INSTALLED UNLESS PAYMENT HAS BEEN RECEIVED. ADDITIONAL 10% WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER THE CLOSING DATE.****NOTE: 3% Processing Fee Applied to ALL Orders*****NO REFUNDS FOR CANCELLATION AFTER CLOSING DATE**

	MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
H O T	200H	35.5" Counter Top Hot Self-Service Display		600	
	B1H	4ft Euro Hot Curved Glass Display With Steam Deck (Bars with Pans by Request)		1750	
	BR135H	53" Curved Glass Hot Display With 3 Adjustable Shelves		1750	
	CO25	Convection Oven With Stand - Fits 1/2 Sheet Size Pans		650	
	DW	13" 2 Lamp Display Warmer With Pan		100	
	ISOLA 4H	56" Hot Bain Marie Buffet Style Display		1750	
	MCT	60" Mobile 4 Burner Cook Top		750	
	MCT-M	60" Mobile 4 Burner Cook Top With Display Mirror		875	
	MW	Microwave		250	
	TOP2	23" Counter Top Dual Burner Cook Top		250	
F R O Z E N	200GBT	48" Counter Top Display Freezer		600	
	B2F	6ft Euro Freezer Curved Glass Display		1950	
	BR13F	53" Curved Glass Frozen Display With 3 Adjustable Shelves		1800	
	DC8	8 Well Ice Cream Dipping Cabinet		1500	
	DC12	12 Well Ice Cream Dipping Cabinet		2250	
	E1	5ft Wall Site Display Freezer		1600	
	E2	7ft Wall Site Display Freezer		1800	
	E3	6ft Wall Site Display Freezer with Side Visibility		1800	
	F2	47" Sliding Glass Top Freezer		650	
	G1T	30" Single Glass Door Freezer		1250	
	G6FT	54" Double Glass Door Freezer		1650	
	H2	4 cu-ft Storage Freezer		250	
	H4IB	24" Counter Top Display Freezer		450	
	K1T	24" 4 Sided Glass Display Freezer With Fixed Shelves		1600	
	K4T	27.5" 4 Sided Glass Display Freezer With 18" Rotating Shelves		1600	
	K4TF	27.5" 4 Sided Glass Display Freezer With Fixed Shelves		1600	
	POLAR2	2 Bowl Frozen Drink Dispenser (14 Liters / 3.7 Gallons Total Capacity)		550	
D R Y	200DRY	35" Counter Top Dry Display		400	
	HWS	2 Person Hand Washing Station		400	
	I1	40" Insulated Ice Tray With Drain Plug		250	
	I3	64" Insulated Ice Tray With Drain Plug		275	
	MS12	23" Electric Meat Slicer		500	
	MSU	39.5" Mobile Hand Washing Sink		500	
	PT4	4ft Stainless-Steel Prep Table (Add Bottom Shelf \$50.00 <u>check here</u>)		150	
	PT5	5ft Stainless-Steel Prep Table (Add Bottom Shelf \$50.00 <u>check here</u>)		175	
	PT6	6ft Stainless-Steel Prep Table (Add Bottom Shelf \$50.00 <u>check here</u>)		200	
	SSB1	23.5" Stainless-Steel Single-Bowl Sink (PLUMBING REQUIRED)		225	
	SSB3	83" Stainless-Steel Three-Bowl Sink (PLUMBING REQUIRED)		350	

PAYMENT TYPE: ☐ CHECK ☐ BANK WIRE ☐ VISA ☐ MASTERCARD ☐ DINER'S CLUB ☐ AMEX

CREDIT CARD #

EXP. DATE

NAME ON CARD

SECURITY CODE

SIGNING BELOW COMPLETES YOUR ORDER AND IS ACCEPTANCE OF OUR RENTAL TERMS & CONDITIONS AVAILABLE FROM THE ABOVE OFFICE OR www.LoweUSA.com

PAGE 1 CONTACT NAME SIGNATURE

PAGE 2 SUBTOTAL

PAGE 1 SUBTOTAL

MISC.

TOTAL

PROCESSING FEE 3%

GRAND TOTAL US \$

OFFICE USE ONLY

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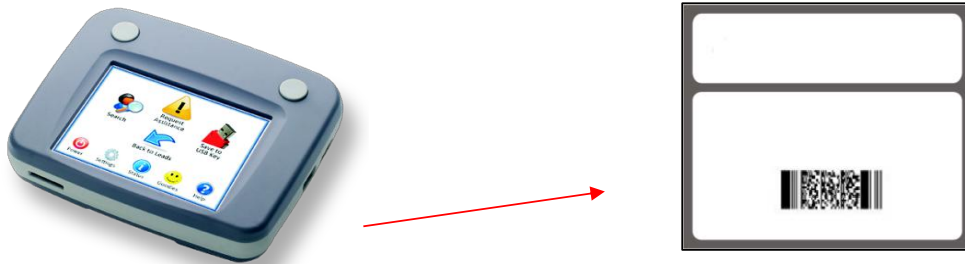
INV#

REV 05/12

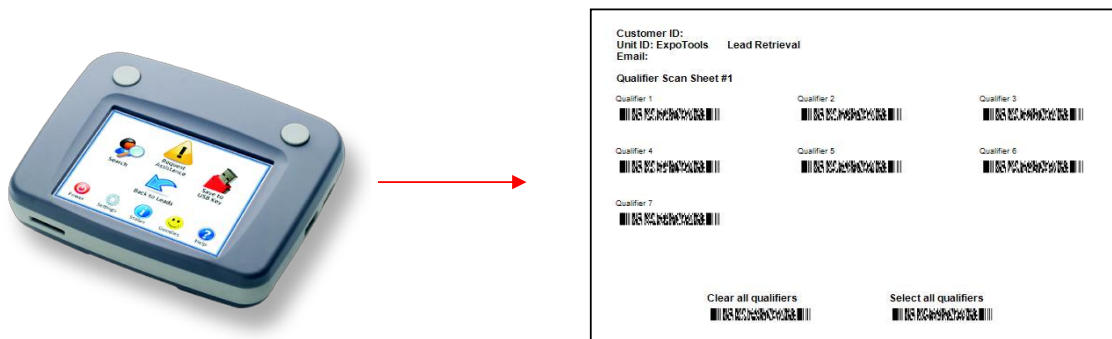
PAGE 2 OF 2

LEAD CAPTURING INSTRUCTIONS

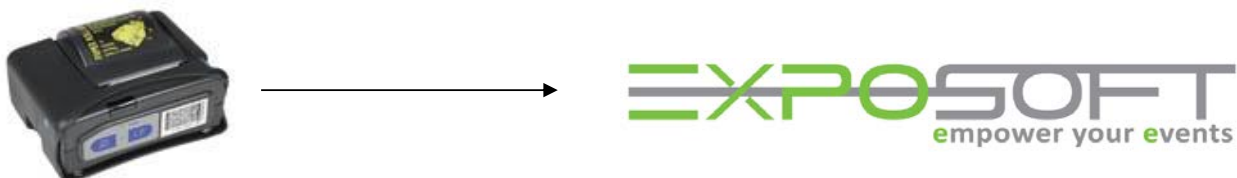
- 1** **SCAN** - To collect your potential lead information simply point the scanner at the bar code (4 - 6 inches away) on the visitor/delegate badge and push one of the two GREY buttons (top right/left). All the information will be stored on the portable scanner.



- 2** **VIEW** - After scanning a badge, the information will appear on the screen. To categorize/qualify your potential LEAD(S) simply select your qualifiers from the touch screen corresponding to your product(s)/service(s), for which the visitor/delegate expressed an interest.



- 3** **RECEIVE** - You will receive your leads 1 -2 business days after the show via e-mail through your statement page link (Excel file). You can also rent a handy blue tooth printer (instant print outs) or you can use your own USB drive for downloads anytime (if purchased separately). You can now follow-up with your new LEADS instantly.



Contact Exposoft Lead Retrieval - leadretrieval@exposoft.com - Tel: 1.888.304.9161

Canadian Produce Marketing Association 2014

Vancouver Convention Center - Vancouver, BC April 2-4, 2014

REGISTER ONLINE AT <http://emslr.emsreg.com/LR/regfull.asp?EventID=CPMA14>

EXHIBITOR INFORMATION (PLEASE TYPE OR PRINT)

EXHIBITOR COMPANY : _____

CONTACT PERSON : _____ BOOTH # : _____

ADDRESS : _____

CITY : _____ PROV/STATE : _____

COUNTRY : _____ POSTAL CODE/ZIP : _____


TELEPHONE : _____ FAX : _____

E-MAIL : _____

ORDER DETAIL

DESCRIPTION	ON OR BEFORE March 7, 2014	AFTER March 7, 2014	QTY	TOTAL
Standard Package: Incl. 2D bar code scanner, View leads online New Technology; Does not incl. printer	\$310.75 incl. HST	\$339.00 incl. HST		
EXTRAS				
Additional Scanner(s)	\$310.75 incl. HST			
Instant Wireless Printer (portable)	\$84.75 incl. HST			
USB Key containing your leads (Post show when you return the scanner)	\$113.00 incl. HST			
ON DEMAND - USE YOUR OWN USB KEY (Download your leads anytime)	\$84.75 incl. HST			
No electrical power required for scanners or printers.			TOTAL IN \$ USD	

PAYMENT INFORMATION

CREDIT CARD TYPE : ☐  ☐  ☐ 

CARD NUMBER :

NAME OF CARD HOLDER : _____

EXPIRY DATE : _____ / _____
Month Year

CVV2: _____

SIGNATURE OF CARD HOLDER : _____

FINE PRINT

The signature on this form indicates acceptance of the following terms of use:

- 1) The lead retrieval system is solely operated by the exhibitor, therefore Exposoft cannot be held responsible for lost data, whether it be from a loss of electrical power, operator manipulation or force majeure.
- 2) Lost, stolen, damaged or unreturned scanners will result in a charge of \$1500.00 to be administered to the attached credit card number.
- 3) Cancellations prior to 14 days from the opening date of the event will be entitled to a 100% refund.

All other cancellations are not entitled to a refund.

4) All lead retrieval units will be ready for pick up at the Exposoft lead retrieval counter starting one day prior to event show dates. All exhibitors must retrieve their lead retrieval unit. Exposoft does NOT deliver scanners.

5) All exhibitors must return the lead retrieval unit no later than 1 hour after close of the event on the final day of the event to avoid additional fees.

PLEASE FAX COMPLETED FORMS - PAGES 1 & 2 TO: FAX: 905.672.7001
OR

REGISTER ONLINE AT <http://emslr.emsreg.com/LR/regfull.asp?EventID=CPMA14>

Canadian Produce Marketing Association 2014

Vancouver Convention Center - Vancouver, BC April 2-4, 2014

EXHIBITOR INFORMATION (PLEASE TYPE OR PRINT)

EXHIBITOR NAME : _____ BOOTH # : _____

WHAT IS A SCAN SHEET?

Every scanner rental will be accompanied by one scan sheet. A scan sheet is simply a sheet containing barcodes that can be scanned using the hand-held scanner. The scan sheet when used with the lead retrieval scanner will greatly improve the quality of data collected. By completing and returning this form you can customize your scan sheet to reflect the type of products or services you offer. Using the scan sheet is very simple. Simply scan the badge of a delegate then scan the appropriate option(s) from the scan sheet. This information will be stored in the scanner and will be displayed in your printed report.

INTERESTS/ACTIONS (MAXIMUM 25 CHARACTERS PER ENTRY)

Fill in the list of options with your product and/or service lines as well as sales actions that you would like to take.

Note: We have pre-filled 6 mandatory options to get you started.

PRICE LIST

OPTION 1

CATALOGUE

OPTION 2

EMAIL

OPTION 3

PHONE CALL

OPTION 4

SALES VISIT

OPTION 5

HOT LEAD

OPTION 6

OPTION 7

OPTION 8

OPTION 9

OPTION 10

OPTION 11

OPTION 12

OPTION 13

OPTION 14

OPTION 15

OPTION 16

OPTION 17

OPTION 18

Note: Changes to your options will not be permitted onsite. Please ensure your choices are accurate.

PLEASE FAX COMPLETED FORMS - PAGES 1 & 2 TO: FAX: 905.672.7001

or

REGISTER ONLINE AT <http://emslr.emsreg.com/LR/regfull.asp?EventID=CPMA14>

Contact Exposoft Lead Retrieval: leadretrieval@exposoft.com or call 1.888.304.9161

Early Order Discount Deadline: **March 14, 2014**

eMail completed form to: hbowie@ets-av.com

Company Information

Company Name _____
 Company Address _____
 City _____ State _____
 Country _____ Zip/Postal Code _____
 Ordered By _____ Email _____
 Phone Number _____ Fax Number _____

Show Information

On Site Contact Name _____ Cell Number _____
 Booth Name _____ Booth Number _____
 Requested Delivery Date _____ Delivery Time: ☐ 8a-Noon ☐ 1p-5p

Payment Information

Credit Card _____ Account Number _____ Expiration _____
 Cardholder Name _____
 Cardholder Address _____
 City _____ State _____
 Country _____ Zip/Postal Code _____
 Cardholder Signature _____

By signing the above you are certifying the credit card information to be true and correct. You are authorizing the account to be charged for this advance order and any additional amounts incurred as a result of changes by on site representatives.

☐ Check

Remit To:
 Event Technology
 Services
 860 Taylor Creek Drive
 Unit 3
 Orleans, Ontario K1C 1T1
 Please Call for Wire Transfer

Additional equipment is available. Please call for quote.

Equipment rental rates are show rates.

A representative must be in the booth to sign for equipment.

Cancellation of services must be received by discount deadline or cancellation minimums will apply.

Changes in delivery date or time on site may result in additional labor charges.

All equipment will be picked up by ETS staff upon completion of the event.



**ETS**

Event Technology Services

860 Taylor Creek Drive #3
Orleans, Ontario K1C 1T1
ph: 613.830.3600
fax: 613..830.3607

CPMA
CONVENTION
+TRADE SHOW
VANCOUVER 2014

Booth Name _____

Booth Number _____

Flatscreen Monitors	Qty	Early Order	Standard Rate	Total
24" Flatscreen Monitor		\$415.00	\$550.00	
32" Flatscreen Monitor		\$450.00	\$600.00	
40" Flatscreen Monitor		\$600.00	\$800.00	
50" Flatscreen Monitor		\$1,125.00	\$1,500.00	
60" Flatscreen Monitor		\$1,350.00	\$1,800.00	
70" Flatscreen Monitor		\$1,725.00	\$2,300.00	
80" Flatscreen Monitor		\$2,815.00	\$3,750.00	†

Touchscreen, Larger Monitors & Video Walls Available-Please Call for Quote

Accessories	Qty	Early Order	Standard Rate	Total
Monitor Chrome Pole Stand		\$150.00	\$200.00	
Chrome Pole Stand Shelf		\$55.00	\$75.00	
Computer Speakers with Subwoofer		\$75.00	\$100.00	
Wired Keyboard & Mouse		\$35.00	\$50.00	
Wireless Remote Presenter		\$35.00	\$50.00	

Computers	Qty	Early Order	Standard Rate	Total
Windows 7 i3 ThinkPad		\$380.00	\$440.00	
Windows 7 i7 ThinkPad		\$440.00	\$550.00	
MacBook Laptop		\$420.00	\$525.00	
iMac 27" Monitor Desktop		\$600.00	\$800.00	

Mobile Devices	Qty	Early Order	Standard Rate	Total
iPad 16G with WiFi and Black Case		\$415.00	\$550.00	
iPad 32G with WiFi and Black Case		\$450.00	\$600.00	
iPad Floor Stand		\$190.00	\$250.00	

Playback	Qty	Early Order	Standard Rate	Total
Blu-Ray DVD Player		\$240.00	\$300.00	
CD Player		\$120.00	\$150.00	

Microphones	Qty	Early Order	Standard Rate	Total
Wireless Headset Microphone System		\$360.00	\$450.00	
Wireless Lavalier Microphone System		\$300.00	\$375.00	
Wireless Handheld Microphone System		\$300.00	\$375.00	
Wired Handheld Microphone		\$70.00	\$70.00	

Sound Systems	Qty	Early Order	Standard Rate	Total
MeyerSound UPM-1P Powered Speaker (Pair)		\$600.00	\$700.00	
12" Powered Speaker (Pair)		\$260.00	\$325.00	
Anchor N-1000X Powered Speaker (Pair)		\$180.00	\$225.00	

Mixers	Qty	Early Order	Standard Rate	Total
4 Channel Mixer		\$90.00	\$115.00	
12 Channel Mixer		\$180.00	\$225.00	

Printers	Qty	Early Order	Standard Rate	Total
HP 4200N Series B&W Laser Printer		\$200.00	\$250.00	
HP 3800N Series Color Laser Printer		\$335.00	\$450.00	

Totals
Equipment Total
Service Charge (35% of Equipment Total/\$150 Minimum)
Subtotal
British Columbia GST (5% of Equipment and Service Charge)
Grand Total

The Service Charge includes delivery, setup, dismantle and pick up of your equipment
For orders in excess of \$3,000 in equipment labor will be charged based on time,
labor regulations and parameters for that city.
Additional equipment and accessories are available. Contact Heather at **613.830.3600**
for questions, special requests or additional labor.

On site labor for setup, troubleshooting or repair of your own equipment is available.
The minimum charge for additional labor is \$150. Please call for a customized quote.