



## WELCOME TO THE 104<sup>th</sup> GREY CUP FESTIVAL!

The Toronto Argonauts Football Club welcomes you to the 104<sup>th</sup> Grey Cup Festival team! The Grey Cup Festival presented by Shaw will kickoff in downtown Toronto as a lead up to the 104<sup>th</sup> Grey Cup on Sunday, November 27<sup>th</sup>, the first-ever at BMO Field. The Grey Cup Festival will be held at the Metro Toronto Convention Centre, along Bremner Blvd and Roundhouse Park, Ripley's Aquarium of Canada, and of course, across Exhibition Place on game day.

This year, GES will be assisting us as the Official 104<sup>th</sup> Grey Cup General Services Contractor for the MTCC. This Exhibitor Kit will aid you in your preparations for the event and contains information and order forms necessary for coordinating your participation. Please read the enclosures carefully and completely. **If you are not handling the logistics of your company's participation, please see that the appropriate contact receives this manual.**

To better serve you, the Exhibitor Kit is available online at  
<https://ordering.ges.com/CA-00046749>

For a full downloadable copy, please click "Download Grey Cup Manual Here", on the left hand side menu.

### MTCC Early Bird Discount Deadlines:

Wednesday, November 9	MTCC Discount Deadline (Parking, Cleaning, Internet)
Wednesday, November 9	SHOWTECH Discount Deadline (Power, Rigging, Mechanical)
Friday, November 11	GES Discount Deadline (Furniture, Carpet, Advanced Warehouse & Shipping)

**BaAM Productions with work with you to determine your install and dismantle windows.**

If you need additional help or have any questions regarding the Exhibitor Kit, please contact Marissa MacDonald at (905) 283-0524 or e-mail at [mmacdonald@ges.com](mailto:mmacdonald@ges.com)

Thank you for your participation and we look forward to a great event!

## **NEW Early-Bird Rates for the 104<sup>th</sup> Grey Cup Festival!**

Exhibitors please order your booth services by **November 9<sup>th</sup> 2016** and save up to 36% off!

All orders received two weeks in advance of the event will now be able to save:

36% off Parking Passes

22% off Cleaning Services

11% off Wired High-Speed Internet Services

There are two convenient ways to order services from us:

### **Online Ordering**

You can save money and time by conveniently ordering your services online! To order online please go to: [www.mtccc.com/order](http://www.mtccc.com/order). Online ordering closes 3 days before the event moves in.

### **Exhibitor Forms**

You can also order by completing and sending Order Forms to the email or fax provided on them. Blank forms can be downloaded from <http://www.mtccc.com/exhibitors/forms.aspx>



## Service Excellence - Your MTCC Team

### EXHIBITOR SERVICES CENTRE

The Exhibitor Services team can assist with placing orders or for last-minute needs at our on-site service desk. Online ordering is available for parking, booth cleaning and internet/telecommunications services, as early as six months in advance and up to 3 days prior to the event move in. Please visit [www.mtccc.com/order](http://www.mtccc.com/order) for more details. Advance purchase discounted rates are available up to 14 days prior to the first contracted day.

Phone: (416) 585-8387      Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

Fax: (416) 585-8388      Website: [www.mtccc.com/order](http://www.mtccc.com/order)

### PARKING SERVICES

Exhibitor parking passes are available for each event in our easy access, security-patrolled indoor parking garages. With space for over 1,700 cars and available 24 hours a day, 7 days a week, our garages are steps away from the show floor. Discounted parking rates are available for orders placed 14 days prior to the first contracted day.

To order: visit [www.mtccc.com/order](http://www.mtccc.com/order) OR complete the fillable PDF form included in this package.

### JANITORIAL SERVICES

Interior booth cleaning is available from the MTCC on an exclusive basis from our highly efficient Cleaning Services Department. Interior booth cleaning services include: vacuuming, dusting, emptying wastebaskets and cleaning of tables. Additional exhibit booth cleaning options are available upon request. Please speak to one of our knowledgeable Exhibitor Services Representatives for further information. Discounted cleaning rates are available for orders placed 14 days prior to the first contracted day.

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

To order: visit [www.mtccc.com/order](http://www.mtccc.com/order) OR complete the fillable PDF form included in this package.

### INTERNET / TELECOMMUNICATIONS SERVICES

Internet and Telecommunication services are available from the MTCC on an exclusive basis. Our Technology Specialists are available to provide you state-of-the-art services directly to your booth. Wireless and Wired internet services are available to every exhibitor based on the requirements of each exhibit space. The MTCC strongly recommends using only 5GHz devices to reduce connection problems. Please contact one of our specialists to discuss your requirements or for any technical questions. Discounted services are available for orders placed 14 days prior to the first contracted day.

To order: visit [www.mtccc.com/order](http://www.mtccc.com/order) OR complete the fillable PDF form included in this package

Phone: (416) 585-3596      Email: [telecommunications@mtccc.com](mailto:telecommunications@mtccc.com)



## Service Excellence - Your MTCC Team

### **FOOD & BEVERAGE/CATERING SERVICES**

Our award-winning culinary team provides a full range of catering solutions to create a unique experience at your booth. Please contact our experienced food and beverage team to discuss your catering requirements. Food and beverage services are exclusive to the Metro Toronto Convention Centre. Our team can also provide guidance on food sampling requests as well.

To order: Complete the fillable PDF forms included in this package OR contact our team at: (416) 585-8144

Phone: (416) 585-8144    Email: [catering@mtccc.com](mailto:catering@mtccc.com)

### **BUSINESS CENTRE SERVICES**

Our Business Centres are conveniently located on levels 300 & 800. Services include photocopying, faxing, printing, outbound courier service, internet access and a selection of office supplies and tools. Please contact our Business Centre to arrange for large, customized printing projects well in advance.

#### Services Hours:

North Building (Level 300)

Mon – Fri: 8:00am – 5:00pm

South Building (Level 800)

Mon – Fri: 8:30am – 4:30pm

Phone: (416) 585-8387    Email: [businesscentre@mtccc.com](mailto:businesscentre@mtccc.com)

### **EMERGENCY CONTACT**

Should you experience an emergency during your time at the MTCC, please contact our Security Centre at (416) 585-8160. Please also review our emergency procedures document included in this package.

### **ELECTRICAL POWER**

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure. For questions or to place your electrical order, please contact SHOWTECH directly.

To order: visit [www.showtech.ca](http://www.showtech.ca)

Phone: (905) 283-0550    Email: [sales@showtech.ca](mailto:sales@showtech.ca)



## Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes / decals from Metro Toronto Convention Centre property.
2. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.
3. Helium balloons, animals, birds or pets of any description require written authorization. Please call for authorization form.
4. Sample food or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
6. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Provincial Ministry of Labour Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.
7. It is recommended, as a safety precaution, and for insurance purposes, no one under the age of 16 years be allowed in the exhibit area during move-in / out.
8. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

## Notice to Exhibitors / Display Companies

9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.
10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
11. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Toronto Fire Department and the Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
12. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
13. Smoking is NOT PERMITTED anywhere inside the Convention Centre.
14. You are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard or event management employee.

## Metro Toronto Convention Centre Recycling Program

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

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

We continuously strive to be good corporate citizens and to recycle as much as possible, both the material left over from events and that which is generated internally. This is an invitation to our exhibitors, show managers, and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing material sent to landfill - an environmental and economical common sense program.

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

### Recycling on the Show Floor

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



### Recycling in Meeting Rooms & Public Spaces

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

### Donations

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

### Promote our Recycling Program

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

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

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

## Vehicle Marshalling / Move-In / Move-Out

A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

Move-in / out information / bulletins will be provided by Show Management. Any variations to the procedures listed below will be indicated as such on the move-in / out information / bulletins.

### PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700–2359. Charges will be applied between 0001–0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with the Convention Centre dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

### NOTE:

Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

## Vehicle Marshalling / Move-In / Move-Out

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

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

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left onto Wellington St.
5. Turn left onto John St.
6. Head through the intersection and up the West Ramp

*Entrance to the Exhibit Hall(s) will be to your left.*

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

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

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

*Entrance to the West Freight elevator: continue through Internal St. towards the parking exit, Loading Docks for West Freight will be to your immediate right.*

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

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

*Entrance to Loading Dock will be immediately to your left.*

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

The map shows the MTCC (Metropolitan Toronto Convention Centre) and its surrounding area. Key streets include King St., Wellington St., Front St. W., Blue Jays Way, John St., Simcoe St., York St., Lower Simcoe St., Rees St., Navy Wharf Ct., Spadina Ave., Front St. W., CN Railway Line, and Queens Quay W. Key buildings include the Rogers Centre, MTCC North Building (255 Front St. W.), MTCC South Building, 222 Bremner Blvd., Air Canada Centre, Union Station, and Ripley's Aquarium. The map also shows the CN Tower and the Marshalling Yard. A legend indicates directions from the Marshalling Yard to the MTCC: (A) DIRECTIONS (blue), (B) DIRECTIONS (pink), and (C) DIRECTIONS (yellow). A note states: "Directions from Marshalling Yard to MTCC: SEE (A) DIRECTIONS SEE (B) DIRECTIONS SEE (C) DIRECTIONS". A scale bar indicates a distance of 3.8km from the Cherry St. Marshalling Yard to the MTCC.

04/14

## Fire Regulations for Exhibitors

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

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

The requirements apply to the following:

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

### **Prohibited materials, processes, equipment and booth configuration**

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

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

## Fire Regulations for Exhibitors

### Materials, processes and equipment requiring special permit for use

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

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

### Acceptable booth configuration

The following booth configurations will be acceptable:

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

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

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

\* **note:** Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with The Metro Toronto Convention Centre guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code.

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

\* Bleachers are allowed with prior approval of Fire Safety Officer and Ontario Building Code.



## Fire Regulations for Exhibitors

### Acceptable materials for booth construction

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

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

### Interior finishes and furnishings

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

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

### Limitations

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

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

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

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

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

## Fire Regulations for Exhibitors

### Obstructions

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

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

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

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

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

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

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

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

### Electrical equipment and connections

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

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

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

## Fire Regulations for Exhibitors

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

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

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

**Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.**

### Portable spotlights

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

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

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

### Procedures during set-up and dismantling of shows

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

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

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

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

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

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

## Fire Regulations for Exhibitors

### **Ceiling suspended items**

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

### **Emergency procedures**

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

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

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

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

## Fire Safety Reply

Event: \_\_\_\_\_

Complete and return by: \_\_\_\_\_

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

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

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

Details:

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

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

Exhibitor / Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Booth #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

## Emergency Procedures

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

### IN CASE OF FIRE EMERGENCY

#### IF YOU SEE FIRE OR SMOKE

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

### IN CASE OF FIRE ALARM

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

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

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

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

**Remain calm...Do not use elevators**

### IN CASE OF A MEDICAL EMERGENCY

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

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

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

## Exhibitors Parking Pass Order Form

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

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_ / \_\_\_\_ NAME ON CARD: \_\_\_\_\_  
mm yy

CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_

VISA MASTERCARD AMERICAN EXPRESS

Select one: Mail passes to address above (only orders received 14 days prior to event move-in will be mailed free of charge)

If alternative address, please contact Exhibitor Services at [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

Pick up on-site.

(Please indicate number of passes required in the table below) Prices below are in effect as of April 1, 2016 to March 31, 2017.

Advanced Rate "Early Bird" Discount	Regular / On-site rate	Dates	License plate
"Early Bird" Rates End:	On-site Rates Start:	Please list dates for parking pass.	Please advise plate #. If unknown enter TBA
_____ 1-Day @ \$18.00 = \$ _____	_____ 2-Day @ \$50.00 = \$ _____	Valid: _____	_____
_____ 2-Day @ \$32.00 = \$ _____	_____ 3-Day @ \$75.00 = \$ _____	Valid: _____	_____
_____ 3-Day @ \$48.00 = \$ _____	_____ 4-Day @ \$100.00 = \$ _____	Valid: _____	_____
_____ 4-Day @ \$64.00 = \$ _____	_____ 5-Day @ \$125.00 = \$ _____	Valid: _____	_____
_____ 5-Day @ \$80.00 = \$ _____	Other: _____ \$ _____	Valid: _____	_____
Other: _____ \$ _____		Valid: _____	_____
<b>TOTAL: \$ _____</b>	<b>TOTAL: \$ _____</b>	<b>GRAND TOTAL:</b>	

- All orders with **more than one pass** must be picked up by one main contact person.
- **Multiple** day parking pass rates are available for two or more consecutive days. Multiple day parking passes allow for in / out privileges, starting at 7:00am until 7:00am the following day.
- **One day** parking pass does not allow in / out privileges; one time use only. One day passes are only available to purchase during the early bird time period, no purchase available on-site.
- Parking passes are **non-refundable** and **non-transferable**. The Convention Centre is not responsible for lost passes.
- **Regular parking rates** can be found online at [www.mtccc.com/attendees/parking.aspx](http://www.mtccc.com/attendees/parking.aspx). There are no in / out privileges.
- Rates are subject to change without notice.

There are 1700 garage spaces as follows:

**1200 North Building** – enter from Simcoe St., south of Front St.W. (clearance 6'3", 1.9 m.)

**500 South Building** – enter from Lower Simcoe St., south of Bremner Blvd. (clearance 6'6", 2.0 m.)

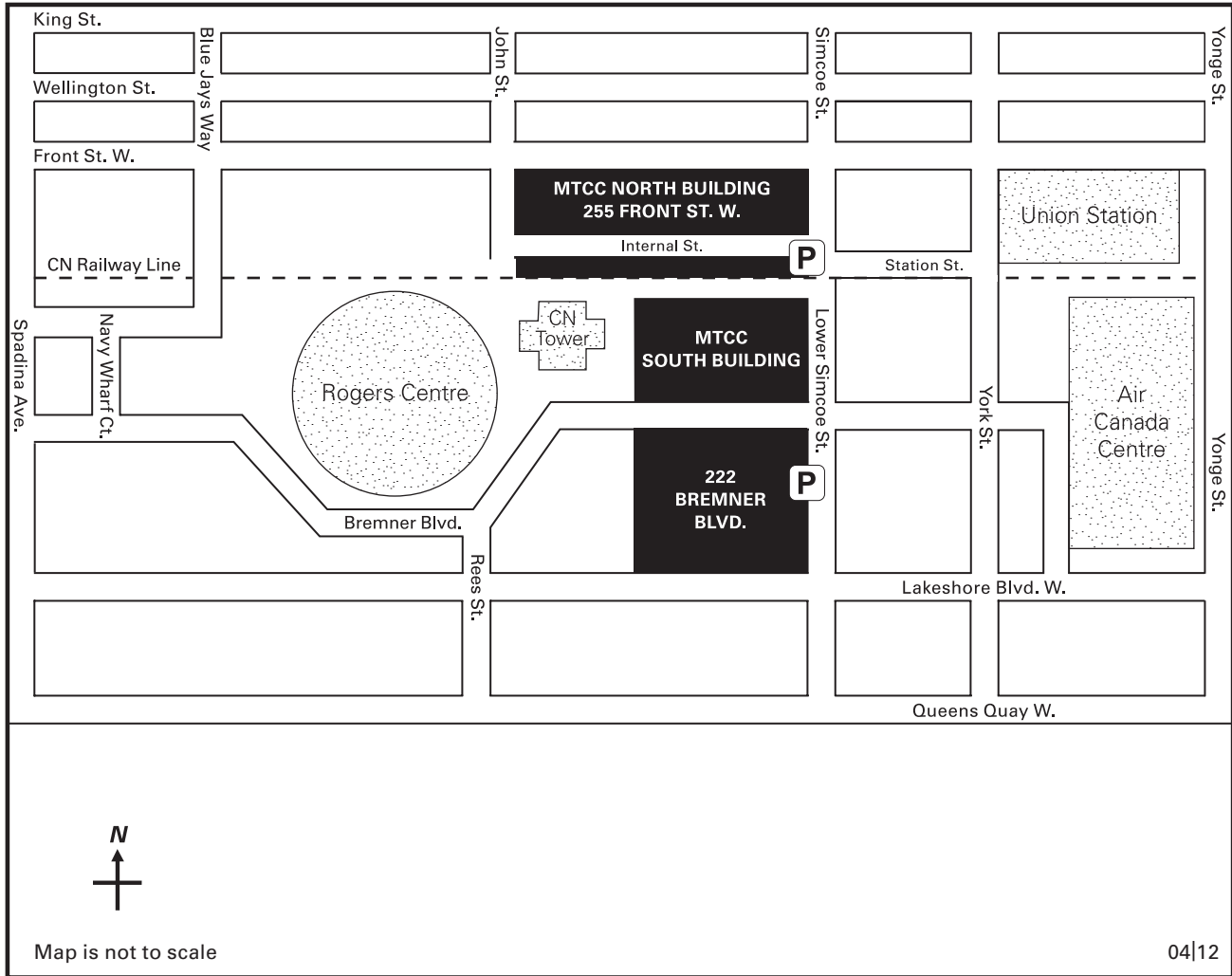
There is an internal walkway adjoining the buildings.

Parking passes are available on a first come first serve basis.

### Where do I pick up my Parking Pass?

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

# Exhibitors Parking Pass Order Form



King St.

Wellington St.

Front St. W.

CN Railway Line

Spadina Ave.

Blue Jays Way

John St.

Simcoe St.

Yonge St.

MTCC NORTH BUILDING  
255 FRONT ST. W.

Internal St.

Station St.

Union Station

Rogers Centre

CN Tower

MTCC SOUTH BUILDING

222 BREMNER BLVD.

Lower Simcoe St.

York St.

Air Canada Centre

Bremner Blvd.

Rees St.

Lakeshore Blvd. W.

Queens Quay W.

N

Map is not to scale

04/12

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

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



## Janitorial Service Order Form

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

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

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ NAME ON CARD: \_\_\_\_\_  
 CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_  
 VISA      MASTERCARD      AMERICAN EXPRESS

**RATES** (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets) **Rates are subject to change without notice.**

The rates are based on gross booth area. Prices are in Canadian funds. **Advanced Rate "Early Bird" Discount END:** \_\_\_\_\_

**NOTE:** cleaning will be done prior to show opening on the dates required.

Rate Type	Advanced Rate "Early Bird" Discount	Regular / On-site Rate	Total sq ft	Total Days	Cost (\$)	Required Dates
<b>ONE Clean Only</b> (minimum charge \$42.00)	24 ¢/sq ft	30 ¢/sq ft	x _____	x _____	1 Day = \$ _____	_____
<b>Daily Cleaning (must be more than one clean)</b>						
under 1000 sq ft	18 ¢/sq ft	23 ¢/sq ft	x _____	x _____	Day(s) = \$ _____	_____
1001-2500 sq ft	17 ¢/sq ft	22 ¢/sq ft	x _____	x _____	Day(s) = \$ _____	_____
2501-5000 sq ft	15 ¢/sq ft	19 ¢/sq ft	x _____	x _____	Day(s) = \$ _____	_____
5001-10,000 sq ft	14 ¢/sq ft	18 ¢/sq ft	x _____	x _____	Day(s) = \$ _____	_____
10,001 sq ft + over	13 ¢/sq ft	17 ¢/sq ft	x _____	x _____	Day(s) = \$ _____	_____
Steam Cleaning	23 ¢/sq ft	29 ¢/sq ft	x _____	x _____	Day(s) = \$ _____	_____
Large Waste Receptacle			\$15/day	x _____	Day(s) = \$ _____	_____
Additional waste removal available on request Please provide details below under "Special Requirements" (including number of pickups and booth size) and a quote will be sent to you.						
Additional exhibit cleaning is available (minimum 4 hours)						
			\$53.00/hr	x _____ hrs	= \$ _____	_____

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

**Special Requirements:**

**ALL ORDERS MUST BE PREPAID IN FULL**

AUTHORIZED CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ 20\_\_\_\_

SUB-TOTAL: \_\_\_\_\_

HST 13%: \_\_\_\_\_

**TOTAL PAID:** \_\_\_\_\_

## Wired Internet Access Form

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

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ NAME ON CARD: \_\_\_\_\_  
 CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_  
 VISA      MASTERCARD      AMERICAN EXPRESS

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

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



BACK	
LEFT	RIGHT
FRONT	

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

<b>Wired Internet Access</b> <b>\$895 + 13% HST (Two Devices)</b> <b>Advanced rate "Early Bird" discount – \$795</b> Early Bird rate ends 14 days prior to event moving into the building / contracted space and is <u>not</u> specific to exhibitors move-in.  <b>\$150 + 13% HST (Additional Devices)</b> There is no advanced rate for Additional Devices Client is responsible for running any additional cables to provide multiple connections  Please specify DHCP ("Private") IP addressing or Static ("Public") IP addressing. The MTCC requires that clients have administrative rights to all devices that will be connected to the network		• Wired Internet access includes one Cat5 cable installed in the clients booth and includes access for two devices: <div style="display: flex; justify-content: space-around;"> <div># Required – Private <input type="text"/></div> <div>OR</div> <div># Required – Public <input type="text"/></div> </div> • Additional devices (one IP address needed per device): <div style="display: flex; justify-content: space-around;"> <div># Required – Private <input type="text"/></div> <div>OR</div> <div># Required – Public <input type="text"/></div> </div>	
<b>Equipment Rental</b>		10/100mb 16 Port Switch \$65.00 ea. +13% HST	# Required:
		Data Cable (50 foot) \$20.00 ea. +13% HST	# Required:
Please indicate any special services required:			

### Important Information:

- Wired internet orders must be received at least 48 hours prior to event move-in.
- Wired Internet access provides only one network connection into a booth. The customer must provide or rent a hub or switch and cables for additional device connections.
- There are no refunds for orders cancelled after event has commenced, or services installed and not used during an event (no exceptions).
- Prices are based on current rates and are subject to change without notice.
- Claims will not be considered unless submitted by customer prior to the end of the event.

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

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



## Wireless Internet Access Form

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

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ NAME ON CARD: \_\_\_\_\_  
CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_  
VISA MASTERCARD AMERICAN EXPRESS

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

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

### Wireless Internet Access

**\$395 + 13% HST (First Access Code)**

**\$150 + 13% HST (Additional Access Codes)**

Connection to the MTCC internal wireless network requires a wireless enabled device

One wireless access code is required per device

Codes can only be used by one device at time.  
Codes are transferable.

Wireless should not be ordered for devices that will be contained within an enclosed structure

**Due to general interference in the 2.4 Ghz (b/g/n) radio band, it is required that devices be set to use the Wi-Fi protocols in the 5 Ghz (a/n, ac) radio band.**

# Required

### Important Information:

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

**Equipment Available for Purchase  
(if required and subject to availability)**

**5 Ghz Wireless Adapter \$75.00 ea. +13% HST**

(must have administration rights to device)

# Required:

Please indicate any special services required:

There are no refunds for orders cancelled after show has commenced, or services ordered are not used during an event (no exceptions). Prices are based on current rates and are subject to change without notice. Claims will not be considered unless submitted by customer prior to the end of the event.

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

### Metro Toronto Convention Centre Use Only

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

HST #12140 3141 RT0001

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

## Internet Services Terms and Conditions

1. **Payment Terms:**
  - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than fourteen (14) days for Internet – Network Services **PRIOR** to the show / event move-in.
  - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and / or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
  - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
  - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s) / equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show / event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware / software / set-up / configuration and / or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show / event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show / event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show / event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone / data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require either a wireless code, IP address, or per device fee that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. Installation of such devices will result in the immediate termination of services ordered without refund.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
  - Wireless / System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
  - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
  - Client must provide their own 5 Ghz 802.11 a/n or ac.
  - Wireless Internet access utilizes a shared medium and an unlicensed radio spectrum. As such, contention and interference can have a significant impact on connection rates. The MTCC requires using 5 Ghz (a/n, ac) devices to mitigate these problems. The MTCC does not guarantee service levels on the 2.4 Ghz (b/g/n) radio band.
  - The MTCC requires that clients have administrative rights to all devices that will be connected to the network.
  - Use of Wi-Fi rebroadcasting devices (such as Mi-Fi devices) is strictly prohibited.
  - Use of routers is not permitted without permission from the Telecommunication Department.
  - Do not activate hotspots from personal devices as this adds to general interference in the area.
21. **Internet service requirements / client responsibilities – It is the responsibility of the client to provide the following:**
  - Computers, workstations, etc.
  - Standard Ethernet Network Interface Card (RJ45 Interface or wireless adapter) for each computer.
  - Proper configuration of computer equipment for TCP/IP connection.
  - Electrical services for your booth, room, or service location.
  - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.
  - Internet services are provided without any warranties. The MTCC and its' Internet service provider are unable to guarantee uninterrupted service, or that the information accessed through the Web will be free from worms, viruses, Trojan Horses, or other harmful malware. The MTCC shall have no liability whatsoever for claims, losses, actions, damages, suits, or proceedings resulting from other users accessing your hardware; security breaches; eavesdropping; interception of traffic being sent or received. Nor shall the MTCC hold any liability for the loss or deletion of files, errors, defects, delays in operation and transmission. The service speed can vary depending on location, line quality, inside wiring, Internet traffic, and other factors beyond the control of the MTCC. The MTCC provides the service on a "best effort" standard and does no guarantee upload or download speeds. Users agree not to post or transmit any unlawful, threatening, abusive, libelous, defamatory, profane, obscene, pornographic, or racist information, or malware of any kind.

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

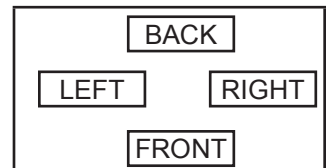
## Telecommunication Services Order Form

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

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_ / \_\_\_\_ NAME ON CARD: \_\_\_\_\_  
CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_  
VISA      MASTERCARD      AMERICAN EXPRESS

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

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



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

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

**\$225.00 + 13% HST**

**Advanced rate "Early Bird" discount – \$200.00**

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

Please Indicate Amount of Lines Needed For Type of Service Required

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

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

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

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

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

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

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

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

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

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

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

#### Metro Toronto Convention Centre Use Only

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

## Telecommunication Services Terms and Conditions

1. **Payment Terms:**

- Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than fourteen (14) days **PRIOR** to event move-in for Telecommunication Services.
- Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
- Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
- Refunds for overpayment will be processed by the MTCC's Accounting Department 15-30 days after the show's closing date.
- Order form prices do not include Local Taxes. Taxes will be included on the final bill.

2. Prices are subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

T: (416) 585-3596 | F: (416) 585-8275 | E: [telecommunications@mtccc.com](mailto:telecommunications@mtccc.com) | [www.mtccc.com](http://www.mtccc.com)



## Exhibitor Catering Daily Order Form

### Terms and Conditions

#### Exclusivity:

- The Metro Toronto Convention Centre (MTCC) is the exclusive supplier of Food & Beverage services. No other products can be brought into our building, this includes bottled water.
- A more extensive menu is available on our website at [www.mtccc.com](http://www.mtccc.com) or please call a Catering representative at (416) 585-8144.
- To ensure availability of menu items, we encourage you to place your order 10 business days prior to your scheduled event.

#### Billing and Cancellations:

- 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 to be considered as confirmed.
- Any orders received within three (3) business days are subject to a 15% surcharge.
- Should any orders be cancelled with less than five (5) business days of notice, the total amount of the order will be charged fully.
- All menu prices are subject to change at any time; this also includes administrative charges and sales tax.
- Full payment of the total estimated food and beverage and signed contract (BEO) is due at least one (1) week prior to the first scheduled food function.
- Event pre-payments of less than \$5000.00 can be processed by credit card. All other payment must be by company cheque or wire transfer.
- On-site orders will require payment by credit card.

### Employees, Service and Labour:

- Catering employees will deliver food and beverage, service, and clean related areas.
- Catering personnel are not permitted to perform any non-food service related duties or act as badge checkers or ticket takers.
- On-site orders are subject to additional banquet labour charge of \$120.00 per delivery.
- Each booth delivery must be a minimum of \$60.00 (before taxes and administrative charges) or a \$25.00 fee applies. Booth orders on a Statutory Holiday are subject to a 5% increase on listed items.
- All prices are quoted in Canadian dollars, subject to 18% administrative charges, 13% HST. An administrative charge (18%) is added to your bill for this catered event / function (or comparable service). 6.65% of the total amount of this charge is used to defray the cost of house expenses and will be maintained by the MTCC. 11.35% of the total amount of this administrative charge is distributed to employees providing the service including servers, bartenders and porters.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$45.00 / hour, minimum 4-hour shift.
- For all booth deliveries, compostable and disposable utensils are included in the menu prices. Additional charges may apply for tables, linen, chinaware and glassware.

#### Instructions:

- Step 1** Fill out the contact & billing information (Page 2)
- Step 2** Set the quantity for the desired menu items to calculate totals for each item, and to generate a grand total (Page 3-7)
- Step 3** Fill out the credit card form attached
- Step 4** Save and submit this file electronically to your MTCC representative
- Step 5** Once complete, scan and email this form directly to MTCC at [catering@mtccc.com](mailto:catering@mtccc.com).

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



## Exhibitor Catering Daily Order Form

Booth #: \_\_\_\_\_

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Postal Code / ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

BILLING INSTRUCTIONS: ☐ Cheque ☐ Credit Card\* ☐ Wire Transfer

\*Credit cards accepted only for orders under \$5,000.

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_ / \_\_\_\_ NAME ON CARD: \_\_\_\_\_  
mm yy

CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_

Delivery Date:	Delivery Time:	Number of People:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Notes:



## Exhibitor Catering Daily Order Form

A-la-Carte Beverages	Quantity	Price	Total
Coffee (gallon)			
Tea (gallon)			
Decaf coffee (gallon)			
Brewed iced tea (gallon)			
Lemonade (gallon)			
Assorted soft drinks			
Bottled water			
Sparkling water			
Bottled juices			
Infused water station (9 Litre) orange-lemon-lime / cucumber-mint			

Specialty Items	Quantity	Price	Total
Nespresso machine 1-day show* (200 servings per day)			
Nespresso machine 2-day show* (200 servings per day)			
Nespresso machine 3-day show* (200 servings per day)			
Nespresso machine 4-day show* (200 servings per day)			
Professional Cappuccino Machine with Barista* (unlimited coffe)			
Full day show (10 hours max)**			
Half day show (5 hours max)**			
Popcorn machine (includes 900 20-gram servings)*			
Pretzel cart (includes 50 pretzels)*			

**\*NOTE:** power & labour not included in the above pricing. Requires 110V - 20amp power.

**\*\*Must supply:** floorplan of booth indication location for set up, countertop or table, set up 1 hour prior to the scheduled start time.

From the Bakery / Pantry	Quantity	Price	Total
Fruit breads (loaf)			
Two-bite scones (dozen)			
Coffee cake (loaf)			
Decadent chocolate brownies & blondies (dozen)			
Homestyle cookies (dozen)			
Cupcakes with logo (dozen)			
Cupcakes (dozen)			
Mini French pastries (dozen)			
Mini muffins (dozen)			
Breakfast bundle (croissant / danish / juice / coffee & tea) (minimum 10 people)			
Granola & cereal bars			

## Exhibitor Catering Daily Order Form

From the Bakery / Pantry (continued)	Quantity	Price	Total
Whole fruits			
Chewy homestyle powers bars (dozen)			
Kettle chips per person			
Retro ice creams (per person)			
Gelato fresco fruit tubes			
Individual bag of popcorn			
Individual bag of chips & pretzels			
Individual bag of dried fruits & nuts			
Individual yogurt			

Lunch	Quantity	Price	Total
<b>Assorted Sandwiches*</b>			
<b>Working Lunch Option #1* (minimum order 20)</b> Soup, 1 salad selection, 3 sandwich selections, dessert, coffee & tea			
<b>Working Lunch Option #2* (minimum order 20)</b> Soup, 2 salad selections, 4 sandwich selections, dessert, coffee & tea			
<b>Boxed Lunch* (minimum order 20)</b> 1 salad selection, 3 sandwich selections, dessert			

\*Visit [www.mtccc.com/planners/food/menu/lunch.aspx](http://www.mtccc.com/planners/food/menu/lunch.aspx) for details and specify your selections at the end of this form.

Water Service	Quantity	Price	Total
Rental price for water dispenser is per event based on a three day show and begins on the first day of delivery, not the first day of usage. Client to provide power (110 volts, 15 amp)			
Water dispenser			
18.5 litre water jug			

Ice Delivery	Quantity	Price	Total
Bus pan of ice (25 lbs)			

Platters	Quantity	Price	Total
Selection of artisan cheeses (20 portions)			
Seasonal market vegetable platter (20 portions)			
Fresh fruit platter (per person)			
Antipasto platter (20 portions)			
Rustic bread display (20 portions)			
Charcuterie platter (20 portions)			

## Exhibitor Catering Daily Order Form

Reception Items (minimum 3 dozen per item)	Quantity	Price	Total
Smoked Blue Haze cheese, rhubarb compote on ficelle (dozen)			
Fine ratatouille & green bean salad, goat cheese polenta cake (dozen)			
Asian soft spring roll selection & futomaki (dozen)			
Mini shrimp & scallop salad, vine tomato salsa (dozen)			
Romaine wrapped prosciutto ficelle, creamy garlic drizzle (dozen)			
Mini opened face Atlantic smoked salmon potato rösti, Boursin cheese (dozen)			
Beef carpaccio, parmesan feather, truffle paste on crostini (dozen)			
Lobster salad, fennel citrus slaw (dozen)			
Poached tiger shrimp, vodka tomato gazpacho shooter, celery stick swizzle (dozen)			
Prosciutto wrapped figs, chocolate dipped walnuts, mascarpone cheese and honey drizzle (dozen)			
Smoked King Cole duck, white navy bean hummus, apple radicchio slaw, toasted crostini (dozen)			
Mushroom rosemary scone, brie, tomato confit (dozen)			
Braised short rib, leeks & smoked Gouda micro Yorkie, pepper scallion salsa (dozen)			
Mini empanadas (beef stuffing OR root vegetable soffrito stuffing) (dozen)			
Stuffed veal meatballs, charred red pepper jam, three cheese gratinée on baked brioche (dozen)			
Mini lobster chorizo pané, wilted leek & jack cheese with herb aioli (dozen)			
Slow roasted pulled pork on savoury cheddar cheese waffle, sticky bourbon BBQ sauce (dozen)			
Vegetarian spring rolls, Thai chili sauce (dozen)			
Vegetable samosas, tamarind chutney (dozen)			
Fried chicken slider, coleslaw (dozen)			
Trio of dim sum with sauces (dozen)			
Mushroom cappuccino (dozen)			
Beer & aged cheddar croquettes, smoky tomato ketchup (dozen)			

## Exhibitor Catering Daily Order Form

Stations	Quantity	Price	Total
<b>Candy Station (serves 100ppl)</b> Assortment of sweets displayed in a clear bowls Select five (5) of the following: Licorice nibs, m&m's, gummy bears, yogurt-covered raisins, jolly ranchers, jube jubes, sour gummy worms, chocolate <i>(Includes displays bowls / jars, scoops and paper candy bags)</i> <i>3x2 feet counterspace required</i>			
<b>Trail Mix Station (serves 100ppl)</b> Selection of nuts and savoury snacks Includes: assorted nuts, pretzel sticks, dried cranberries, yogurt chips, raisins, dark chocolate & banana chips <i>(Includes displays bowls / jars, scoops and bamboo cones)</i> <i>3x2 feet counterspace required</i>			
<b>Chocolate Break (serves 100ppl)</b> Assorted chocolate bark, chocolate silk pops, milk chocolate fondue with fruits & lemon cake cubes <i>4x2 feet counter space required</i>			
<b>Cupcake Station (dozen)</b> Decorate your own cupcakes with creative edible toppings <i>4x3 feet counter space required</i>			
<b>Gourmet Snack Bar (serves 100ppl)</b> Fresh kettle chips, salts & dips, Muskoka firewood honey bar nuts, wasabi peas, pretzel rods <i>3x2 feet counter space required</i>			
<b>Hot Chocolate (50 cups)</b> Local organic 2% milk infused with dark chocolate and topped with marshmallows, chiselled chocolate and spun cream <i>4x3 feet counter space required</i>			
<b>Retro Ice Cream / Novelty Bar Chest (dozen)</b> Ice Cream Chest included <i>4x3 feet counter space required</i>			
<b>Nacho Bar with Tex-Mex (serves 100ppl)</b> Condiments and dips <i>4x3 feet counter space required</i>			
<b>Charcuterie, cheese, antipasto selection, artisan bread &amp; crostini (serves 100ppl)</b> <i>4x3 feet counter space required</i>			

Labour Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
Booth Attendant				

## Exhibitor Catering Daily Order Form

Host Bar	Quantity	Price	Total
All alcohol sales and consumption in the Metro Toronto Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors and event participants from removing alcohol from the premises.			
<b>Featured brands (1 oz)</b>			
<b>Canadian beer / ale</b>			
<b>Imported &amp; Premium beer</b>			
<b>Liqueurs (1 oz)</b>			
<b>Wine by the glass</b>			
<b>Sparkling water (300 ml)</b>			
<b>Soft drinks</b>			
<b>Domestic Beer by the Keg (50 litre)</b>			
<b>Imported Beer by the Keg (50 litre)</b>			

Bartender Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
A bartender is required to distribute all alcoholic beverages.				

*Client to supply a 6'x4' work space, trash removal and clean-up, and power for keg units (110V).*

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

<b>Subtotal</b>	
<b>18% Administrative Charge</b>	
<b>13% HST</b>	
<b>Total (\$CAD)</b>	

### Notes:



## Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation (MTCC) has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

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

### General Conditions for Sampling Food & Beverage

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

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

Date: \_\_\_\_\_ month/day/year Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Event Room / Hall: \_\_\_\_\_

Item and purpose of distribution (include quantity, portion size, method of dispensing and food vessel used) Please note the exclusion of any of this information may result in a delayed approval process. Matron service or booth cleaning charges may apply.

### MTCC USE ONLY:

Approved: Yes ☐ No ☐ MTCC Manager's Signature: \_\_\_\_\_

# Business Centre Price List

## Services Hours:

**North Building (Level 300)**

Mon – Fri: 8:00am – 5:00pm

T: (416) 585-8387

**South Building (Level 800)**

Mon – Fri: 8:30am – 4:30pm

Items	(\$)
2-Way Telephone Duplex Jack	8.00
2GB USB Flash Drive	10.00
Adjustable Wrench	15.00
Bubble Wrap (various sizes)	1.00-10.00
Batteries (AA – per battery)	2.00
Batteries (AAA – per battery)	2.00
Cable Adaptor USB	10.00
Calculator	10.00
Clip Boards	5.00
DVD-R Recordable Disc	8.00
<b>Envelopes</b> (per envelope)	
Large	2.00
Small	0.50
File Folder	2.00
Fire Extinguisher (rental)	30.00
<b>Frame</b> (plastic)	
Large	20.00
Small	10.00
Glass Bowl	10.00
Glue Stick	3.00
Hammer	15.00
Hard Hat	25.00
HDMI Cable	50.00 - 60.00
Highlighter (yellow, pink, orange, green)	3.00
Metal Utility Cutter	10.00
Name Badge Holders	3.00
Needle Nose Pliers	15.00

Items	(\$)
Notepad	7.00
Packing Tape	8.00
Paper (one package)	10.00
Paper Clips (any size)	5.00
Pen (per pen)	2.00
Plastic Bowl	1.00
Plastic Paper Protectors (10 per pack)	5.00
Push Pins (one box)	5.00
Receipt Book	5.00
Report Cover	2.00
Rubber Bands	5.00
Ruler	2.00
Safety Glasses	12.00
Scissors	6.00
Scotch Tape	5.00
Screwdriver	15.00
Screwdriver Set	10.00
Sharpie Marker	3.00
Stapler	15.00
Staples (one box)	8.00
Staples (one row)	1.00
Stapler Remover	2.00
Sticky Notes	3.00
Tablecloth	10.00
Tent Cards (100 cards)	6.00
Transferite Tape (indoor Scotch Tape)	10.00
Trans-select Rolls	3.00
USB iPod Extensions	8.00

<b>Fax Service</b>		(\$)
Local		3.00 first page /1.00 each additional page
Long Distance (Canada & United States)		5.00 first page /1.50 each additional page
International (Overseas)		8.00 first page /1.50 each additional page
Incoming Fax		3.00 first page /1.00 each additional page

<b>Photocopies</b>	
Black & White – Single-sided	0.30 each
Black & White – Double-sided	0.35 each
Colour – Single-sided	1.00 each (North Building only)
Colour – Double-sided	1.50 each (North Building only)

<b>Document Printing</b>	
From Disk or USB Flash Storage Memory Stick	0.30 per page
Printing from Exhibitor Services Email Address	1.00 per page

<b>Document Scanning</b>	
	5.00

<b>Small Parcel Service</b> (outbound)	
Letter Handling Fee	15.00
Boxes / Cylinders Handling Fee	40.00

## Canada Customs Regulations

### **Customs Regulations and Customs Bonds**

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

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

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

### **Material accompanying exhibitors**

#### **Hand baggage**

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

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

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

#### **Private Vehicle**

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

#### **Imported Advertising Material (including give-away samples)**

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

#### **Bonded Goods Sold at the Show**

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

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

Exhibitors wishing to contact Canada Customs directly may call:

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

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



## Rigging Policy / Overhead Work

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

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

### **Worker Competency, Training, and Certification**

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

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

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

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

### **Equipment, Tools and Hanging Components**

At all times, small hand tools should be connected via a safety cable that prevents accidental dropping.

Portable radios / phones must be sheathed in a secure holster with similar safety hook-up.

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

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

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

Rigging Plot submit to:

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

T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com

## Rigging Policy / Overhead Work

### Control of the Work Area

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

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

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

### Production Schedule / Rig Plot Approval

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

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

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

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

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

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

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

Rigging Plot submit to:

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

T: (416) 585-8148 | E: [smuncaster@mtccc.com](mailto:smuncaster@mtccc.com) | [www.mtccc.com](http://www.mtccc.com)



## Rigging Load Release Form

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

These rigging point loads do not exceed the pre-approved point loads limits provided on each of the Metro Toronto Convention Centre drawings.

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

Name of Event: \_\_\_\_\_

Location of Event at the Metro Toronto Convention Centre: \_\_\_\_\_

Event move-in date/time: \_\_\_\_\_

Event move-out date/time: \_\_\_\_\_

Company Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by the Metro Toronto Convention Centre: \_\_\_\_\_

Metro Toronto Convention Centre Director: \_\_\_\_\_

**Please complete this Rigging Load Release Form and send by email to [rigform@mtccc.com](mailto:rigform@mtccc.com).**

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

Return completed form to:

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

T: (416) 585-8148 | E: [smuncaster@mtccc.com](mailto:smuncaster@mtccc.com) | [www.mtccc.com](http://www.mtccc.com)



## Helium Authorization Request

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

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

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

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

### Particulars

Event/Show Name: \_\_\_\_\_

Size of each balloon: in diameter \_\_\_\_\_

Number of balloons: \_\_\_\_\_

Description of set up: \_\_\_\_\_

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

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Show Manager Authorization Date

\_\_\_\_\_  
Metro Toronto Convention Centre Authorization Date



## Propane Cylinders & Gas Appliances

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

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

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

Phone: (416) 585-8278

Fax: (416) 585-8125

Email: mgenier@mtccc.com

The following guidelines must be adhered to:

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

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

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Company: \_\_\_\_\_ Booth #: \_\_\_\_\_



## Animal Authorization Request

In accordance with the Metro Toronto Convention Centre Operating Guidelines:

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

The following rules must be abided by:

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

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

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Show Manager Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Metro Toronto Convention Centre Authorization

\_\_\_\_\_  
Date



## ONTARIO PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

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

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

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

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

### Permission to Show:

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

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

### Permission to Energize – Trade Shows only:

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

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



## APPLICATION FOR PERMISSION TO SHOW

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

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

Fax: 1 (800) 667-4278  
Email: esa.cambridge@electricalsafety.on.ca

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

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

### Please provide the following information

#### COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL/ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

#### SHOW INFORMATION

NAME OF SHOW: \_\_\_\_\_

SHOW LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SHOW DATES: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

BOOTH #: \_\_\_\_\_ CONTACT AT SHOW: \_\_\_\_\_

#### LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN

Quantity	Manufacturer	Description	Model

The fee is \$60.00 + \$7.80 HST = \$67.80 per booth payable by CHEQUE or CREDIT CARD  
Cheques must be in Canadian funds and made payable to: Electrical Safety Authority

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

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

CardHolder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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





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

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

Fax: 1 (800) 667-4278  
Email: esa.cambridge@electricalsafety.on.ca

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

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

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

The fee is \$139.00 + \$18.07 HST = \$157.07 per piece of equipment  
payable by CHEQUE or CREDIT CARD

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

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

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

CardHolder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## Your MTCC Team Contacts

### Exhibitor Services Centre

Exhibitor cleaning, parking, internet & telecommunication services

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

Phone: (416) 585-8387

Fax: (416) 585-8388

Website: [www.mtccc.com/order](http://www.mtccc.com/order)

### Parking Services

Parking passes available for 2 MTCC lots  
1,700 spaces available, open 24/7

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

Phone: (416) 585-8387

Fax: (416) 585-8388

Website: [www.mtccc.com/order](http://www.mtccc.com/order)

### Catering Services

Catering services available for your booth, exclusively by the MTCC. Consult one of our experienced Catering Specialists to place your order.

Email: [catering@mtccc.com](mailto:catering@mtccc.com)

Phone: (416) 585-8144

### Business Centre Services

Available services include: Printing, photocopying, outbound courier services, stationary supplies and faxing.

Email: [businesscentre@mtccc.com](mailto:businesscentre@mtccc.com)

Phone: (416) 585-8387

### Showtech Electrical

Exclusive provider of electrical services, display lighting and banner hanging.

Email: [sales@showtech.ca](mailto:sales@showtech.ca)

Phone: (905) 283-0550

### Internet & Telecommunication Services

In-house Telecommunications Specialists

Email: [telecommunications@mtccc.com](mailto:telecommunications@mtccc.com)

Phone: (416) 585-3596

Fax: (416) 585-8275

Website: [www.mtccc.com/order](http://www.mtccc.com/order)

### Booth Cleaning / Janitorial Services

Interior booth cleaning services (vacuum, dust, mop, wastebasket removal) are exclusive to the MTCC.

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

Phone: (416) 585-8387

Fax: (416) 585-8388

Website: [www.mtccc.com/order](http://www.mtccc.com/order)

### Fire Safety Officer

Exhibits are to meet the Ontario Building & Fire Code as outlined in the enclosed forms.

Email: [fsr@mtccc.com](mailto:fsr@mtccc.com)

Phone: (416) 585-8135

### Emergency Services

For immediate assistance in case of emergency, please contact MTCC Security open 24 hours a day, 7 days a week

Phone: (416) 585-8160

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

## **SERVICES WE OFFER:**

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

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

## **PRICING:**

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

## **PAYMENT:**

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

## **ONLINE ORDERING:**

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

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

**ELECTRICAL**

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

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

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

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

**SHOWTECH POWER & LIGHTING contact information:** 416.585.8109

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

### CEILING MOUNTED FIXTURES



#### SOURCE 4 PAR FIXTURE (L575S4)

- Clean, bright and efficient
- Equivalent light output to a 1000 watt quartz floodlight
- Mounting height dependent on ceiling height of the facility
- Covers approximately a 10' x 15' area

### SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)



#### 24 WATT LED BLACK ARM FIXTURE (LLED A)

- Equivalent light output to a 200 watt quartz arm light
- Pure white – ideal for highlighting clothing, jewelry, art, graphics and more
- Attaches to a hard wall



#### 200 WATT BLACK ARM FIXTURE (L200B)

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

### SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)



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

- Equivalent light output to a 450 watt quartz floodlight
- Ideal for fascia lighting
- Clean and attractive lighting system
- Pure white light, excellent way to accent any product
- Attaches to a fascia or hard wall

### FLOOR LIGHTING



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

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

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

SHOW:		DISCOUNT PRICE VALID UNTIL:	
JOB:	DATES:	REGULAR PRICE VALID:	

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

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

### PAYMENT INFORMATION

**This is your official receipt/invoice.** Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Discount Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

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

CEILING MOUNTED FIXTURES				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	SOURCE 4 PAR FIXTURE (L575S4)	\$305.00	\$427.00	

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	24 WATT LED BLACK ARM LIGHT FIXTURE (LLEDA)	\$103.00	\$144.00	
	200 WATT QUARTZ BLACK ARM LIGHT FIXTURE (L200B)	\$97.00	\$136.00	

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	3' TRACK COMPLETE WITH 3 – 24 WATT LED FIXTURES (LT3150)	\$210.00	\$294.00	

FLOOR LIGHTING				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	2 – 24 WATT LED LIGHTS ON A 8' TELESCOPIC STAND (L2150)	\$132.00	\$185.00	

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

**ONLINE ORDERS:** PLEASE VISIT [WWW.SHOWTECH.CA](http://WWW.SHOWTECH.CA), CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

**FAX/EMAIL ORDERS:** PLEASE RETURN COMPLETED ORDER FORMS VIA FAX OR EMAIL TO

### HELPFUL HINTS

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

POWER SUPPLIED AT BACK OF BOOTH	
<b>1500 WATT, 120 VOLT DUPLEX OUTLET (E1500)</b> <ul style="list-style-type: none"> <li>• Approximately 12 amps</li> <li>• Standard office/home outlet with 2 plugs</li> </ul>	<b>15 AMP, 120 VOLT OUTLET (E15A)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 1 plug</li> </ul>
<b>24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 2 plugs</li> <li>• For equipment requiring continuous power</li> </ul>	<b>20 AMP, 120 VOLT OUTLET (E20A)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 1 plug</li> </ul>
SPECIAL UNDERCARPET POWER PLACEMENT – BOOTH LAYOUT FORM IS REQUIRED	
SHOWTECH will place power cords under the carpet to locations specified on your booth layout form. If a layout is not provided, SHOWTECH will place the outlet(s) at our discretion.	
<b>1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U)</b> <ul style="list-style-type: none"> <li>• Approximately 12 amps</li> <li>• Standard office/home outlet with 2 plugs</li> </ul>	<b>15 AMP, 120 VOLT OUTLET (E15AU)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 1 plug</li> </ul>
<b>24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024U)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 2 plugs</li> <li>• For equipment requiring continuous power</li> </ul>	
OVERHEAD POWER – BOOTH LAYOUT FORM IS REQUIRED	
If power is required for a tower, signage suspended from the ceiling, etc. SHOWTECH will drop the power cord(s) from the ceiling to the location(s) specified on your booth layout form.	
<b>1500 WATT, 120 VOLT DUPLEX OUTLET (E1500V)</b> <ul style="list-style-type: none"> <li>• Approximately 12 amps</li> <li>• Standard office/home outlet with 2 plugs</li> </ul>	<b>15 AMP, 120 VOLT OUTLET (E15AV)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 1 plug</li> </ul>
<b>24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024V)</b> <ul style="list-style-type: none"> <li>• Standard office/home outlet with 2 plugs</li> <li>• For equipment requiring continuous power</li> </ul>	
POWER ACCESSORIES	
<b>15FT EXTENSION CORD (E15)</b> <ul style="list-style-type: none"> <li>• Can only be provided if an outlet has also been ordered</li> </ul>	
SERVICE CONNECTIONS	
<p>See the attached Electrical Order Form for standard 120 volt and 208 volt service connections up to 30 amps.</p> <p>Other voltages and amps are available upon request.</p> <p>The ratings placed on equipment will indicate voltage, amps/watts/hp/kw and phasing.</p> <p><b>CONTACT SHOWTECH 3 WEEKS PRIOR TO THE MOVE-IN DATE FOR QUOTATIONS.</b></p>	

**ONLINE ORDERS:** PLEASE VISIT [WWW.SHOWTECH.CA](http://WWW.SHOWTECH.CA), CHOOSE THE “ONLINE ORDERING” TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.



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

SHOW:		DISCOUNT PRICE VALID UNTIL:	
JOB:	DATES:	REGULAR PRICE VALID:	

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

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

**PAYMENT INFORMATION**  
This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Discount Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

STANDARD/HOUSEHOLD OUTLETS (POWER SUPPLIED AT BACK OF BOOTH - NO LAYOUT REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500)	\$162.00	\$227.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15A)	\$193.00	\$270.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024)	\$246.00	\$344.00	
	20 AMP, 120 VOLT OUTLET (E20A)	\$261.00	\$365.00	
OVERHEAD POWER (BOOTH LAYOUT FORM IS REQUIRED)				
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500V)	\$200.00	\$280.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15AV)	\$232.00	\$325.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024V)	\$285.00	\$399.00	
SERVICE CONNECTIONS				
120 VOLT, SINGLE PHASE				
	15 AMP, 120 VOLT, 1 PHASE (CS120115)	\$249.00	\$349.00	
	20 AMP, 120 VOLT, 1 PHASE (CS120120)	\$298.00	\$417.00	
	30 AMP, 120 VOLT, 1 PHASE (CS120130)	\$394.00	\$552.00	
208 VOLT, SINGLE PHASE				
	15 AMP, 208 VOLT, 1 PHASE (CS208115)	\$309.00	\$433.00	
	20 AMP, 208 VOLT, 1 PHASE (CS208120)	\$337.00	\$472.00	
	30 AMP, 208 VOLT, 1 PHASE (CS208130)	\$470.00	\$658.00	
208 VOLT, THREE PHASE				
	15 AMP, 208 VOLT, 3 PHASE (CS208315)	\$383.00	\$536.00	
	20 AMP, 208 VOLT, 3 PHASE (CS208320)	\$454.00	\$636.00	
	30 AMP, 208 VOLT, 3 PHASE (CS208330)	\$646.00	\$904.00	

SPECIAL UNDERCARPET POWER PLACEMENT (BOOTH LAYOUT FORM IS REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U)	\$200.00	\$280.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15AU)	\$232.00	\$325.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024U)	\$285.00	\$399.00	
POWER ACCESSORIES				
	15FT EXTENSION CORD (E15)	\$23.00	\$23.00	

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

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

**ONLINE ORDERS:** PLEASE VISIT [WWW.SHOWTECH.CA](http://WWW.SHOWTECH.CA), CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

**FAX/EMAIL ORDERS:** PLEASE RETURN COMPLETED ORDER FORMS VIA FAX OR EMAIL TO



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

SHOW:		DISCOUNT PRICE VALID UNTIL:	
JOB:	DATES:	REGULAR PRICE VALID:	

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

EXHIBITOR INFORMATION	PAYMENT DETAILS																				
<b>BOOTH #:</b> _____ <b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>CITY:</b> _____ <b>PROV/STATE:</b> _____ <b>CODE:</b> _____ <b>E-MAIL:</b> _____ <b>PHONE:</b> _____ <b>FAX:</b> _____ <b>CONTACT NAME:</b> _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cheque (payable to SHOWTECH) <b>CREDIT CARD #::</b> <table border="1" style="width: 100%;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <b>EXPIRY DATE:</b> _____ / _____ <b>CODE:</b> _____ _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD																				

### PAYMENT INFORMATION

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### SIGN INFORMATION

**TO RECEIVE A QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO 416.585.8255**

**FOR ASSISTANCE CONTACT OUR SITE OFFICE – 416.585.8109**

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

**ALL SIGNS MUST BE HUNG BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP. IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY SHOWTECH.**

**NOTE:** Upon show closing, Exhibitors must remain in their booths until signage can be removed by SHOWTECH and collected by the Exhibitor. SHOWTECH is not responsible for loss or storage of signage at show completion.

Quantity: \_\_\_\_\_ Vertical: \_\_\_\_\_ ↑ Horizontal: \_\_\_\_\_ ↔ Weight: \_\_\_\_\_ lbs.  
 (please specify ft. or in.) (please specify ft. or in.)

### OVERHEAD VIEW OF SIGN/BANNER LOCATION

Back of Booth

Front of Booth

### PLEASE COMPLETE THE FOLLOWING SECTION

- Shape of sign: \_\_\_\_\_  
 (Example – Banner, 3D square, 3D triangle, 3D circle)
- Height from floor to bottom of sign \_\_\_\_\_ ↑
- Material of sign/s \_\_\_\_\_
- Power required \_\_\_\_\_ Amps/Volts \_\_\_\_\_
- Has this sign be hung before at MTCC \_\_\_\_\_
- If yes, which show? \_\_\_\_\_

### QUOTATION ESTIMATE

**(Please complete Sign Information above and return by fax to our Site Office at 416.585.8255 to receive a quotation)**

\$ \_\_\_\_\_ Sign Estimate +13% HST      \$ \_\_\_\_\_ Power cost for sign +13% HST      \$ \_\_\_\_\_ Total Estimate based on information above

Customer's Final Approval/Signature

HST #: R104060264

**ONLINE ORDERS: PLEASE VISIT [WWW.SHOWTECH.CA](http://WWW.SHOWTECH.CA), CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.**

**FAX/EMAIL ORDERS: PLEASE RETURN COMPLETED ORDER FORMS VIA FAX OR EMAIL TO**

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

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

EXHIBITOR INFORMATION	PAYMENT DETAILS																		
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COMPRESSED AIR – MAXIMUM 110 PSI CFM RATING IS REQUIRED FOR ALL COMPRESSED AIR SERVICES				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	0 TO 4 CU. FT. PER MINUTE (MCA1)	\$431.00	\$603.00	
	5 TO 10 CU. FT PER MINUTE (MCA2)	\$636.00	\$890.00	
	11 TO 20 CU. FT. PER MINUTE (MCA3)	\$926.00	\$1296.00	
	21 TO 38 CU. FT. PER MINUTE (MCA4)	\$1089.00	\$1525.00	
NATURAL GAS				
	½" NATURAL GAS CONNECTION (MNG)	\$464.00	\$650.00	
DRAIN				
	GRAVITY DRAIN CONNECTION (MWDGR)	\$328.00	\$459.00	
	PUMPED DRAIN CONNECTION (MWDPM)	\$499.00	\$699.00	

WATER				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	FILL AND DRAIN ONE CONTAINER UP TO 1000 GALLONS TOTAL (MW1000)	\$209.00	\$293.00	
	FILL AND DRAIN ONE CONTAINER UP TO 5000 GALLONS TOTAL (MW5000)	\$332.00	\$465.00	
	FILL AND DRAIN ONE CONTAINER 5000 GALLONS AND OVER (MW5001)	\$414.00	\$580.00	
	½" VALVED COLD WATER CONNECTION (MWCOLD)	\$478.00	\$669.00	
SINK				
	SINK COMPLETE WITH HOT/COLD WATER AND DRAIN CONNECTION (MSINK)	Call for Availability & Quote		
ADDITIONAL AIR-WATER-DRAIN SERVICES				
	ADDITIONAL AIR, WATER OR DRAIN SERVICES (SPLIT SERVICE) (MSPLIT)	\$198.00	\$277.00	

SPECIAL REQUIREMENTS	
SPECIALTY ITEMS SUCH AS HOT WATER TANKS, SINKS OR SPECIAL CONNECTIONS, PLEASE CONTACT 416.585.8109 FOR A QUOTATION.	QUOTED PRICE

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

**ONLINE ORDERS:** PLEASE VISIT [WWW.SHOWTECH.CA](http://WWW.SHOWTECH.CA), CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

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

SHOW:

DATES:

FACILITY NAME:

### EXHIBITOR INFORMATION

BOOTH #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

### INSTRUCTIONS FOR USE

Use the grid below to indicate placement of SHOWTECH services.

- Circle the correct booth type **INLINE** **PENINSULA** **ISLAND**
- Indicate the dimensions of your booth \_\_\_\_\_  
(10x10 – 1 square = 1 foot, 20x20 – 1 square = 2 feet, etc)
- Use bold lines to indicate the outline of your booth
- Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc)
- For overhead and/or undercarpet outlets: Draw an "O" for overhead placement or a "U" for undercarpet placement.
- For Source 4 Par fixtures: Draw arrows to indicate the light direction.
- Sign/Banner Hanging: Draw a line to indicate sign placement.

**This form is ONLY required when ordering services to be placed undercarpet and/or overhead. It is not necessary to indicate back-of-booth services on this form.**

SHOWTECH must receive a booth layout, along with your completed order form, to ensure proper placement of undercarpet and/or overhead services in your booth.

**BACK OF BOOTH**      **Adjacent Booth or Aisle Number:** \_\_\_\_\_

**Adjacent Booth or Aisle Number:** \_\_\_\_\_


**Adjacent Booth or Aisle Number:** \_\_\_\_\_

**FRONT OF BOOTH**      **Adjacent Booth or Aisle Number:** \_\_\_\_\_

# SHOWTECH POWER & LIGHTING

## TERMS & CONDITIONS

### **GENERAL:**

1. The Centre and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Centre's power sources and/or may wish to use while in the building.
2. Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.
3. No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.
5. Customer Account information will not be disclosed to third parties.

### **SERVICE ORDER REQUEST AND PAYMENT:**

6. Order forms must be received with full payment by the Discount Price deadline date to qualify for the Discount Price.
7. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay On Site Pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$40.00 will be required.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, money order or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.
12. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
13. REFUNDS/CANCELLATIONS:
  - a. If services have already been provided at the time of cancellation, original charges will apply.
  - b. No refunds on unused outlets or lights installed as ordered.
  - c. Refunds will not be considered unless the Exhibitor has notified a SHOWTECH representative of any problem with our service or product on site prior to show close.
  - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
  - e. Full refund will be issued on items listed from our order forms if we receive a cancellation notice in writing **on or before** the Discount Price deadline date.
  - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Discount Price deadline date.
14. Third Party Order (Exhibitor Appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event that the named third party E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

### **ELECTRICAL:**

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical Order Form).
16. Island booth outlets will be placed in one main location per exhibitor's floor plan. If a plan is not provided, the outlets will be installed at our discretion.
17. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords are prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wire.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or Electrical Safety Authority approval sticker.
22. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
23. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

### **ELECTRICAL SAFETY REGULATIONS:**

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

### **MECHANICAL:**

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Centre's sources of natural gas, compressed air, water and all connections to drains, must be made by an authorized SHOWTECH tradesperson.
26. Mechanical services are only turned on during Show Hours.
27. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.



## Reilly Security

*Additional Security dedicated to partner space*

<u>Item</u>	<u>Details</u>	<u>Unit</u>	<u>Price</u>
Security	Security Guard	hr	\$20.05
Security	Supervisor (required if 3+ guards on at the same time)	hr	\$23.85

\*Four hour minimum call

\*Please Note: Prices do not include applicable taxes

**For more information contact:**

**Ralph MacEarchern**

Reilly Security

T: 416 585 8200

C: 416 660 2443

F: 416 256 9589

E: : [rm@trgoc.com](mailto:rm@trgoc.com)

**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**
- ✓ **Specialty Furnishings**
- ✓ **GEM Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **Material Handling**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of November 11, 2016 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 H.S.T. when exhibiting in Ontario.

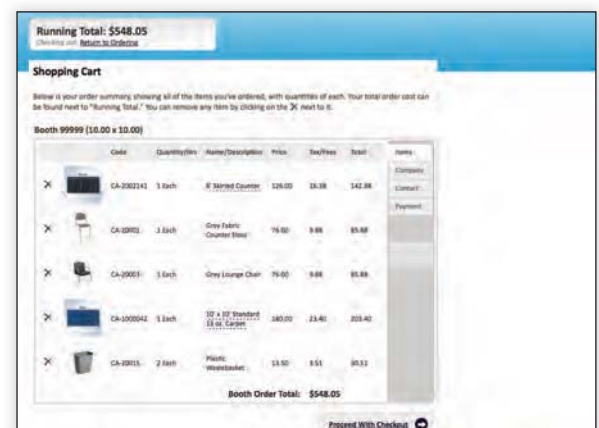
If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500**.



## 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:

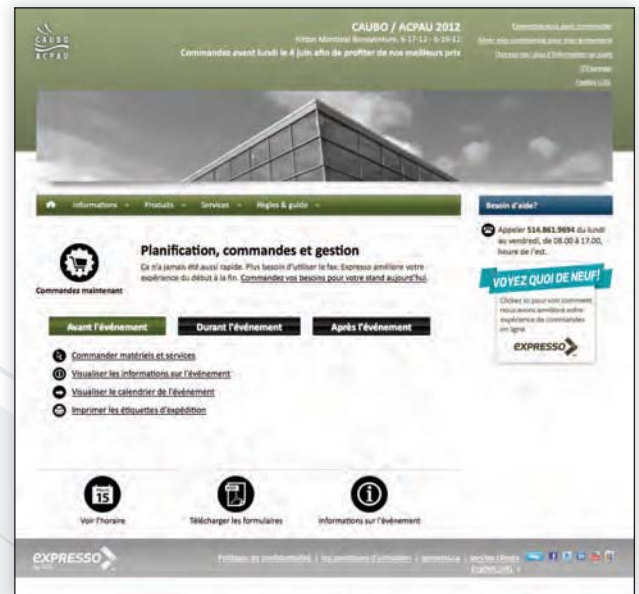
- Booth furniture.
- Carpet and flooring.
- Material handling.
- Booth labour.
- And much more.





## 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.







## CREDIT CARD AUTHORIZATION

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

SHOW: **104th Grey Cup Festival**

### 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**

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torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: **104th Grey Cup Festival**

**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 13% HST ON ALL ORDERS.**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

**Please complete and return this form to: Jolanta Baloniak, 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:** 104th Grey Cup Festival

### GES BANK INFORMATION

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

**Beneficiary's Name:** GES Exposition Services (Canada) Limited  
**Bank Name:** Bank of Montreal  
**Address:** 350 - 7th Avenue SW  
Calgary, AB  
T2P 3N9

IF YOU ARE SENDING  
CANADIAN DOLLARS (\$CDN)



#### EFT/Direct Deposit

Institution code #: 001  
Transit #: 00109  
Account #: 1967-990

IF YOU ARE SENDING  
AMERICAN DOLLARS (\$US)



Institution code #: 001  
Transit #: 00109  
Account #: 4773-410

#### Wire Transfers

Account #: 1967-990  
Beneficiary's Bank: //CC000100109  
Swift Code: BOFMCAM2

Account #: 4773-410  
Beneficiary's Bank: //CC000100109  
Intermediary bank: Wells Fargo Bank (FKA Wachovia)  
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

**Invoice Amount:** \_\_\_\_\_

**Date of Transfer:** \_\_\_\_\_

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

**Total:** \_\_\_\_\_

**Please Note:** Please ensure transfer is made by the deadline date on your Order Form or Quotation.  
Additional charges will be incurred for late payments, and services may be delayed.  
\*Minimum Bank Charges as shown above, reflect GES's bank charges only.  
Any additional wire transfer and EFT fees are the exhibitor's responsibility.



**GES** *Global  
Experience  
Specialists*

# furnishings



Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High  
Starbase Table



30" Round / 18" High  
Coffee Table



4' and 6' Long  
Skirted Counter with White Vinyl Top



4', 6', or 8' Long  
Skirted Table with White Vinyl Top



# furnishings



Coat Tree



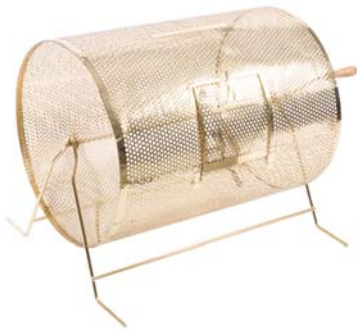
22" W X 28" H  
Chrome Sign Holder  
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket  
(Wall Mountable only,  
not self-standing)



40" W x 20" D x 41" H  
White Counter Storage Unit



Bag Holder 41"H



Stanchions  
6' Belt



Plastic  
Wastebasket





# FURNISHINGS ORDER FORM

SHOW: **104th Grey Cup Festival**
**DISCOUNT PRICE  
DEADLINE DATE:**
**November 11, 2016**

## 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)

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

## FURNISHINGS

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Plastic Contour Chair	<b>\$45.80</b>	\$68.35	
	Grey Fabric Side Chair	<b>\$51.30</b>	\$76.50	
	Grey Fabric Arm Chair	<b>\$65.00</b>	\$98.00	
	Grey Fabric Counter Stool	<b>\$92.00</b>	\$137.00	
	Steno Chair	<b>\$89.00</b>	\$133.00	
	Grey Lounge Chair	<b>\$86.00</b>	\$129.00	
	Starbase Table 30" Round 30" High	<b>\$93.00</b>	\$139.00	
	Coffee Table 30" Round 18" High	<b>\$71.00</b>	\$106.00	
	Coat Tree	<b>\$39.00</b>	\$60.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	<b>\$82.00</b>	\$122.00	
	Easel	<b>\$50.00</b>	\$75.00	
	Gold Ballot Drum	<b>\$96.00</b>	\$143.00	
	Plexi Pocket (wall mountable)	<b>\$37.00</b>	\$56.00	
	White Counter Storage Unit 41" H	<b>\$233.00</b>	\$349.00	
	Bag Holder 41"H	<b>\$74.00</b>	\$111.00	
	1 Pair of Stanchions	<b>\$140.00</b>	\$210.00	
	Plastic Wastebasket	<b>\$17.00</b>	\$26.00	

## 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	<b>\$87.00</b>	\$131.00	
	6 Ft. Long x 2 Ft. Wide	<b>\$103.00</b>	\$155.00	
	8 Ft. Long x 2 Ft. Wide	<b>\$131.00</b>	\$196.00	
	Skirted Fourth Side	Add \$59.00 ea.		

## SKIRTED COUNTER 42" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	<b>\$131.00</b>	\$196.00	
	6 Ft. Long x 2 Ft. Wide	<b>\$148.00</b>	\$222.00	
	Skirted Fourth Side	Add \$59.00 ea.		

## NON SKIRTED TABLES

	<input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft. <input type="checkbox"/> 8 Ft.	<b>\$64.00</b>	\$96.00	
	42" H <input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft.	Add \$60.00 ea.		

## CUSTOM BOOTH DRAPING

☐ BLACK ☐ BLUE ☐ RED ☐ SILVER ☐ WHITE

	3 Ft. High (Per Linear Ft.)	<b>\$12.00</b>	\$18.00	
	8 Ft. High (Per Linear Ft.)	<b>\$16.00</b>	\$25.00	

### 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**  
**13% HST**  
**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  
torontoexhibitorservices@ges.com www.gesexpo.ca

<b>SHOW:</b> <span style="float: right;"><b>104th Grey Cup Festival</b></span>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width:50%; text-align: right;"><b>November 11, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>						
<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>								
EXHIBITOR INFORMATION									
<b>BOOTH #:</b> _____									
COMPANY _____									
STREET _____									
CITY _____ PROV/STATE _____ CODE _____									
E-MAIL _____									
PHONE _____ FAX _____									
CONTACT NAME _____									
CREDIT CARD AUTHORIZATION									
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%; height: 20px;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>									
EXPIRY DATE _____ / _____									
CARDHOLDER NAME _____									
CARDHOLDER SIGNATURE _____									
<input type="checkbox"/> 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	Item #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	<b>C1010</b>	10 Ft. X 10 Ft. Single Booth	<b>\$213.00</b>	\$320.00	
	<b>C1020</b>	10 Ft. X 20 Ft. Double Booth	<b>\$363.00</b>	\$544.00	
<b>COLOUR SELECTION:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)			
If your booth requires a size not listed above, please complete this section.				
<b>CUSTC</b>	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$2.68/Sq. Ft.	\$4.04/Sq. Ft.	
<b>COLOUR SELECTION:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				
Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
<b>CACU</b>	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$1.28/Sq. Ft.	\$1.90/Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
<b>CAPC</b>	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$0.56/Sq. Ft.	\$0.83/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY	
IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> 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.*

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	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



White Leather Stool

Red Leather Stool



Black Leather Stool

Chrome Wireback Stool



White Sculpted  
Leather Chair



White Sculpted  
Leather Loveseat

Also available in black or red

24" Square Chrome/White  
Cocktail Table



30" Round Cocktail Table  
Black Top

30" Square Cocktail Table  
Black Top



Throw Pillows



Available in:



Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)



**GES** / *Global  
Experience  
Specialists*

# 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



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table



24" Round End Table  
Black Top



24" Round End Table  
White Top



32" Round Coffee Table  
Black Top



32" Round Coffee Table  
White Top



Also available in 39" round coffee tables



White Round Tub Chairs

Black Round Tub Chairs



Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

# SPECIALTY FURNITURE ORDER FORM

<b>SHOW:</b> <span style="float: right;"><b>104th Grey Cup Festival</b></span>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width:50%; text-align: right;"><b>November 11, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>
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<b>EXHIBITOR INFORMATION</b>			
<b>BOOTH #:</b> _____			
<b>COMPANY</b> _____			
<b>STREET</b> _____			
<b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____			
<b>E-MAIL</b> _____			
<b>PHONE</b> _____ <b>FAX</b> _____			
<b>CONTACT NAME</b> _____			
<b>CREDIT CARD AUTHORIZATION</b>			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX			
<div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>			
<b>EXPIRY DATE</b> _____ / _____			
<b>CARDHOLDER NAME</b> _____			
<b>CARDHOLDER SIGNATURE</b> _____			
<input type="checkbox"/> 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
	Black Ladder Stool (Cloth Seat)	<b>\$148.00</b>	\$222.00	
	Equino White Stool	<b>\$177.00</b>	\$267.00	
	Leather Stool <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$177.00</b>	\$267.00	
	Chrome Wireback Stool	<b>\$181.00</b>	\$277.00	
	Sculpted Leather Chair <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$255.00</b>	\$384.00	
	Sculpted Leather Loveseat <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$348.00</b>	\$522.00	
	Chrome/White Cocktail Table (24" square top, 42" high)	<b>\$167.00</b>	\$250.00	
	Round Cocktail Table (Black 30" diameter top, 42" high)	<b>\$182.00</b>	\$274.00	
	Square Cocktail Table (Black 30" top, 42" high)	<b>\$182.00</b>	\$274.00	
	Corbusier Leather Chair <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$299.00</b>	\$449.00	
	Corbusier Leather Loveseat <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$391.00</b>	\$588.00	
	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	<b>\$28.00</b>	\$41.00	

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	42" Black Meeting Table (Round)	<b>\$161.00</b>	\$241.00	
	Leather Ripple Sled Base Meeting Chair <input type="checkbox"/> grey <input type="checkbox"/> black	<b>\$132.00</b>	\$198.00	
	Bar Fridge	<b>\$220.00</b>	\$331.00	
	Literature Stand	<b>\$195.00</b>	\$240.00	
	White Meeting Chair	<b>\$129.00</b>	\$193.00	
	72" Chrome & White Meeting Table	<b>\$238.00</b>	\$388.00	
	Round Meeting Chairs <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$116.00</b>	\$175.00	
	24"x48" Coffee Table <input type="checkbox"/> white top <input type="checkbox"/> black top	<b>\$174.00</b>	\$263.00	
	24" Round End Table <input type="checkbox"/> white top <input type="checkbox"/> black top	<b>\$139.00</b>	\$209.00	
	Round Coffee Table <input type="checkbox"/> 32" <input type="checkbox"/> 39" <input type="checkbox"/> white top <input type="checkbox"/> black top	<b>\$157.00</b>	\$236.00	
	Round Tub Chairs <input type="checkbox"/> white <input type="checkbox"/> black	<b>\$250.00</b>	\$376.00	
<b>NOTE* 3 Seater Sofa Available Upon Request.</b> <b>On-site orders are subject to availability.</b>				

**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.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# GEM SHOW SPECIAL ORDER FORM

SHOW: <b>104th Grey Cup Festival</b>	<table border="1" style="width:100%"> <tr> <td style="width:50%"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width:50%"><b>November 11, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>
<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>		
<b>EXHIBITOR INFORMATION</b>			
BOOTH #: _____			
COMPANY _____			
STREET _____			
CITY _____ PROV/STATE _____ CODE _____			
E-MAIL _____			
PHONE _____ FAX _____			
CONTACT NAME _____			
<b>CREDIT CARD AUTHORIZATION</b>			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> </div>			
EXPIRY DATE _____ / _____			
CARDHOLDER NAME _____			
CARDHOLDER SIGNATURE _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)			

## GEM SHOW SPECIAL INCLUDES:

• Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Discount Price	Regular Price	Total Price
	SS001	Package A - 10' x 10'	\$899.00	\$1,349.00	
	SS002	Package B - 10' x 20'	\$1,349.00	\$2,024.00	

### PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

Infill Panel Colour: ☐ Black    ☐ Grey    ☐ White    Carpet Colour: ☐ Black    ☐ Grey

(All panel & carpet colours subject to availability.)

Package A Identification Sign to Read: \_\_\_\_\_

Package B Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Custom Header to be added ☐ Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

#### 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.

<b>SUBTOTAL</b>	_____
<b>13% HST</b>	_____
<b>TOTAL</b>	_____
	HST #R104060264

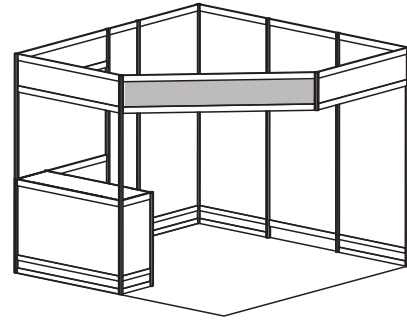
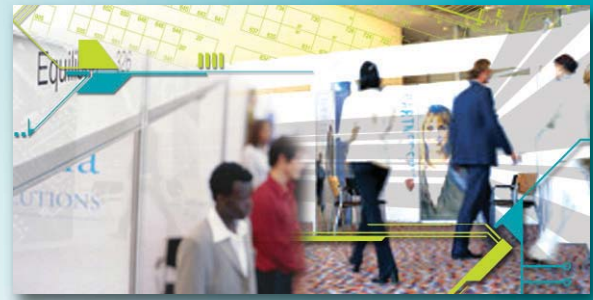
I have read and understand the Terms & Conditions of my Agreement with GES.

\_\_\_\_\_  
Signature

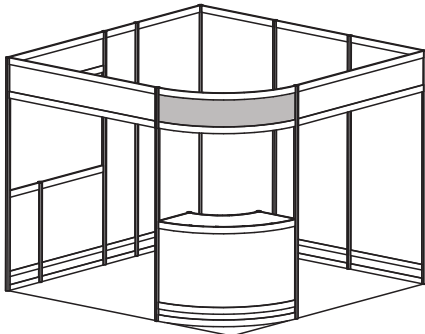
\_\_\_\_\_  
Date



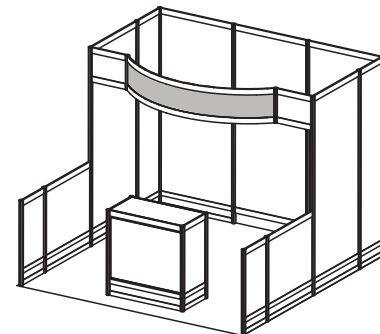
# standard exhibit rentals



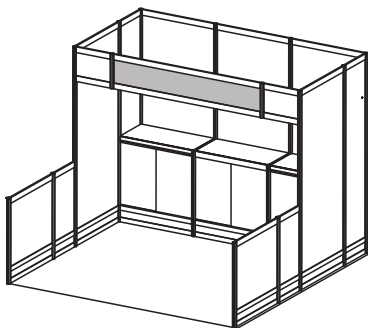
● GEM Model #1 - 10'x10' Corner



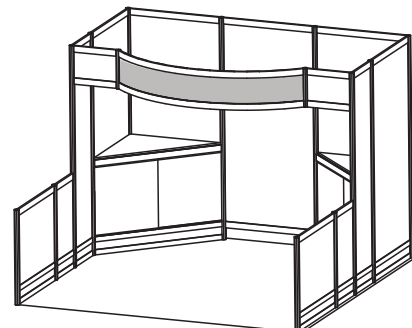
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



● GEM Model #5 - 10'x10'

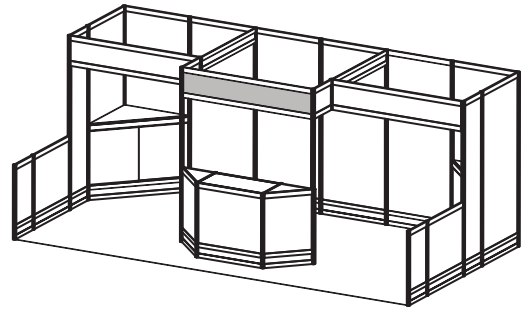
## 3 Easy Steps →

- 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

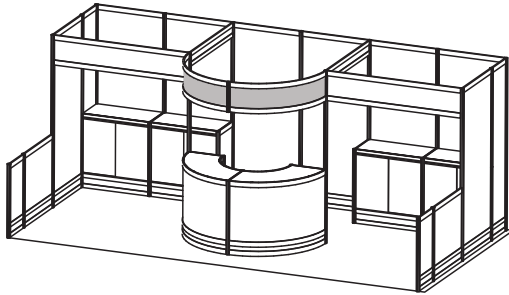
Grey indicates standard header sign(s)



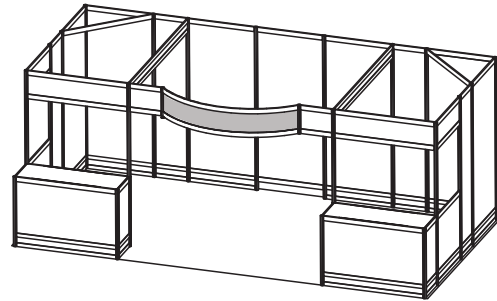
# standard exhibit rentals



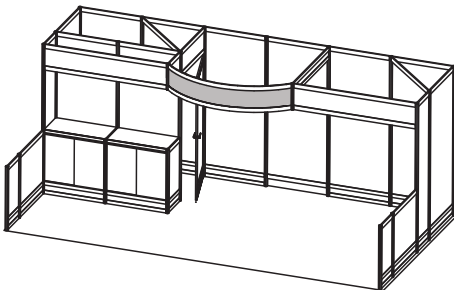
● GEM Model #6 - 10'x20'



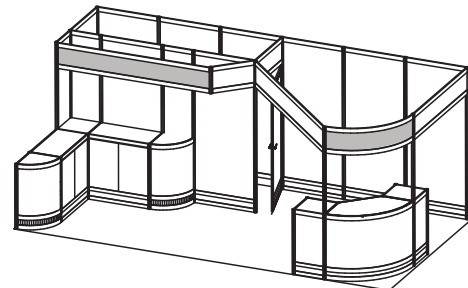
● GEM Model #7 - 10'x20'



● 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)

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

<b>SHOW:</b> <span style="font-size: 1.2em;"><b>104th Grey Cup Festival</b></span>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td><b>November 11, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>						
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EXHIBITOR INFORMATION									
<b>BOOTH #:</b> _____									
COMPANY _____									
STREET _____									
CITY _____ PROV/STATE _____ CODE _____									
E-MAIL _____									
PHONE _____ FAX _____									
CONTACT NAME _____									
CREDIT CARD AUTHORIZATION									
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX									
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EXPIRY DATE _____ / _____									
CARDHOLDER NAME _____									
CARDHOLDER SIGNATURE _____									
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)									

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

Item #	Discount Price	Regular Price	Item #	Discount Price	Regular Price
GEM001	<b>\$1,864.00</b>	\$2,796.00	GEM006	<b>\$3,942.00</b>	\$5,913.00
GEM002	<b>\$1,652.00</b>	\$2,478.00	GEM007	<b>\$4,079.00</b>	\$6,119.00
GEM003	<b>\$1,968.00</b>	\$2,951.00	GEM008	<b>\$3,801.00</b>	\$5,702.00
GEM004	<b>\$2,361.00</b>	\$3,540.00	GEM009	<b>\$3,998.00</b>	\$5,999.00
GEM005	<b>\$2,190.00</b>	\$3,284.00	GEM010	<b>\$4,490.00</b>	\$6,736.00

**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 SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR

Upgrade options available. Contact Exhibitor Services.  
Other panel colours available upon request. Contact Exhibitor Services.  
(All panel & carpet colours subject to availability.)

ITEM #:

Infill Panel Colour: ☐ Black    ☐ Grey    ☐ White   
 Carpet Colour: ☐ Black    ☐ Blue    ☐ Grey    ☐ Red

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 to be added ☐ Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**Terms & Conditions**

- Payment may be made by cheque up to two weeks prior to the 1<sup>st</sup> 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.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# GEM EXHIBIT ACCESSORIES ORDER FORM

SHOW: **104th Grey Cup Festival**
**DISCOUNT PRICE  
DEADLINE DATE:**
**November 11, 2016**

## 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

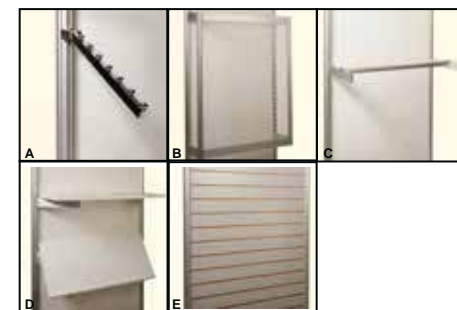
☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	<b>\$144.00</b>	\$214.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	<b>\$522.00</b>	\$787.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	<b>\$434.00</b>	\$650.00	
	4	Curved Counter (White) 60"L X 20"W X 40"H	<b>\$345.00</b>	\$517.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 41"H	<b>\$345.00</b>	\$517.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 41"H	<b>\$345.00</b>	\$517.00	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	<b>\$521.00</b>	\$781.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	<b>\$521.00</b>	\$781.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Hooks	<b>\$42.00</b>	\$64.00	
	B	Grid Panels - 38"W X 44"H White Panels (2" Squares)	<b>\$144.00</b>	\$214.00	
	C	Garment Rail 39"W	<b>\$51.00</b>	\$76.00	
	D	Shelves □ Flat □ Angled 37"L X 12"W	<b>\$43.00</b>	\$65.00	
	E	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	<b>\$121.00</b>	\$181.00	


**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.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	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](mailto:janastasakis@ges.com)

**20' x 20' island**



**10' x 20' inline**



**20' x 30' island**



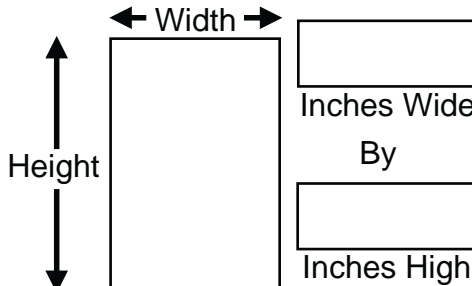
**10' x 20' corner**



## SIGN ORDER FORM

<b>SHOW:</b> <span style="float: right;"><b>104th Grey Cup Festival</b></span>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td><b>November 11, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>November 11, 2016</b>						
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<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX									
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EXPIRY DATE ____ / ____									
CARDHOLDER NAME _____									
CARDHOLDER SIGNATURE _____									
<input type="checkbox"/> 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
	11" x 14"	<b>\$ 42.00</b>	\$ 63.00
	14" x 22"	<b>\$ 75.00</b>	\$113.00
	22" x 28"	<b>\$ 98.00</b>	\$146.00
	7" x 44"	<b>\$ 72.00</b>	\$108.00
	28" x 44"	<b>\$125.00</b>	\$188.00
	40" x 60"	<b>\$276.00</b>	\$414.00
LOGOS ARE NOT INCLUDED IN PRICING			

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**PLEASE PRINT OR TYPE WORDING REQUIRED:**

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

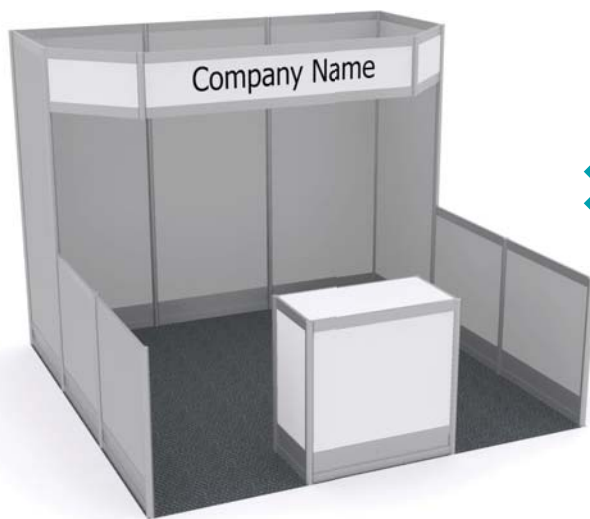
<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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](mailto:janastasakis@ges.com)

### **Accepted file formats:**

**PDF:** Save as "High Quality Print", and under "Options" check "Preserve Illustrator Editing Capabilities"

**Vector files:** .eps, .ai (Adobe Illustrator CC or earlier)

**High resolution bitmaps:** .tif, .jpg, .psd (Adobe Photoshop CC or earlier)

**Note:** Files created in Adobe InDesign should be properly packaged with all links, fonts, and associated files. Files created in Quark Xpress should be saved as "High Quality Print" .pdf files or exported as .eps files.

### **Important layout notes:**

- Vector files are required for all line art and logos.
- Bitmap/photographic image resolution should be no less than 75 ppi (dpi) @ 100% intended output size.
- Please bleed artwork .5" top, bottom and sides, if not, unexpected cropping may occur.
- Please be aware that .5" top, bottom and sides will also be hidden in the channel of our metal system on standard panels.

### **Colour:**

We digitally print in 4 colour process or CMYK mode. All files should be saved for output in CMYK mode to avoid unexpected results. If your logo/file contains specific Pantone colours, please specify. We will match colours as closely as 4 colour process printing will allow.

### **GES file transfer site:**

Please use our GES file transfer utility site to send large files directly to us:

- The file transfer site is located at **<https://file.ges.com/>**
- Enter your email address in the "Your Email Address:" field.
- Enter **toupload@ges.com** in the "Recipient Email Address:" field.
- **IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"**
- Click next, browse to find your files and click the upload button to send.
- **NOTE:** This site will work with most browsers, except **Microsoft Internet Explorer**.

# PLANT ORDER FORM

SHOW: <b>104th Grey Cup Festival</b>		<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>November 11, 2016</b>	
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
BOOTH #: _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> </div>	
COMPANY _____		EXPIRY DATE _____ / _____	
STREET _____		CARDHOLDER NAME _____	
CITY _____ PROV/STATE _____ CODE _____		CARDHOLDER SIGNATURE _____	
E-MAIL _____		<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	
PHONE _____ FAX _____			
CONTACT NAME _____			
<b>ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)</b>			

## Create a Lasting Impression!



GREEN FLOOR PLANTS					
QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	PFP25	2 ft. to 5 ft. Tall	<b>\$81.00</b>	\$123.00	
	PFP68	6 ft. to 8 ft. Tall	<b>\$160.00</b>	\$240.00	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	<b>\$240.00</b>	\$360.00	
GREEN TABLE PLANTS					
	PBF	Boston Fern	<b>\$60.00</b>	\$90.00	
	PTP	Table Plant - 10"	<b>\$60.00</b>	\$90.00	
	PMUM	Mums	<b>\$36.00</b>	\$54.00	
FLOWERING PLANTS & SPECIAL REQUESTS					
	PFAS	Standard Fresh Flower Arrangement	<b>\$117.00</b>	\$177.00	
	PFAP	Premium Fresh Flower Arrangement	<b>\$217.00</b>	\$327.00	
	PFAE	Exotic Arrangement	<b>\$149.00</b>	\$225.00	



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.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Factoring Green into Exhibition



**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 Espresso<sup>SM</sup>, 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.

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

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BOOTH #: _____			
COMPANY _____			
STREET _____			
CITY _____ PROV/STATE _____ CODE _____			
E-MAIL _____			
PHONE _____ FAX _____			
CONTACT NAME _____			
<b>CREDIT CARD AUTHORIZATION</b>			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>			
EXPIRY DATE _____ / _____			
CARDHOLDER NAME _____			
CARDHOLDER SIGNATURE _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)			

**EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR**

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)

**LABOUR INSTALLATION AND DISMANTLING**

CODE	CODE	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	<b>\$110.00</b>
LINOT	LOOT	Overtime Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$166.00</b>
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$215.00</b>

<b>INSTALLATION</b>	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____ Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>	
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____ AM PM <small>Day / Date/ Month / Year</small>	
NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____	
<b>DISMANTLING</b>	
Carrier: _____ Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>	
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____ AM PM <small>Day / Date/ Month / Year</small>	
NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____	

**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.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
	HST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## IN BOOTH FORKLIFT ORDER FORM

<b>SHOW:</b> <span style="float: right;"><b>104th Grey Cup Festival</b></span> <hr/> <div style="text-align: center;"><b>EXHIBITOR INFORMATION</b></div> <hr/> <b>BOOTH #:</b> _____ <b>COMPANY:</b> _____ <b>STREET:</b> _____ <b>CITY:</b> _____ <b>PROV/STATE:</b> _____ <b>CODE:</b> _____ <b>E-MAIL:</b> _____ <b>PHONE:</b> _____ <b>FAX:</b> _____ <b>CONTACT NAME:</b> _____	<div style="border: 1px solid black; padding: 2px;"> <b>DISCOUNT PRICE DEADLINE DATE:</b> <span style="float: right;"><b>November 11, 2016</b></span> </div> <hr/> <div style="text-align: center;"><b>CREDIT CARD AUTHORIZATION</b></div> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="text-align: center;">EXPIRY DATE _____ / _____</div> <hr/> <div style="text-align: center;">CARDHOLDER NAME _____</div> <hr/> <div style="text-align: center;">CARDHOLDER SIGNATURE _____</div> <div style="text-align: center;"><input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)</div>
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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**

IN BOOTH INSTALLATION AND DISMANTLING				
CODE	CODE	DESCRIPTION		PER HOUR
IBIRFL	IBORFL	Straight Time	Monday-Friday 8:00am - 4:00pm	<b>\$239.00</b>
IBIOFL	IBOOTFL	Overtime	Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$287.00</b>
IBIDTFL	IBODTFL	Double Time	Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$340.00</b>

**A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)**

<b>PLEASE COMPLETE THE FOLLOWING:</b>								
<b>SUPERVISOR NAME:</b> _____ (EXHIBITOR <u>MUST</u> BE PRESENT TO SUPERVISE)								
<b>INSTALLATION TIME REQUIRED:</b>								
	Day	Date	Month	# of Hours	# of Forklifts			
<b>DISMANTLING TIME REQUIRED:</b>								
	Day	Date	Month	# of Hours	# of Forklifts			
<b><u>INSTALLATION</u></b>	Start: _____	AM	PM	Finish: _____	AM	PM	Est. Total Hours	_____
<b><u>DISMANTLING</u></b>	Start: _____	AM	PM	Finish: _____	AM	PM	Est. Total Hours	_____
<b>SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.</b>								

### 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.

<b>EST. SUBTOTAL</b>	
<b>13% HST</b>	
<b>EST. TOTAL</b>	
GST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **IMPORTANT – PLEASE READ CAREFULLY**

### **MATERIAL HANDLING SERVICE INFORMATION**

Exhibitors are permitted to receive and unload their own shipment(s) providing a representative of their company is present to receive the shipment(s) at the time of delivery, and they are able to unload their shipment(s) without the use of a forklift.

**If unable to meet these requirements, GES has been appointed by Show Management to perform these services for 104th Grey Cup Festival presented by Shaw at the expense of the exhibitor.**

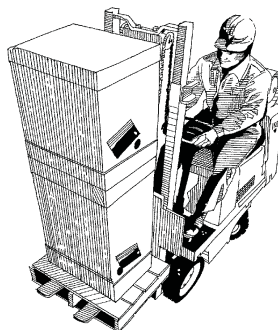
Material Handling services are billed per each shipment received, per each forklift used, based on a 1 hour minimum charge (including move in and move out).

**Please note: billing is based on Straight Time, Overtime or Double Time depending on the date and time the shipment(s) are received.**

#### **Material Handling Service Includes**

- UNLOADING OF YOUR CARRIER & DELIVERY TO YOUR BOOTH
- REMOVING OF EMPTY CONTAINERS/CRATES/SKIDS FROM BOOTH TO STORAGE
- RETURNING OF EMPTY CONTAINERS/CRATES/SKIDS TO BOOTH AFTER SHOW
- RETURN OF YOUR CONTAINERS/CRATES/SKIDS TO THE LOADING DOCK
- RELOADING OF SHIPMENT(S) FROM DOCK TO CARRIER

If this additional service is required please fill out the **Material Handling Order Form included in this kit.**





## MATERIAL HANDLING ORDER FORM

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

SHOW: <b>104th Grey Cup Festival</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>November 11, 2016</b>										
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>										
BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX										
COMPANY _____	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
STREET _____	EXPIRY DATE ____ / ____										
CITY _____ PROV/STATE _____ CODE _____	CARDHOLDER NAME _____										
E-MAIL _____	CARDHOLDER SIGNATURE _____										
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)										
CONTACT NAME _____											

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

MATERIAL HANDLING SERVICE WILL BE AVAILABLE TO ASSIST EXHIBITORS WITH IN AND OUT HANDLING OF EXHIBITOR MATERIALS AT A **MINIMUM CHARGE OF ONE HOUR** PER SHIPMENT **PER FORKLIFT DRIVER**. SERVICES OVER 1 HOUR WILL BE CHARGED IN 1/2 HOUR INCREMENTS. (INCLUDES MOVE-IN AND MOVE-OUT).

**THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT**

**All Rates Include Forklift Driver**

<b>Straight Time</b> 8:00am - 4:00pm Monday - Friday  <b>\$232.00 PER HOUR</b>	<b>Overtime</b> 4:00pm - 6:00pm Monday - Friday 8:00am - 4:00pm Sat & Sun  <b>\$279.00 PER HOUR</b>	<b>Double Time</b> After 6:00pm Mon-Fri After 4:00pm Sat & Sun All Holiday Hours  <b>\$331.00 PER HOUR</b>
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**A 30% SURCHARGE WILL APPLY TO THE FOLLOWING:**

- Shipments that are uncrated, stacked, pad-wrapped or contain loose pieces.
- Material Handling orders placed on-site.

**PLEASE COMPLETE THE FOLLOWING:**

Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse  
Date goods are scheduled to arrive: \_\_\_\_\_ Total Weight: \_\_\_\_\_ lbs. \_\_\_\_\_ kg.  
Month/Day  
Carrier Name: \_\_\_\_\_ Number of Pieces: \_\_\_\_\_

**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.
- GES Limits of Liability & Responsibility apply to this service.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ADVANCE WAREHOUSE ORDER FORM

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

**Warehouse Location: 6130 Netherhart Rd., Mississauga, Ontario, Canada L5T 1B7**

### BILLING INFORMATION

Company Name: _____	Expected Date of Arrival to Warehouse: _____
Address: _____	Crated or Loose Items: <input type="checkbox"/> YES <input type="checkbox"/> NO
City: _____ Prov/State: _____ Postal 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

Show Name: 104th Grey Cup Festival	Booth # : _____
Facility: Metro Toronto Convention Centre	
Address: 255 Front Street West	Delivery Date: _____ Delivery Time: _____
City: Toronto Prov/State: Ontario Postal Code: M5V 2W6	
Company Name: _____	
Contact: _____	Phone: _____

### 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 _____	
<b>TOTAL</b>	<b>TOTAL WEIGHT</b>	

**ADVANCE SHIPMENTS TO WAREHOUSE: \$49.00 PER 100LBS. min. 300lbs**

**Advance Warehouse services do not include Material Handling Services and charges.**

**ADVANCE WAREHOUSE SERVICES INCLUDES DELIVERY TO SHOW SITE ONLY**

**YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION**

### PAYMENT OPTIONS

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CREDIT CARD NUMBER: _____		EXPIRY DATE: _____
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.

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

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

# ADVANCE WAREHOUSE SHIPPING LABEL

104th Grey Cup Festival

## 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/ 104th Grey Cup Festival  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BETWEEN:  
October 24, 2016 - November 18, 2016 9:00am - 4:00pm

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.