

Treating Yourself



MEDICAL MARIJUANA &
HEMP EXPO 2010

JULY 16 - 18, 2010

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

EXHIBITOR MANUAL

CONTENTS:

	<u>PAGE</u>
GENERAL SHOW INFORMATION	3
EXHIBITOR CHECKLIST	4
SHOW SUPPLIERS	5 - 6
MOVE-IN & MOVE-OUT	7
SHIPMENT OF EXHIBITS	7 - 8
DELIVERIES / CUSTOMS – GENERAL INFORMATION	9
MATERIAL HANDLING / DRYAGE	10
EMPTY CONTAINER STORAGE	10
MATERIAL REMOVAL	10
HOTEL BOOKING INFORMATION	10 - 11
RULES & REGULATIONS	11 - 19
FIRE REGULATIONS	19
FLOOR PLAN	20
EXHIBITOR INSURANCE FORM	21

SHOW INFORMATION

SHOW DATES/HOURS: **FRIDAY JULY 16, 2010**
 10AM – 3PM – TRADE ONLY
 11AM – 8PM - OPEN TO PUBLIC
 8:30PM - 11PM COMEDY SHOW – JOHN BASSETT
 THEATRE

SATURDAY JULY 17, 2010
 10AM – 8PM – OPEN TO PUBLIC

SUNDAY JULY 18, 2010
 10AM – 6PM – OPEN TO PUBLIC

MOVE-IN DATES & TIMES: **THURSDAY JULY 15, 2010**
 11AM - 9PM*

FRIDAY JULY 16, 2010**
 7AM –9:30 AM (HAND CARRY MOVE-IN ONLY)

MOVE-OUT DATES & TIMES: **SUNDAY JULY 18, 2010**
 6PM – 11:30 PM

* Please note: All booths must be fully erected/built by 9:00 PM July 15TH, 2010

** Please note: Hand carried items only. NO hand carts/dollies allowed.

SHOW MANAGEMENT

SHOW OWNER: The TYMMH Expo is owned and operated by-

Marco Renda
Treating Yourself.Com Inc
P.O Box 36531
Etobicoke, Ontario. Canada.
M9B 3Y8

Phone 416-620-1921
Fax 416-620-0698

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

EXHIBITOR CHECKLIST

SERVICE	DEADLINE	REQUIRED	DATE COMPLETED
LANGE TRANSPORTATION & STORAGE			
Move-In Requirements Questionnaire	June 8		
Transportation	June 18		
Advance Show Receiving	July 8		
After Show Warehouse	July 8		
Security Cage	June 25		
Special Forklift Service	June 25		
Exhibitor Insurance Form	June 19		
METRO TORONTO CONVENTION CENTRE			
Exhibitors Parking Pass	June 30		
Fire Regulations for Exhibitors	n/a		
Fire Safety Reply	June 15		
High-Speed Internet Access	June 30		
Janitorial Services	June 30		
Sample Food/and or Beverage Distribution	June 22		
Telecommunication Services Order Form	June 30		
Custom Brokerage	As required – see pages 5/9		
DECOR EXPERTS EXPO			
Turnkey booth concept	June 18		
Furniture and Accessories	June 18		
Plants and Trees	June 18		
Counters / Cubes	June 18		
Signs	June 10		
SHOWTECH			
Electrical	June 30		
Mechanical	June 30		
Sign/Banner Hanging	June 30		
Booth Layout	June 30		
Online Ordering	n/a		
AVW - TELAV			
Computer & Audio Visual Order Form	June 30		
CONEXSYS REGISTRATION			
Exhibitor Badge Request Form	June 28		

OFFICIAL SHOW SUPPLIERS

TRANSPORTATION / ADVANCE & POST SHOW RECEIVING

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON L4V 1P3

Tel: 905-362-1290 / 1-800-668-5687

Fax: 905-362-1285

Contact: Rosemarie Bera ext 226

MATERIAL HANDLING

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON L4V 1P3

Tel: 905-362-1290 / 1-800-668-5687

Fax: 905-362-1285

Contact: Rosemarie Bera ext 226

CUSTOMS BROKER

COMMERCE CUSTOMS BROKERS

2540 Matheson Blvd. East

Mississauga, ON L4W 4Z2

Tel: 905-206-0074

Fax: 905-629-5660

Toll Free: 1-888-827-7469

Contact: Andrew Gillespie

SHOW SERVICES

DÉCOR EXPERT EXPO

778, Place Trans Canada

Longueuil, QC J4G 1P1

Tel: 450-646-2251 Cell: 514-913-5198

Fax: 450-646-6342

Contact: Denis Dion

AUDIO VISUAL RENTALS

AVW TELAV AUDIO VISUAL SOLUTIONS

255 Front Street West

Toronto, ON M5V 2W6

Tel: 416-585-8312

Fax: 416-585-8337

Contact: Richard Bellemare

ELECTRICAL SERVICES / PLUMBING / SUSPENDED SIGNS

SHOWTECH POWER AND LIGHTING

5675 McLaughlin Road

Mississauga, ON L5R 3K5

Tel: 905-283-0550 / Metro Toronto Convention Centre Site: 416-585-8109

Fax: 905-283-0551

Contact: Mandy Hawerchuk

BOOTH CLEANING

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

TELECOMMUNICATION SERVICES

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

SECURITY

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

INSURANCE BROKERS

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

EXHIBITOR BADGES-REGISTRATION

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

MOVE-IN / MOVE OUT AND SHOW HOURS

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

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

Move-In / Set-up: THURSDAY JULY 15, 2010 11AM – 9 PM

**Please note: All booths must be fully erected/built by 9:00 PM on July 15th*

Hand Carry Move-In Only: FRIDAY JULY 16, 2010 7:00AM – 9:30AM

No dollies or hand carts allowed

Show Hours:
FRIDAY JULY 16, 2010
10:00AM – 3PM – TRADE ONLY
3PM – 8PM - OPEN TO PUBLIC
8:30PM - 11PM COMEDY SHOW – JOHN BASSETT THEATRE

SATURDAY JULY 17, 2010
10AM – 8PM – OPEN TO PUBLIC

SUNDAY JULY 18, 2010
10AM – 6PM – OPEN TO PUBLIC

Move-Out / Dismantle: SUNDAY JULY 18, 2010
6PM – 11:30 PM

Exhibitors are reminded that all materials, equipment, exhibits, and displays must be completely removed from the Metro Toronto Convention Centre prior to 11:30 pm on July 18TH, 2010. Any articles not removed by this time will be removed by Lange Transportation and Storage Ltd. at the exhibitor's own expense and liability. The **TYMMH Expo** and Lange Transportation and Storage Ltd. will not be responsible or liable for any loss or damage to articles removed after the deadline.

SHIPMENT OF EXHIBITS / ADVANCE SHIPMENTS

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

Any shipments arriving at Lange Transportation & Storage Ltd. prior to July 14, 2010 will be accepted and charged to the exhibitor based on the Advance Receiving rates. Please see enclosed for. Exhibitors who use Lange Transportation and Storage Ltd. will have their material automatically priority-scheduled to the site.

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

ADVANCE SHIPMENTS:

EXHIBITING COMPANY NAME TYMMH Expo BOOTH # C/O LANGE TRANSPORTATION 3695 NASHUA DRIVE MISSISSAUGA, ON L4V 1P3 _____ OF _____ PIECES

SHIPMENTS DIRECT TO SHOW SITE:

EXHIBITING COMPANY NAME TYMMH Expo BOOTH # METRO TORONTO CONVENTION CENTRE – HALL A 255 FRONT STREET WEST TORONTO, ON M5V 2W6 _____ OF _____ PIECES

DELIVERIES

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

CUSTOMS – GENERAL INFORMATION

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

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

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

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

USA EXHIBITORS:

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

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

SALE OF BONDED GOODS AT THE SHOW:

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

MATERIAL HANDLING / DRAYAGE

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

EMPTY CONTAINER STORAGE

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

MATERIAL REMOVAL

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

HOTEL BOOKING INFORMATION

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

To reserve rooms:

Call Toll Free 1-800-235-4670.

**Ask for the Special Room Rates for the Treating Yourself Medical Marijuana & Hemp Expo-
\$159.00 for Single or Double occupancy. (Plus taxes)**

Or, book on line using the following weblink: <https://resweb.passkey.com/go/medicalexpo2010>

Note: These special rates are only available on rooms booked by June 17th.

Ramada Plaza.
300 Jarvis St
Toronto, Ont.
M5B 2C5

To reserve rooms:

Call 416-977-4823. Ext 7265 and ask for Special Booking Code CGTYS

Request the Special Room Rates for the Medical Marijuana & Hemp Expo- \$109-for single/double/triple/quad occupancy. (Plus taxes)

Note: these special advance booking rates are only available on rooms booked by June 15th.

Marriott Residence Inn Downtown

255 Wellington Street, West.

Toronto, Ontario.

M5V 3P9

To reserve a suite: Call 416-408-8205. Ask for the Special Rates for the Treating Yourself Medical Marijuana & Hemp Expo. Suite Rates-\$139.00 plus tax. Single or Double.

Website: www.marriott.com/vyzt - Group Code: TYYTYA

1-800-960-6752 and quote the above noted group code as well. Note: These special rates are only available on rooms booked by June 17th.

Hyatt Regency Toronto-On King.

370 King Street West.

Toronto, ON.

M5V 1J9

To reserve rooms: Call Toll Free 1-877-806-0006.

Ask for the Special Room Rates for the Treating Yourself Medical Marijuana & Hemp Expo. \$139.00 for Single. Additional \$25.00 for extra guest. Plus taxes.

Note: These special advance booking rates are only available on Suites booked by June 17th.

RULES AND REGULATIONS

PAYMENT OF ACCOUNT

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

EXHIBIT GUIDELINES

(a) Types of Booths:

A hard wall system booth, complete with Grey Carpeting and front Header sign will be supplied for all exhibitors. The system booth height will be 8 feet.

*For a complete listing of booth regulations, please refer to the *IAEM Display Rules and Regulations* at www.langeshow.com using - **Tradeshow ID:** TRY01 **Password:** Lange

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

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

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

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

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

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

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

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

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

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

CARPETING

All aisles in Hall A will be carpeted in Burgundy.

All supplied system booths will be provided with Grey carpet by show management.

CARE OF FACILITY PROPERTY

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

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

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

MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES

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

SOLICITING, SAMPLES & SOUVENIRS

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

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

STORAGE

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

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

ANIMALS

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

INSURANCE

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

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

HEALTH AND SAFETY NOTIFICATION

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

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

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

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

LIABILITY

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

SMOKING PROHIBITED

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

SHOW POLICY REGARDING SERVICE CONTRACTORS & INDEPENDENT CONTRACTORS

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

Official service contracts are appointed to:

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

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

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

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

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

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

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

SHOW POLICY REGARDING PERSONS UNDER THE AGE OF 16

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

EXHIBITOR SELF-UNLOADING

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

SIGNS AND BANNERS

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

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

SAFETY MEASURES

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

ADDITIONAL PROHIBITED BOOTH ACTIVITIES

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

NOISE, LIGHT AND ODOUR RESTRICTIONS

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

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

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

SECURITY IN THE EXHIBIT HALL

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

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

EXHIBITOR REGISTRATION AND NAME BADGES

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

Exhibitor Badges will be available on-site at the Metro Toronto Convention Centre at the Registration Area-Street Level- on Show Move-in days-July 15 & July 16.

GENERAL LIABILITY

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

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

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

TEMPORARY HELP AND ACCESS TO EXHIBIT HALL

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

FIRE REGULATIONS

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

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

PROMOTIONAL INFORMATION

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

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

FIRE REGULATIONS FOR EXHIBITORS

Please refer to the enclosed Metro Toronto Convention Centre forms for Fire Regulations.

EXHIBITOR INSURANCE FORM

TYMMH Expo

RETURN BY: JUNE 30th, 2010

EXHIBITORS MUST PROVIDE PROOF OF CURRENT AND IN FORCE COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE PRIOR TO PARTICIPATION IN THE TYMMH EXPO AT THE METRO TORONTO CONVENTION CENTRE – TORONTO, ONTARIO JULY 16 – 18, 2010.

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

PLEASE CHECK ONE:

YES, we declare that there is a **COMMERCIAL GENERAL LIABILITY INSURANCE** in force, with a limit of \$2,000,000.00(minimum) that recognizes and will respond on my/our behalf for all activities at the show.

INSURANCE COMPANY (NOT BROKER)

POLICY NO.:

LIMIT OF COVERAGE:

EXPIRY DATE OF POLICY:

NO, we currently do not have coverage and will require **COMMERCIAL GENERAL LIABILITY INSURANCE** at the show. Coverage will be obtained and information provided for the **THE TYMMH EXPO**

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

PLEASE RETURN TO:

JIM MAHON

C/O LANGE

3965 NASHUA DRIVE MISSISSAUGA, ON L4V 1P3

FAX: (905) 362-1285



Treating Yourself

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

Compliance Verification and Services

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

Attn: Mr. Marco Renda
President

File #CSPL -3517
April 21, 2010

Dear Mr. Renda,

I have received notification from Commerce Trade Show Logistics Group Ltd. advising of your event the [Treating Yourself Medical Marijuana and Hemp Expo](#) to be held at the **Metro Toronto Convention Centre** over the dates of **July 16th-18th, 2010**.

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

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

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

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

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

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

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

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

Yours truly,

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

cc: Commerce Trade Show Logistics Group Ltd.
Andrew Gillespie

EXHIBITOR INSURANCE FORM

TYMMH Expo

RETURN BY: JUNE 30th, 2010

EXHIBITORS **MUST** PROVIDE PROOF OF CURRENT AND IN FORCE COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE PRIOR TO PARTICIPATION IN THE TYMMH EXPO AT THE METRO TORONTO CONVENTION CENTRE – TORONTO, ONTARIO JULY 16 – 18, 2010.

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

PLEASE CHECK ONE:

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

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

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



LANGE

OFFICIAL SHOW CARRIER LANGE TRANSPORTATION

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

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

FOR MORE INFORMATION CONTACT US AT:

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

or COMPLETE OUR FORM ON THE REVERSE



TRY01

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

ADVANCE SHOW RECEIVING ORDER FORM
TREATING YOURSELF MEDICAL MARIJUANA & HEMP EXPO 2010
MTCC - NORTH BUILDING - HALL A
JULY 16 - 18, 2010

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

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

SHIPPING INFORMATION (WAREHOUSE)

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

Table with 2 columns: SHIPMENTS RECEIVED ON OR BEFORE: JULY 9, 2010 and SHIPMENTS RECEIVED AFTER: JULY 9, 2010.

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

8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL

FREIGHT RECEIVED AT THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED - ADD 25%

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

ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND - ADD 30% TO SUBTOTAL

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

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

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

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

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

SEE REVERSE SIDE FOR SHIPPING ADDRESS

ADDRESS TO SHIP MATERIAL TO:

**EXHIBITING COMPANY NAME
TREATING YOURSELF MEDICAL MARIJUANA &
HEMP EXPO 2010**

BOOTH #

**C/O LANGE TRANSPORTATION
3965 NASHUA DRIVE
MISSISSAUGA, ONTARIO L4V 1P3**

PHONE (905) 362-1290

FAX (905) 362-1285

CONDITIONS

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

PRE-SHOW SHIPPING

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

LIABILITY

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

SHIPMENT WEIGHTS

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



TRY01

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

AFTER SHOW WAREHOUSE ORDER FORM
TREATING YOURSELF MEDICAL MARIJUANA & HEMP EXPO 2010
MTCC – NORTH BUILDING - HALL A
JULY 16 – 18, 2010

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

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

SHIPPING INFORMATION (WAREHOUSE)

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

WEIGHT	ORDERS RECEIVED ON OR BEFORE: JULY 9, 2010		ORDERS RECEIVED AFTER: JULY 9, 2010		TOTAL
	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL (COURIER SERVICE, IE FED X/PUROLATOR/UPS)	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL (COURIER SERVICE, IE FEDX/PUROLATOR/UPS)	
MINIMUM CHARGE (OF 599 LBS.)	\$125.00	\$141.00	\$154.00	\$175.00	
600 – 3000 LB.	\$20.00/CWT	\$21.00/CWT	\$26.00/CWT	\$27.00/CWT	
OVER 3000 LB.	\$19.00/CWT	\$20.00/CWT	\$25.00/CWT	\$26.00/CWT	

8 % FUEL SURCHARGE TO BE APPLIED TO THE ABOVE TOTAL

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

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

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

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

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

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

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

PAYOR NAME AND ADDRESS

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

SEE REVERSE SIDE FOR CONDITIONS

PHONE (905) 362-1290

FAX (905) 362-1285

CONDITIONS

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

LIABILITY

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

OUTBOUND SHIPMENTS

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

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

SHIPMENT WEIGHTS

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

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

SPECIAL FORKLIFT SERVICE ORDER FORM TREATING YOURSELF MEDICAL MARIJUANA & HEMP EXPO 2010 MTCC – NORTH BUILDING HALL A JULY 16 – 18, 2010

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

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

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

QTY	SERVICE	ORDERS REC. PRIOR TO JUNE 25, 2010			ORDERS REC. AFTER JUNE 25, 2010			TOTAL
		REG TIME \$149.00/HR	OVER TIME \$180.00/HR	DOUBLE TIME \$211.00/HR	REG TIME \$159.00/HR	OVER TIME \$188.00/HR	DOUBLE TIME \$221.00/HR	
		8AM-4PM MON-FRI	4PM-8AM MON-FRI	OTHER TIMES (HOLIDAYS)	8AM-4PM MON-FRI	4PM-8AM MON-FRI	OTHER TIMES (HOLIDAYS)	
	MOVE IN:							
	MOVE OUT:							
	MAN SAFETY CAGE						\$60.00	
ALL ORDERS ARE SUBJECT TO A ONE-HOUR MINIMUM FOR MOVE-IN AND A ONE-HOUR MINIMUM FOR MOVE -OUT.					ORDER SUBTOTAL			
NO ORDERS WILL BE PROCESSED UNTIL FULL PAYMENT RECEIVED					13% HST			
					TOTAL			\$

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

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

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

SECURITY CAGE ORDER FORM

TREATING YOURSELF MEDICAL MARIJUANA & HEMP EXPO 2010

MTCC – NORTH BUILDING - HALL A

JULY 16 – 18, 2010

STOP PILFERAGE! PROTECT YOUR VALUABLE PRODUCTS!

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

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

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

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

QTY	DESCRIPTION	ORDERS REC. ON OR PRIOR TO JUNE 25, 2010	ORDERS REC. AFTER JUNE 25, 2010	TOTAL
	STANDARD CAGE (RENTAL)	\$149.00	\$179.00	
	STANDARD CAGE WITH SHELF (RENTAL)	\$170.00	\$204.00	
	LOCK (INCLUDED IN RENTAL)	INCLUDED	INCLUDED	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)			13 % HST	
			TOTAL	

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

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



Glass display case rental order form



We have available for rent these glass display case for the duration of the show.

The Display case comes with a built in light package, but no power. You need to order power from Showtech. However, they look good with out the light on. The case comes with a covered storage area on the bottom, which can be used for items to be kept out of sight.

The rental cost is **\$475.00** plus the HST for a total of **\$ 536.75**.

We can do a logo/ lettering on the inset of the case for an additional **35.00** + HST for a total of **\$ 39.55**

(For a logo, finished art work must be supplied.)

Please use the attached form to rent these cases. There will be none on site available to rent – they only be available as a pre order.

Should you have questions please contact Rosemarie Bera either by email rosemarieb@langeshow.com or 1-800-668-5687



CANFINSE GROUP INC.

Tel: 416-667-9177, Fax: 1-866-591-5613

EXHIBITORS INSURANCE APPLICATION

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

I - Exhibitor Company Name: Tel:
Type of Business: Fax:
Mailing address: Unit/Ste City Province Postal Code
(*) Email address (PLEASE INCLUDE YOUR EMAIL ADDRESS):

II - Show Organizer (Complete legal Name(s) to be added on certificate as additional insured):
Treating Yourself.com Inc-Marco Renda- and- James Mahon Associates/ITS
Address: 250. The East Mall. PO Box 36531. M9B 3Y8 Unit/Ste City Etobicoke Province ON Postal Code L 7 S - 2 K 9
Event Name: TREATING YOURSELF MEDICAL MARIJUANA AND HEMP EXPO Unit/Ste City TORONTO Province ON Booth#:
Address: METRO TORONTO CONVENTION CENTRE-HALL A

Exhibitor Contact Name: Event Date (Includes Move In and Move Out)
Signature dd mm yyyy FROM dd mm yyyy TO dd mm yyyy
15 JUL 2010 18 JUL 2010

III - PAYMENT TERMS AND CONDITIONS
Preferred Rate (For payment received at least 14 days before the opening day of show, Premium \$75 + Fee \$109.26 + PST \$14.74) TOTAL DUE = \$199.00
Regular Rate (For payment received 13 days or less before the opening day of show, Premium \$75 + Fee \$124.08+ PST \$15.93) TOTAL DUE = \$215.00
Quebec Rate (For all residents of Quebec): Premium \$75+Fee \$133.25 + QST 6.75 (9% on Premium only) TOTAL DUE = \$215.00

Payment type: VISA MasterCard AMERICAN EXPRESS Card# Expiry Date mm yy
If mailing a cheque, PLEASE REMIT PAYMENT TO: Name of the Credit Card Holder:
Canfinse Group Inc., 5000 Dufferin St, Ste 215, Toronto, ON M3H 5T5
Important: *Fill in your credit card billing address if it is different from mailing address above, to process your payment.
Cheque Money Order (Please make Cheque or Money Order payable to Canfinse Group Inc.)
Date: / / Signature *

Note: The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Note: Completion of this application does not automatically bind coverage. We reserve the right to review all risks following online binding for underwriting compliance. Premium and fee are minimum, retained and fully earned. Coverage is void if payment is returned N.S.F. NSF fee of \$50 will apply. A full copy of this policy is available upon request or online at www.exhibitorinsurance.com. A copy of the certificate is available to your Show Organizer upon their request.

SCHEDULE OF COVERAGES
\$25,000 Property of Every Description (At the designated booth space) - Broad Form. \$25,000 In Transit Coverage (3 days before and after the show) Subject to \$1,000 Deductible and a 90% Co-Insurance.
Vendor/Exhibitor Extra Expenses - \$5,000 limit Coverage up to \$5,000 for Extra Expenses as a result of: Purchase of replacement items, and/or last-minute printing, due to event giveaways, brochures, audio visual equipment, or display structure(s) having been lost in transit, or damaged and therefore unusable, through no fault of the insured and reasons beyond their control, for any duration of the event. No coverage for any personal effects including clothing, costumes, or decorations for the event display or booth. Coverage is available to rent, not purchase, a brand new display structure or audio visual equipment. Any items rented or purchased under this coverage must be similar in nature and expense, to the items that were lost. No deductible to apply to this coverage.
\$2,000,000 Comprehensive General Liability - Bodily injury and Property Damage Liability, Subject to \$1,000 BI, PD and Expenses Deductible. Products and Completed Operations Liability (\$2,000,000 aggregate limit), Personal & Advertising Injury (\$2,000,000 aggregate limit), Employees as additional insureds, Volunteers as additional insureds, Owners, Managers or Lessors of Premises as additional Insured. \$250,000 Tenants Legal Liability - Broad Form
- Coverage is subject to: Asbestos Exclusion, Mold Fungi Exclusion, Data, War, Nuclear, Property flood and earthquake exclusion. Coverage limited to Event Premises. Territory Restriction - Canada Only. Suits brought in Canada Only. Ineligible Risks: Children's Toys, Chemicals, Fertilizers, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Firearms, Pesticides, Fireworks, Computers, Alcoholic beverages, Games, Licensed or Unlicensed Motorized Vehicles- including but not limited to: Motorcycles, Watercrafts, All terrain Vehicles, and Tractors. Note: There is no Liability coverage for Vehicles in Motion. Property excluded: EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts valued at \$5,000 per item or greater. Insurer: Various Insurers through Canfinse Group Inc.
Note: I hereby appoint Canfinse Group Inc. as my authorized representative for this program. I am applying for insurance based on the information provided above. With respect to this application or any change in coverages, I authorize you to collect, use and disclose information as permitted by law for the purposes necessary to assess the risk, investigate and settle claims, and detect and prevent fraud, and analyzing business results.
Please Print Owner's Name (if Sole Proprietorship): Signature: dd mm yy

IMPORTANT-For your Immeadiate Attention!!!!

RE: CERTIFICATE OF LIABILITY INSURANCE

*As you may know, exhibitors participating in a Show must have adequate Liability Insurance with a **minimum \$2,000,000** limit in order to protect the Facility, Exhibitors, Attendees, and Show Management.*

Our Show insurance policy does not extend coverage to any Exhibits and requires you to submit a Certificate of Insurance upon receipt of the Exhibitor's Manual.

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

OPTION #1: SINGLE EVENT INSURANCE

The 2010 Treating Yourself Medical Marijuana and Hemp Expo and JAMES MAHON ASSOCIATES/ITS, has appointed Nacora Insurance Brokers Ltd., as the recommended Insurance contractor for exhibitors. Order directly online at www.exhibitorinsurance.com and scroll to **TREATING YOURSELF MEDICAL MARIJUANA AND HEMP EXPO**.

OPTION #2: YOUR OWN INSURANCE

- Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:
- Treating Yourself Madical Marijuana and Hemp Expo and JAMES MAHON ASSOCIATES/ITS listed as an additional insured.
- Dates of the show: **July 15-18, 2010** (includes move in and out dates)
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

Your understanding and compliance with this Show requirement, is greatly appreciated.



Janitorial Service Order Form

GST No. **R121403414**

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

SHOW: _____ SHOW DATES: _____

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

PROVINCE / STATE: _____ EMAIL: _____

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

CREDIT CARD #: _____ EXPIRY DATE: _____

CARD HOLDERS SIG: _____ CARD HOLDERS NAME: _____

VISA MASTERCARD AMERICAN EXPRESS

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

One Clean Only 21¢/sq.ft. x _____ x 1 Day = \$ _____
(minimum charge \$41.00)

Daily Cleaning (must be more than one clean)

under 1000 sq.ft 16¢/sq.ft. x _____ x _____ Days = \$ _____

1001-2500 sq. ft. 15¢/sq.ft. x _____ x _____ Days = \$ _____

2501-5000 sq.ft. 13¢/sq.ft. x _____ x _____ Days = \$ _____

5001-10,000 sq.ft. 12¢/sq.ft. x _____ x _____ Days = \$ _____

10,001 sq.ft. + over..... 11¢/sq.ft. x _____ x _____ Days = \$ _____

Steam Cleaning 22¢/sq.ft x _____ x _____ Days = \$ _____

Additional waste removal \$44.00/pick-up. Please provide details below under 'Special Requirements'. \$ _____

On-Site Order Charge/Additional Charges _____ = \$ _____

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

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

Additional exhibit cleaning is available @ \$44.00 per hour (minimum 4 hours).

Special Requirements:

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

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

DATE: _____ 20 _____

AUTHORIZED CUSTOMER SIGNATURE: _____

SUB-TOTAL _____
GST 5% _____
TOTAL PAID _____

Return completed form to:
 Metro Toronto Convention Centre, Exhibitor Services
 255 Front Street West, Toronto, Ontario M5V 2W6
 Telephone: 416-585-8387

Email: exhibitor-services@mtccc.com Website: www.mtccc.com



High-Speed Internet Access Form

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

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

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

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



BACK	
LEFT	RIGHT
FRONT	

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

Wired Internet Access \$895.00 + 5% GST <small>Client is responsible for running any additional cables to provide multiple connections</small>	Wireless Internet Access \$395.00 + 5% GST <small>Connection to the MTCC internal wireless network requires a wireless enabled laptop</small>
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<input type="checkbox"/> # Required Wired Internet Access One Cat 5 Cable with 2 IP's Installed In Booth	<input type="checkbox"/> # Required Wireless Internet Access One Account per Computer - Non Transferable
Advanced Rate - Orders that are received with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$100.00 discount	No Advanced Rate for Wireless Orders Client is responsible for 802.11 A or B compliant device

Please enter quantity in box for any equipment for special services you require			
Special Services		Equipment Rental	
# Required	Additional IP Address	\$150.00 +5% GST	<input type="checkbox"/> 10/100mb 16 Port Hub
<input type="checkbox"/>	One IP Address Needed Per Device		<input type="checkbox"/> Data Cable (30 foot) # Required <input type="checkbox"/>
<input type="checkbox"/>			\$20.00 + 5% GST
# Required	Demarcation Extension Fee	\$850.00 +5% GST	Bell Canada Ordered Service
<input type="checkbox"/>	Per Connection - Must have prior approval		<input type="checkbox"/> ISDN - (2 b + d channel - no NT1)
			\$475.00 + 5% GST (Min 5 business days)

Customer is responsible for providing and configuring the required equipment i.e.: computers, nic cards, TCP/IP software.
 Wired Internet Access provides only one network connection into a booth. The customer must provide or rent a hub and cables for additional IP connections
 Lost or Damaged Equipment is subject to replacement or repair charges.
 There are no refunds for orders canceled after show has commenced, or services installed and not used during an event (no exceptions).
 Prices are based on current rates and are subject to change without notice.
 Claims will not be considered unless 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#: _____
Network:	Assignment:		Required services

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

Internet Services Terms and Conditions

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

Return completed forms to:

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



Authorization Request - Sample Food and/or Beverage Distribution

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

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

General Conditions – Non Food Industry Related Shows

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

General Conditions – Food Industry Related Shows

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



Authorization Request - Sample Food and/or Beverage Distribution

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

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

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

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

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

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

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

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

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

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

Company Name: _____ Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

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

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

for office use only

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

Date: _____ Approved: _____ Not Approved: _____

Remarks: _____

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



Fire Safety Reply

Event: _____

Complete and return by: _____

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

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

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

Details:

notice: all exhibitors must wear protective footwear during move-in/out

Email or Fax completed form and necessary floorplans to:

Metro Toronto Convention Centre
 Operations Department
 fsr@mtccc.com
 Fax: (416) 585-8125

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
 Telephone: 416-585-8135 Facsimilie: 416-585-8125
 Email: fsr@mtccc.com Website: www.mtccc.com

Fire Regulations for Exhibitors

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

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

The requirements apply to the following:

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

prohibited materials, processes, equipment and booth configuration

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

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



materials, processes and equipment requiring special permit for use

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

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

acceptable booth configuration

The following booth configurations will be acceptable:

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

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

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

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

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

acceptable materials for booth construction

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

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

interior finishes and furnishings

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

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

limitations

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

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

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

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

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

obstructions

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

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

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

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



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

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

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

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

electrical equipment and connections

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

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

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

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

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

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

please note that the ontario hydro inspectors have the authority to order the removal of unapproved electrical equipment from the show.

portable spotlights

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

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

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



procedures during set-up and dismantling of shows

MTCC is a Smoke Free Environment. 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.

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.

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.

MTCC emergency number is 8160, or 416-585-8160.



Exhibitors Parking Pass Order Form

Exhibitors at the Metro Toronto Convention Centre can pre-purchase a discounted parking pass if parking for two consecutive days or more. Rate inclusive of tax is **\$12.00** per day and allows for in/out privilege. Nondiscounted daily rates are \$17.00, 7:00 a.m. to 7:00 p.m.; Day + Evening Maximum is \$23.00 and there are no in/out privileges. Rates subject to change without notice. Passes are non-refundable and non-transferable. (GST #R121403414)

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

Parking passes are to be picked up at the Exhibitor Services counter in the exhibit hall during event move in/set up. Passes can also be picked up in the closest Parking Office after the service desk has closed. The Parking Offices are located next to the exits in the parking garages (Level 5A of the north building and off of Level 600 of the south building). The parking passes are required to exit the garage.

Please complete the following: (Please Print Clearly)

Name of Event: _____ Booth # _____

Billing address

Company: _____

Street: _____ Unit # _____

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

Contact Name: _____ Email: _____

Telephone: _____ Fax: _____

Please indicate number of passes required:

Dates:

License plate:

_____ 2-Day Passes @ \$24.00 \$ _____ Valid: _____

_____ 3-Day Passes @ \$36.00 \$ _____ Valid: _____

_____ 4-Day Passes @ \$48.00 \$ _____ Valid: _____

_____ 5-Day Passes @ \$60.00 \$ _____ Valid: _____

Other: _____ \$ _____ Valid: _____

TOTAL: \$ _____

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

Credit Card: Visa Mastercard American Express

Card Number: _____ Expiry Date: _____

Name on Card: _____

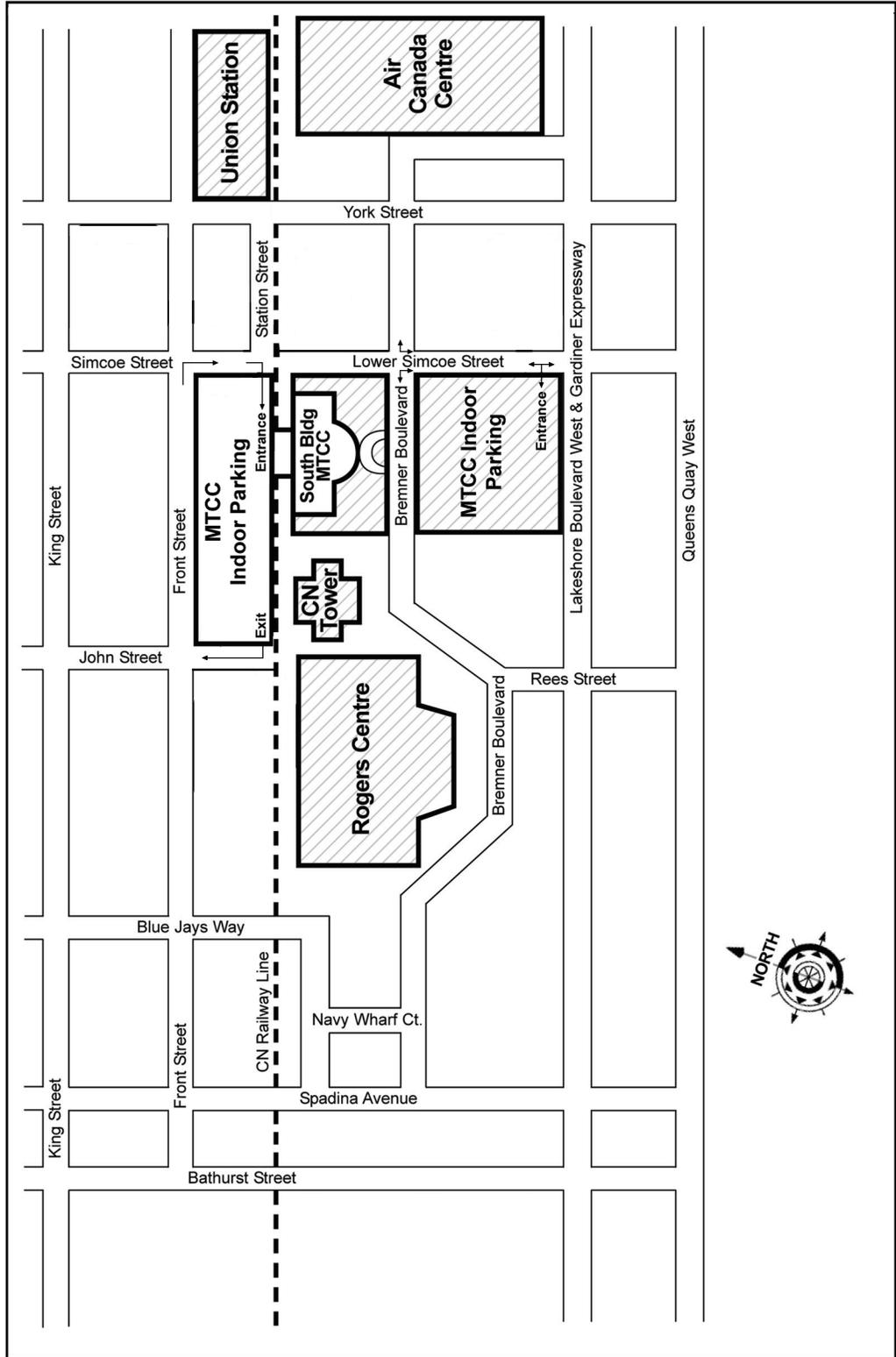
Authorized Customer Signature: _____

Return completed form to:

Metro Toronto Convention Centre, Exhibitor Services
255 Front Street West, Toronto, Ontario M5V 2W6

Telephone: 416-585-8387 Facsimilie: 416-585-8388

Email: exhibitor-services@mtccc.com Website: www.mtccc.com



NEW!

Now you can easily order
this service online!

ORDER NOW

www.mtccc.com/exhibitors/forms.cfm



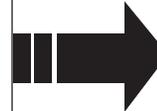
Telecommunication Services Order Form

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

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

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

Please 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	RIGHT
LEFT	FRONT

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

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

\$225.00 + 5% GST

Please Indicate Amount of Lines Needed For Type of Service Required

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

Advanced Rate - Orders that are **received** with full payment 30 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$25.00 discount.

All orders **received** after 30 days will be charged the regular rate.

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

Equipment Rental		Special Services	
<input type="checkbox"/> Basic Telephone Handset	\$15.00 + 5% GST	<input type="checkbox"/> Voice Mail Box	\$20.00 + 5% GST
<input type="checkbox"/> Fax Machine	\$250.00 + 5% GST	<input type="checkbox"/> Basic Line Features i.e.. Hunting	\$20.00 + 5% GST
<input type="checkbox"/> Handsfree Telephone	\$60.00 + 5% GST	<input type="checkbox"/> Jack Extension - Same Number	\$100.00 + 5% GST
<input type="checkbox"/> Polycom Conference Unit	\$160.00 + 5% GST		

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

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-3596 Facsimilie: 416-585-8275

Website: www.mtccc.com

NEW!

Now you can easily order
this service online!

ORDER NOW

www.mtccc.com/exhibitors/forms.cfm



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

2. Prices are subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



July 16-18, 2010 / 16 au 18 Juillet 2010

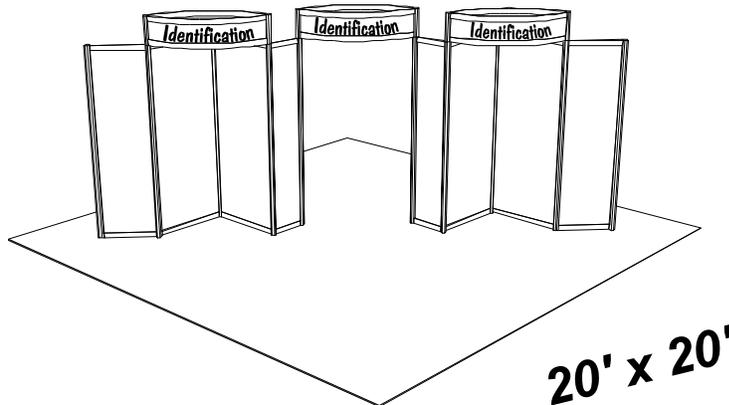
Metro Toronto Convention Centre

**INCLUDED WITH YOUR SPACE
INCLUS AVEC VOTRE ESPACE**

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

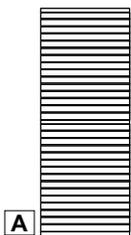
**BOOTH NUMBER
N° DE VOTRE
EMPLACEMENT**

Option B

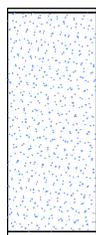


20' x 20'

MODIFIEZ VOS MURS DE FOND / MODIFY YOUR BACK WALLS



A



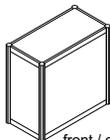
B

A 1 MUR RAINURÉ PLEIN / FULL SLAT WALL 90,00\$

QTÉ / QTY

B 1 MUR EN VELCRO / VELCRO WALL 60,00\$

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



front / devant



back / arrière

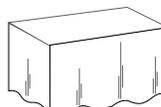
**WHITE COUNTER
COMPTOIR BLANC
1/2m x 1m x 40"
130,00 \$**



**HIGH STOOL
TABOURET
30,00 \$**



**.25M X 1M SHELV
TABLETTE .25M X 1M
25,00 \$**



**2' X 4' DRAPED TABLE
TABLE DRAPÉE 2' X 4'
54,00 \$**



**CHAIR / CHAISE
27,00 \$**



**WASTE BASKET
CORBEILLE À PAPIER
12,00 \$**

FRONT IDENTIFICATION / IDENTIFICATION EN FAÇADE

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

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

6X

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

Name / Nom.: _____

Company name / Compagnie.: _____

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

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

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

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

PAYABLE WITH THIS RESERVATION / PAYABLE AVEC CETTE RÉSERVATION

GST 38629431RT
PST 10338853

<p>Contact / Contactez: Denis Dion denis.dion@dee-expo.com</p>	<p>Tél / Phone.: (450) 646-2251 Télec / Fax.: (450) 646-6342 www.decorexpertsexpo.com</p>	<p>778, Place Trans Canada Longueuil, (Québec) J4G 1P1</p>
---	---	--

N° DE PRODUCTION

Date:	Company / Compagnie:	Phone / Tél: ()	Fax / Téléc: ()
Address / Adresse:		Postal Code / Code postal:	
E-mail / Courriel:			
Contact / Responsable:		Booth no. / No. stand.:	GST 138629431RT
Show name / Nom de l'événement:		Date: July 16-18, 2010 16 au 18 Juillet 2010	Place / Lieu: Metro Toronto Convention Centre PST 10338853

USE COLUMN RATES (B) IF PAID AFTER / UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE 19 JUNE / JUIN 2010

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

<input type="checkbox"/> VISA Visa	<input type="checkbox"/> Master card	<input type="checkbox"/> AMERICAN EXPRESS Amex	SUBTOTAL / SOUS-TOTAL:	\$
Card no / N° de carte .:			GST (5%):	\$
Expiration Date / Date d'expiration:			SUBTOTAL / SOUS-TOTAL:	\$
Cardholder / Titulaire de la carte:			PST (8%):	\$
Cardholder's signature / Signature du titulaire:			TOTAL:	\$

50% of the total amount will be retained for any cancellation / 50% du montant total sera retenu pour toute annulation Agent Project: Karine Nasri
Chargé(e) de projet:

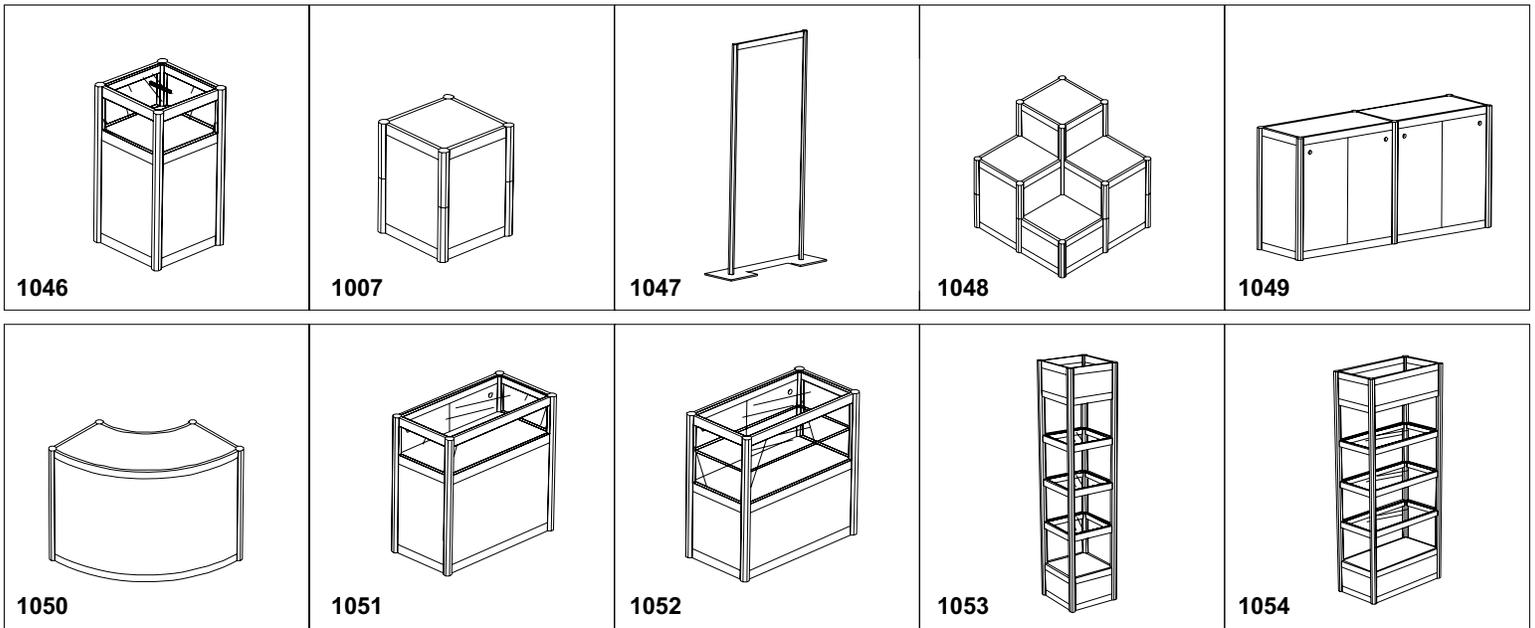
DEE QUÉBEC
3304, François de Villars
Beauport, (Québec) G1C 1P4
Tél.: (418) 666-7133 Téléc.: (418) 682-6697

778, Place Trans Canada
Longueuil (Québec) J4G 1P1
Tél.: (450) 646-2251 Téléc.: (450) 646-6342
www.decorexpo.com

DEE TORONTO
2150 Winston Park Dr. #13
Oakville, Ontario L6H 5V1
Tél.: (416) 241-8067 Téléc.: (416) 241-5854

Date:	Company / Compagnie:	Phone / Tél: ()	Fax / Téléc: ()
Address / Adresse:		Postal Code / Code postal:	
E-mail / Courriel:			
Contact / Responsable:	Booth no.: / No.stand.:	GST 138629431RT	
Show name / Nom de l'événement:	Date:	Place / Lieu:	PST 10338853
	July 16-18, 2010 16 au 18 Juillet 2010	Metro Toronto Convention Centre	

USE COLUMN RATES (B) IF PAID AFTER / UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE 19 JUNE / JUIN 2010



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

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

Date:	Compagnie / Company:	Tél: / Phone: ()	Télé: / Fax: ()
Adresse / Address:		Code postal / Postal Code:	
Courriel / E-mail:			
Responsable / Contact:		No. stand / Booth no.:	GST 138629431RT
Nom de l'événement / Show name:		Date: July 16-18, 2010 16 au 18 Juillet 2010	Lieu / Place: Metro Toronto Convention Centre PST 10338853

USE COLUMN RATES (B) IF PAID AFTER / UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE 19 JUNE / JUIN 2010

SIGNS OF STANDARD SIZES / ENSEIGNES DE DIMENSIONS RÉGULIÈRES

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

**TEXT AND LAYOUT OF SIGN
(print or type)**

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

IMPORTANT

CURRENT PRICES ARE BASED ON THE FOLLOWING:

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

LES PRIX ACTUELS SE RÉFÈRENT AUX ÉNONCÉS SUIVANTS:

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

SPECIAL INSTRUCTIONS / DIRECTIVES SPÉCIALES

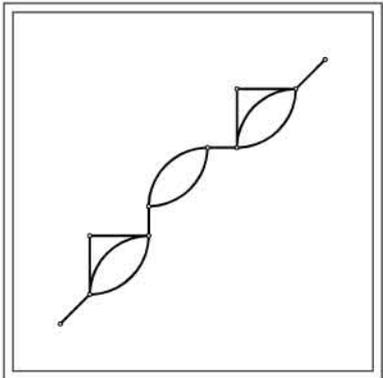
Signature autorisée / Authorized signature: _____ Date: _____

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

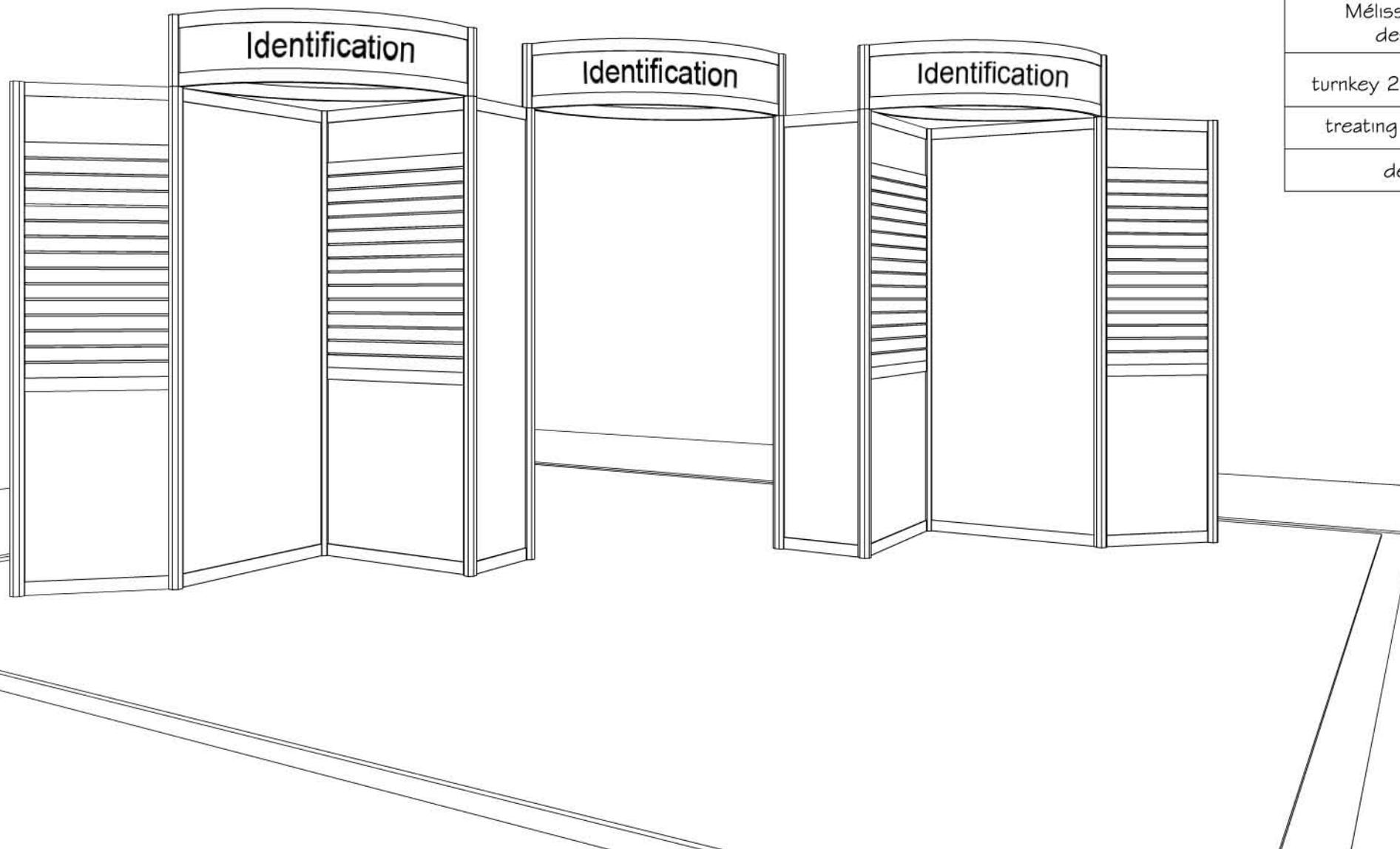
PAYABLE WITH THIS RESERVATION / PAYABLE AVEC CETTE RÉSERVATION

GST 38629431RT
PST 10338853

Karine Nasri



PLAN 20' x 20'



PERSPECTIVE

Tous droits réservés DEE - 2002

DEE

Décor Experts Expo

EXPOSITIONS - ÉVÈNEMENTS - TÉLÉVISION - CINÉMA

tél.: (450) 646-2251 fax.: (450) 646-6342

Denis Dion
Directeur des ventes

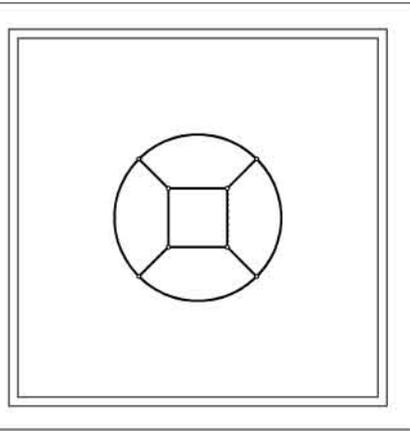
Mélissa Daneau
designer

turnkey 20' x 20'-B

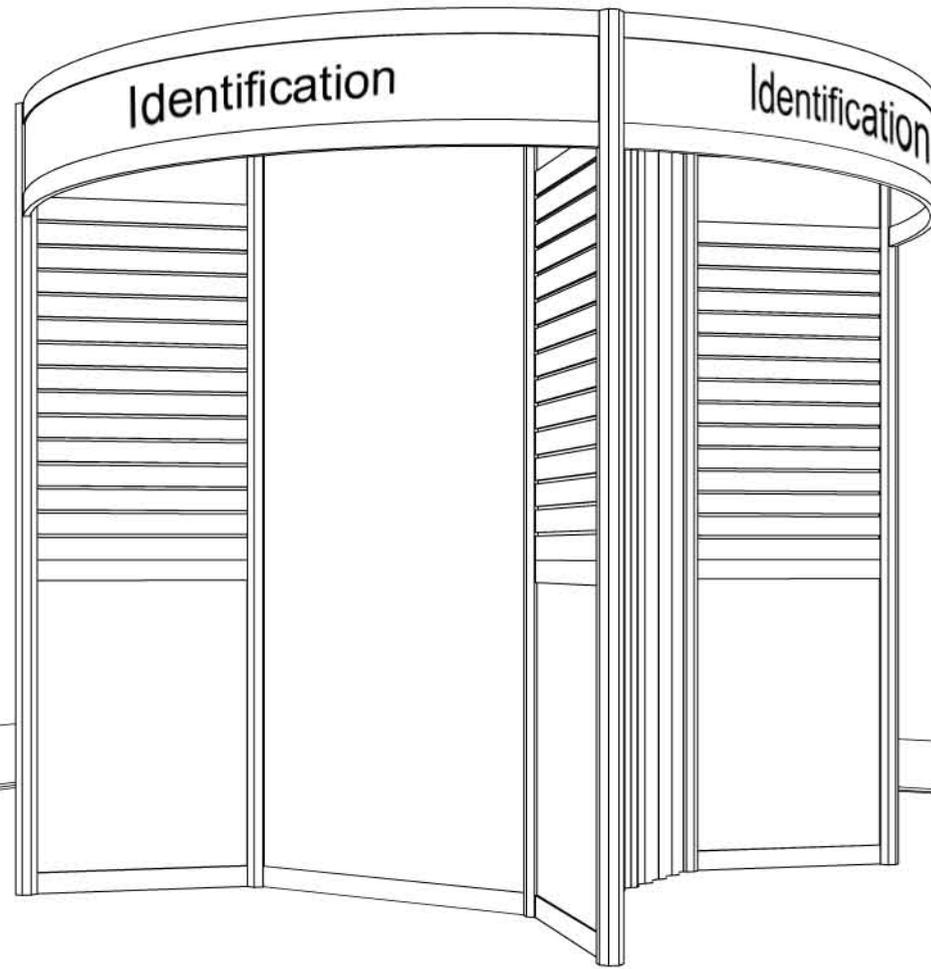
treating yourself

dee

09-11-2009



PLAN 20' x 20'



PERSPECTIVE

Tous droits réservés DEE - 2002

DEE

Décor Experts Expo

EXPOSITIONS - ÉVÈNEMENTS - TÉLÉVISION - CINÉMA

tél.: (450) 646-2251 fax.: (450) 646-6342

Denis Dion

Directeur des ventes

Mélissa Daneau
designer

turnkey 20' x 20'-A

treating yourself

dee

09-11-2009

DEE Luxe



2A - Chaise en tissu couleur Charbon
Charcoal Chair



2B - Causeuse en tissu couleur Charbon
Charcoal Loveseat



CHB-WLT - Chaise en cuir blanc "Tub Chair"
White Leather Tub Chair



CHB-BLS - Chaise pivotante en cuir brun
"Tub Chair"
Brown Leather Swivel Tub Chair



7L - Chaise Haute en cuir noir "Executif"
High Back Swivel Chair



3A - Table conférence de 42"
42" Round Meeting Table



7G - Chaise basse en cuir noir " Super Steno"
Low Back Swivel Chair



5D - Tabouret noir "Fanback Stool"
Black Fanback Stool



5A - Table Bistro 30" ronde en Granite
30" Round Bar Table



5B - Tabouret en cuir noir "Banana Stool"
Black Banana Stool



11A - Chaise en cuir noir " Tub Chair"
Black Leather Tub Chair

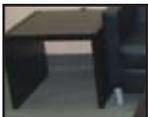


7A - Table de conférence 36" x 72"
36" x 72" Conference Table

DEE Luxe



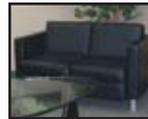
5000 - Sofa "Retro" en cuir noir
Retro Black Leather Sofa



CE-BTE - Table de Bout en vitre fumée noire,
base en bois noir
Black Wood Smoked Glass Top End Table



CE-BTT - Table à Café en vitre fmée noire,
base en bois noir
Black Wood Smoked Glass Top Coffee Table



5001 - Causeuse "Retro" en cuir noir
Retro Black Leather Loveseat



5002 - Fauteuil "Retro" en cuir noir
Retro Black Leather Chair



CE-GBW -Table à Café avec vitre,
base en bois noir
Coffee Table - Glass / Black Wood Base



CE-BCE - Table de Bout en vitre fumée noire,
base en métal chromé
Chrome Metal Smoked Glass Top End Table



CE-BCT - Table à Café en vitre fumée noire,
base en métal chromé
Chrome Metal Smoked Glass Top Coffee Table



BAR-CT - Table à Café avec vitre carré,
base en métal chromé
Barcelona Square Glass Top Coffe Table



CE-ACG - Table de Bout en vitre,
base en métal chromé; hauteur ajustable
Adjustable Height Round End Table
Glass / Chrome



BAR-CR - Chaise en cuir Rouge "Barcelona"
Red Barcelona Chair
Causeuse / Loveseat (en option/optional)



BAR-CW - Chaise en cuir Blanc "Barcelona"
White Barcelona Chair
Causeuse / Loveseat (en option/optional)



BAR-OW -Pouf en cuir Blanc "Barcelona"
White Barcelona Ottoman



CHB-VFG - Chaise en Tissu "Vintac Fresh Groovy"
Vintac Fresh Groovy Fabric Chair

Date:	Compagnie / Company:	Tél. / Phone: ()	Télé.: / Fax: ()
Adresse / Address:		Code postal / Postal Code:	
Courriel / E-mail:			
Responsable / Contact:		No. stand / Booth no.:	TPS / GST 138629431RT
Nom de l'événement / Show name:		Date:	Lieu / Place: TVQ / QST 1016915714

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

CODE	QTÉ QTY	DESCRIPTION	DESCRIPTION	A	B	TOTAL
2A		Chaise en tissus couleur charbon	Charcoal chair	128,10 \$	160,12 \$	
2B		Causeuse en tissus couleur charbon	Charcoal fabric loveseat	191,10 \$	238,87 \$	
3A		Table de conférence de 42"	42" Round meeting table	92,40 \$	115,50 \$	
5A		Table bistro ronde en granite de 30"	30" Round bar table	92,40 \$	115,50 \$	
5B		Tabouret en cuir noir	Black banana stool	92,40 \$	115,50 \$	
5D		Tabouret noir	Black fanback stool	51,46 \$	64,32 \$	
7A		Table de conférence en granite 36" x 72"	36" x 72" conference table	151,20 \$	189,00 \$	
7G		Chaise basse en cuir noir	Low back swivel chair	81,90 \$	102,37 \$	
7L		Chaise Haute en cuir noir	High back swivel chair	98,00 \$	122,25 \$	
11A		Chaise en cuir noir	Black leather tub chair	128,10 \$	160,12 \$	
5000		Sofa "RETRO" en cuir noir	Retro black leather sofa	399,00 \$	498,75 \$	
5001		Causeuse "RETRO" en cuir noir	Retro black leather loveseat	283,50 \$	354,37 \$	
5002		Fauteuil "RETRO" en cuir noir	Retro black leather chair	199,50 \$	249,37 \$	
CHB-WLT		Chaise en cuir blanc	White leather tub chair	128,00 \$	160,00 \$	
CHB-BLS		Chaise pivotante en cuir brun	Brown leather swivel tub chair	108,00 \$	135,00 \$	
CHB-VFG		Chaise en tissus	Vintac fresh groovy fabric chair	92,00 \$	115,00 \$	
BAR-CW		Chaise en cuir blanc "Barcelona"	White barcelona chair	299,50 \$	374,37 \$	
BAR-CR		Chaise en cuir rouge "Barcelona"	Red barcelona chair	299,50 \$	374,37 \$	
BAR-LW		Causeuse en cuir blanc "Barcelona"	White barcelona leather loveseat	550,00 \$	687,50 \$	
BAR-LR		Causeuse en cuir rouge "Barcelona"	Red barcelona loveseat	550,00 \$	687,50 \$	
BAR-OW		Pouf en cuir blanc "Barcelona"	White barcelona ottoman	165,50 \$	206,87 \$	
BAR-CT		Table à café vitrée, base en métal chromé	Barcelona square glass top coffee table	250,00 \$	312,50 \$	
CE-GBW		Table à café vitrée, base en bois noir	Coffee table-glass / black wood base	198,00 \$	247,50 \$	
CE-ACG		Table de bout vitrée, base en métal chromé; hauteur ajustable	Adjustable height round end table <small>glass chrome</small>	98,00 \$	122,50 \$	
CE-BTE		Table de bout vitrée fumée, base en bois noir	Black wood smoked glass top end table	78,00 \$	97,50 \$	
CE-BTT		Table à café vitrée fumée, base en bois noir	Black wood smoked glass top coffee table	98,00 \$	122,50 \$	
CE-BCT		Table à café vitrée fumée, base en métal chromé	Chrome metal smoked glass top coffee table	108,00 \$	135,00 \$	
CE-BCE		Table de bout vitrée fumée, base en métal chromé	Chrome metal smoked glass top end table	88,00 \$	110,00 \$	

<input type="checkbox"/> Visa	<input type="checkbox"/> Master card	<input type="checkbox"/> Amex	SOUS-TOTAL / SUBTOTAL:	\$
N° de carte / Card no.:			TPS / GST (5%):	\$
Date d'expiration / Expiration Date:			SOUS-TOTAL / SUBTOTAL:	\$
Titulaire de la carte / Cardholder:			TVQ / QST (7.5%):	\$
Signature du titulaire / Cardholder's signature:			TOTAL:	\$
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation				Chargé(e) de projet: Agent Project:

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

MEDICAL MARIJUANA & HEMP EXPO
JULY 16 – 18, 2010
HALL A - 8102-27067

DISCOUNT PRICE DEADLINE DATE: JUNE 30, 2010

EXHIBITOR INFORMATION

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

PAYMENT INFORMATION

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

Payment: Visa Master Card American Express Cheque Payable to SHOWTECH

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

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

RENTAL POWER

POWER INSTALLED AT BACK OF BOOTH	CODE	QUANTITY	DISCOUNT PRICE	REGULAR PRICE	TOTAL AMOUNT
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500	_____	\$ 136.00	\$ 184.00	_____
15 amp, 120 volt outlet	CS120115	_____	\$ 162.00	\$ 219.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024	_____	\$ 206.00	\$ 278.00	_____
20 amp, 120 volt duplex outlet	CS120120	_____	\$ 218.00	\$ 294.00	_____
15ft extension cord – power order required	E15	_____	\$ 23.00	\$ 23.00	_____
UNDERCARPET POWER – ATTACHED BOOTH LAYOUT FORM REQUIRED					
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500U	_____	\$ 168.00	\$ 227.00	_____
15 amp, 120 volt outlet	CS120115U	_____	\$ 194.00	\$ 262.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024U	_____	\$ 239.00	\$ 323.00	_____
OVERHEAD POWER – ATTACHED BOOTH LAYOUT FORM REQUIRED					
1500 watt, 120 volt duplex outlet, approx 12 amps	E1500V	_____	\$ 168.00	\$ 227.00	_____
15 amp, 120 volt outlet	CS120115V	_____	\$ 194.00	\$ 262.00	_____
24 hour, 1500 watt, 120 volt duplex outlet	E150024V	_____	\$ 239.00	\$ 323.00	_____

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

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

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

RENTAL LIGHTING

DESCRIPTION					
1 – 4 - 8ft adjustable stand c/w Two–150 watt quartz floodlights	L2150	_____	\$ 112.00	\$ 151.00	_____
Ceiling mounted 1000 quartz floodlight	L1000	_____	\$ 260.00	\$ 351.00	_____
SYSTEM & BOOTH LIGHTING – HARD WALL REQUIRED					
120 watt incandescent chrome arm light fixture	L150A	_____	\$ 63.00	\$ 85.00	_____
200 watt quartz black arm light fixture	L200B	_____	\$ 81.00	\$ 109.00	_____
200 watt quartz white arm light fixture	L200W	_____	\$ 81.00	\$ 109.00	_____
LED 13 watt black arm light fixture, equivalent to 150 w quartz – NEW	LLEDA	_____	\$ 85.00	\$ 115.00	_____
3ft track c/w 3 - 150 watt quartz floodlights – fascia required	LT3150	_____	\$ 176.00	\$ 238.00	_____

SUB-TOTAL
+13% HST

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

TOTAL AMOUNT PAYABLE - CANADIAN FUNDS \$

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

MEDICAL MARIJUANA & HEMP EXPO
JULY 16 – 18, 2010
HALL A - 8102-27067

DISCOUNT PRICE DEADLINE DATE: JUNE 30, 2010

STEP 1 - EXHIBITOR INFORMATION

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

PAYMENT INFORMATION

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

Payment: Visa Master Card American Express Cheque Payable to SHOWTECH

CREDIT CARD # _____

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

STEP 2 - QUOTATION INFORMATION

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

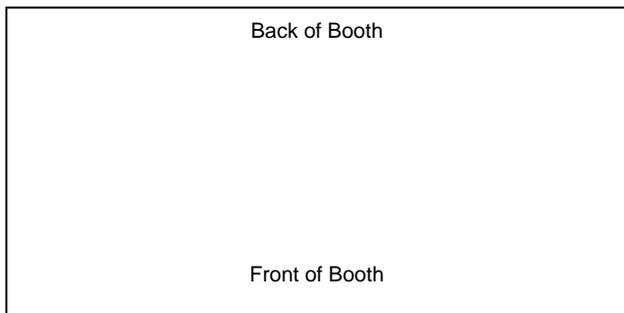
****Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation**.**

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

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

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

OVERHEAD VIEW OF SIGN/BANNER LOCATION



PLEASE COMPLETE THE FOLLOWING SECTION

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

STEP 3 - QUOTATION ESTIMATE

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

\$ _____
 Sign Estimate + 13% HST

\$ _____
 Power Cost for sign + 13% HST

\$ _____
***Total Estimate** based on information above.
 (Subject to change on site) _____

DISCOUNT PRICE DEADLINE DATE: JUNE 30, 2010

EXHIBITOR INFORMATION

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

PAYMENT INFORMATION

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

Payment: Visa Master Card American Express Cheque Payable to SHOWTECH

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

COMPRESSED AIR

CFM RATING IS REQUIRED FOR ALL COMPRESSED AIR SERVICES	CODE	QUANTITY	DISCOUNT PRICE	REGULAR PRICE	TOTAL AMOUNT
Compressed air - 0 to 4 cu.ft. per minute	MCA1	_____	\$ 372.00	\$ 502.00	_____
Compressed air - 5 to 10 cu.ft. per minute	MCA2	_____	\$ 533.00	\$ 720.00	_____
Compressed air - 11 to 20 cu.ft. per minute	MCA3	_____	\$ 776.00	\$1,048.00	_____
Compressed air - 21 to 38 cu.ft. per minute	MCA4	_____	\$ 912.00	\$1,231.00	_____

NATURAL GAS - NORTH BUILDING ONLY

½" Natural Gas connection to booth – NORTH BUILDING ONLY	MNG	_____	\$ 400.00	\$ 540.00	_____
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WATER

Fill and drain container up to 1000 gallons total	MW1000	_____	\$ 180.00	\$ 243.00	_____
Fill and drain container up to 5000 gallons total	MW5000	_____	\$ 286.00	\$ 386.00	_____
Fill and drain container 5000 gallons and over	MW5001	_____	\$ 357.00	\$ 482.00	_____
½" valved cold water connection to booth	MWCOLD	_____	\$ 400.00	\$ 540.00	_____

HOT WATER TANK

Hot water tank, 6 imperial gallons – 3 weeks notice required	MECHMISC	_____	Call for Availability & Quote		_____
Hot water tank, 40 imperial gallons – 3 weeks notice required	MECHMISC	_____	Call for Availability & Quote		_____

DRAIN

Gravity – minimum drain connection to booth	MWDGR	_____	\$ 283.00	\$ 382.00	_____
Pumped – minimum drain connection to booth	MWDGPM	_____	\$ 417.00	\$ 563.00	_____

ADDITIONAL / AIR - WATER – DRAIN OUTLETS

Air and water outlets (split service)	MSPLIT	_____	\$ 166.00	\$ 224.00	_____
Drain (split service)	MSPLIT	_____	Call for Availability & Quote		_____

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

QUOTED UNIT PRICE:

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

SUB-TOTAL _____
+13% HST _____

TOTAL AMOUNT PAYABLE - CANADIAN FUNDS \$ _____

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

Booth #/s

Show Name: _____

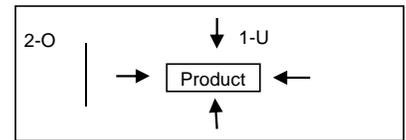
Show Dates: _____ Facility: _____

COMPANY _____ E-MAIL ADDRESS _____ PHONE NUMBER _____

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

SHOWTECH must receive this booth layout form along with your completed order form to ensure proper placement of services in your Booth.
 Use this grid to indicate placement of SHOWTECH services and your product:

- Use bold lines to indicate the outline of your booth.
- Circle the correct booth type and fill in the proper orientation around your booth. **INLINE BOOTH PENINSULA BOOTH ISLAND BOOTH**
- Indicate the dimensions of your booth _____ 10 x 10-1 square = 1 foot, 20 x 20-1 square = 2 feet, 40 x 40-1 square = 4 feet etc.
- Overhead or Undercarpet outlets - Draw a "O" for overhead or "U" for undercarpet placement.
- 1000 watt quartz floodlight - Draw arrow/s to indicate light direction.
- Sign/Banner hanging - Draw line to indicate location.



Example

BACK OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

A large grid consisting of 10 columns and 10 rows of squares. The grid is used for drawing the booth layout, including dimensions, booth type, and placement of services.

FRONT OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

SHOWTECH

TERMS & CONDITIONS

GENERAL:

The Centre's and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building.

Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.

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

Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

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

ELECTRICAL:

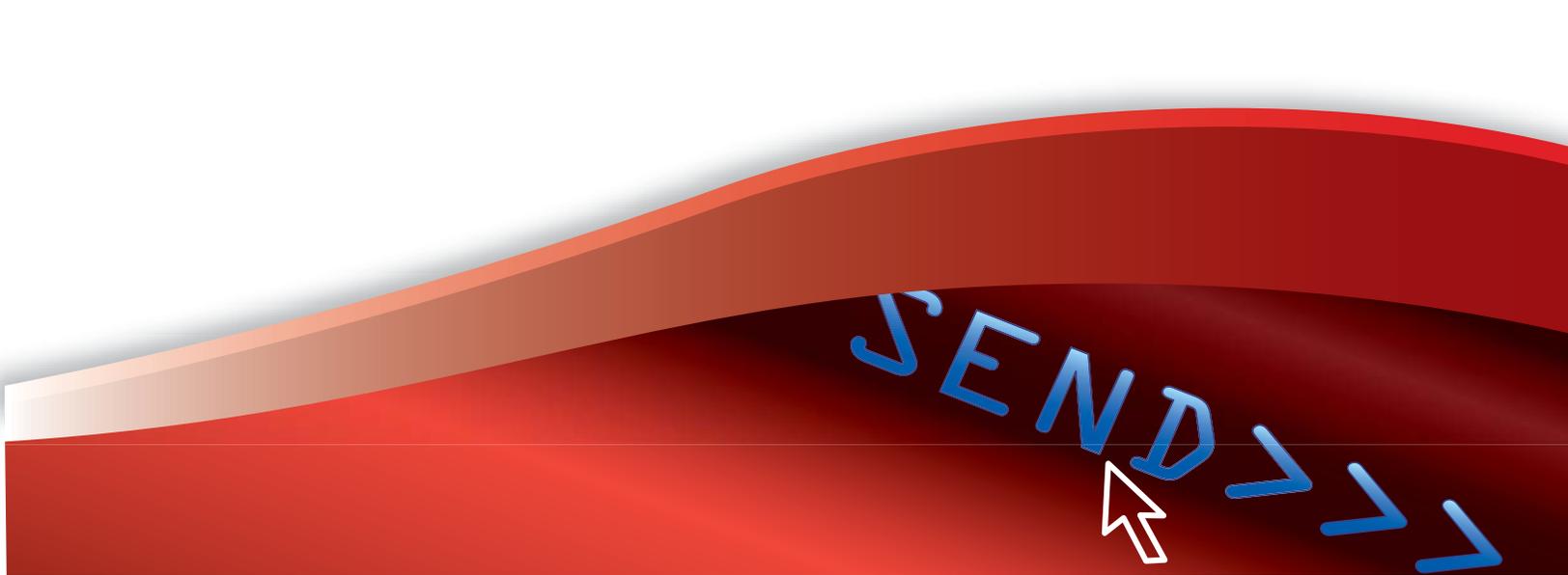
1. In-line and peninsula outlets are installed at the back of booth. If you require them elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see order form).
2. Island booth outlets will be placed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

ELECTRICAL SAFETY REGULATIONS:

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

MECHANICAL:

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



SEND

SHOWTECH Online Ordering

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

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

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

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

Thank you for your order.

SHOWTECH
POWER & LIGHTING



ELECTRICAL INFORMATION

SAVE TIME AND MONEY

PLEASE READ BEFORE ORDERING

SHOWTECH, POWER & LIGHTING, has prepared the following information to assist you when ordering your electrical services. If you have any questions about your order, please call our Customer Service Representative at the telephone number on your Electrical Order Form. We would be pleased to assist you.



ELECTRICAL ORDER CHECKLIST

1. Complete the SHOWTECH Electrical Order Form
 - ❑ Do you require lighting?
 - Lighting creates impact and makes your booth and products stand out.
 - ❑ Check the equipment rating plates on your equipment to determine wattage or amps, (horsepower for motors), voltage and phasing you will require.
 - ❑ Order 24-hour power if needed. i.e. refrigeration equipment, aquariums, computers, fax machines.
Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
 - ❑ Include a booth floor plan, where applicable.
 - ❑ Enclose payment and order prior to the deadline date. This will save you time and money.
2. Review the Electrical Code requirements on page 3 and take necessary actions to ensure all show equipment meets the necessary specifications. This will help you avoid surprises by identifying equipment which will not pass approval before you arrive at the show.
3. Contact our Customer Service Representative with any questions. It is our pleasure to help you.

HELPFUL HINTS

Help us help you! Read all information!

Please be sure to read your Exhibitor's Manual. It provides you with a summary of show rules, display guidelines and order forms for all services. If you have any problems filling out your SHOWTECH Electrical, Mechanical or Sign/Banner order forms, contact us at the number on the order form.

Save Money! Place your order before the deadline!

You can save significant time and money by ordering and paying for your SHOWTECH Services prior to the deadline date.

Sales Taxes!

The prevailing Sales Tax applies to all orders for shows/events held in Canada (no out of country exemptions).

Plan your exhibit! Avoid last minute changes!

Design your booth with electrical efficiency in mind. Our staff will be happy to assist you. Settle on a design in advance and avoid making changes. Changes are expensive and can create delays when setting up your display.

Send detailed and accurate plans!

If you require outlets to be placed in locations other than at the back of booth, you need to order undercarpet/overhead outlets. Please send us a copy of your floor plan or use the Booth Layout Form enclosed. These floor plans should include locations of all electrical, mechanical, lighting and sign/banner installations. Clearly mark the electrical / mechanical rating of each item also indicate adjoining booth numbers or aisle numbers. Sending floor plans promptly will provide information necessary to place your services properly prior to carpet and booth installation.

Avoid Code Violations!

All wiring must have a 3-wire grounded cord, minimum #16 gauge. We use flat cords for under carpet installation. If you are not sure if your exhibit conforms to code, or if you have any questions about your exhibit's electrical wiring, please contact our staff.

Communicate!

If you are unsure how to place your SHOWTECH order, please contact our staff. We can help you best if you contact us before you arrive at the show. Clearing up confusion and problems before the show move-in prevents costly set up delays and on-site challenges. Contact us at the number listed on our Order Form.



ELECTRICAL CODE

Temporary electrical services for exhibits

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

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

Serious risks are involved which can be reduced with an accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

- Borrowing power from an adjoining booth is NOT permitted. Using your neighbour's outlet may cause an overload in the circuit.
- All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker.
- All display wiring must have a 3 wire grounded cord, minimum of #16 gauge.
- The use of open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- Zip cords or two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- Permanent building receptacles are NOT part of a booth space. Exhibitors will be charged for their use.

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

It is illegal to sell, display and/or energize any electrical equipment unless it has been approved by a recognized certification agency (i.e. CSA, ULC). Without this approval SHOWTECH cannot provide electrical services.

Exhibitors are responsible for ensuring that all electrical equipment in the booth has the appropriate approval. Should your equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is being sought. Please contact the following bureau's direct for further instruction.

ONTARIO

Electrical Safety Authority 1.877.372.7233
 Website: www.esa-safe.com, click on "Electrical Product Safety" /
 "Product Approval Requirements"

ALBERTA

The Inspections Group 780.454.5048
 Local CSA Office 1.800.463.6727

NOVA SCOTIA

Local CSA Office 902.860.1619



SHOWTECH'S RESPONSIBILITIES

As the electrical contractor, we will be responsible for:

- All facility distribution of electrical wiring and power distribution
- All motor and equipment hook-ups requiring hard wire connections
- Installation of electrical fixtures
- Installation of electrical motors to be energized and electrical apparatus.

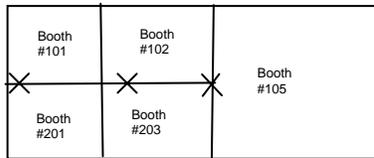


ELECTRICAL OUTLET LOCATION

The following are standard methods of installation.

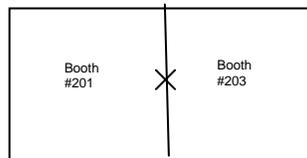
✕ Indicates location of outlets

In-Line Booths



Peninsula Booth

Back to Back Peninsula Booth



- Your pre-ordered outlet will be installed at the rear of your booth, at the backwall or drape line. For other locations please indicate whether the outlet is overhead or under carpet on our electrical order form. We will be pleased to answer your questions. Contact us at the number on our electrical order form.

Island Booth



- Exhibitors should designate one (1) location for Island Booth outlets. For other locations and distribution of power please indicate on the electrical order form whether the outlet is overhead or under carpet.
- For facilities with floor ports, your power will be placed in one (1) location at our discretion. Please refer to our electrical order form to view other options.
- When no floor plan is provided with an Island Booth, we will place power in one (1) location at our discretion.

The Booth Layout Form or floor plan must be submitted with the electrical order form if you require your outlet/s at any location other than the backwall/drape line. Please show location and size of electrical outlet. Also be sure to indicate adjacent booth numbers or aisles.

We would be pleased to answer your questions. Please contact us at the number on our electrical order form. For further information on our services and products please visit us at our website www.showtech.ca.

COMPANY:	_____	SHOW NAME:	_____	_____	_____
STREET:	_____	LOCATION:	_____	_____	_____
CITY:	_____	BOOTH #:	_____	_____	_____
PROV / STATE:	_____	POSTAL CODE:	_____	_____	_____
E-MAIL:	_____	INSTALLATION DATE:	_____	TIME:	_____
PHONE:	_____	EXHIBIT START DATE:	July 16, 2010	TIME:	_____
ORDERED BY:	_____	EXHIBIT END DATE:	July 18, 2010	TIME:	_____
PO #:	_____	CONTACT ON-SITE:	_____	PHONE:	_____
	_____	PST #:	_____	PHONE:	_____

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	TOTAL
FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS			
	17" LCD FLAT SCREEN MONITOR (3:4 RATIO, 1280 x 1024)	\$240.00	
	20" LCD FLAT SCREEN MONITOR (3:4 RATIO, 1280 x 1024)	\$360.00	
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$750.00	
	37" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$1,050.00	
	42" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1024 x 1024, VIDEO, SPEAKERS)	\$1,350.00	
	45" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,800.00	
	50" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, SPEAKERS)	\$2,100.00	
	65" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$3,000.00	
	50" DLP PROJECTION CABINET (3:4 RATIO, 1024 x 768, SPEAKERS)	\$1,650.00	
	FLAT SCREEN MONITOR FLOOR STAND	\$150.00	
	LCD PROJECTOR (1024 x 768, 2500 LUMENS)	\$1,050.00	
COMPUTERS			
	All computers come with 10/100 Ethernet, Windows and Office software		
	STANDARD DESKTOP COMPUTER (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$260.00	
	PERFORMANCE DESKTOP COMPUTER (P4, 2.4GHZ, 512RAM, 40GB HD, DVD R/W, 17" LCD MONITOR)	\$325.00	
	NOTEBOOK COMPUTER (P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$325.00	
COMPUTER ACCESSORIES			
	COLOUR INKJET PRINTER	\$150.00	
	LASER PRINTER - B & W, 15 PPM	\$200.00	
	LASER PRINTER - B & W, 25 PPM (NETWORKABLE)	\$300.00	
	DESKTOP SPEAKERS - PAIR	\$50.00	
	ETHERNET 10/100 8 PORT SWITCH	\$50.00	
VIDEO PLAYERS & MONITORS			
	DVD PLAYER - MULTIZONE	\$225.00	
	VHS PLAYER	\$180.00	
	VHS COMBO UNIT WITH 20" MONITOR	\$120.00	
	20" LCD FLAT SCREEN MONITOR (3:4 RATIO)	\$360.00	
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO)	\$750.00	
	37" LCD FLAT SCREEN MONITOR (16:9 RATIO)	\$1,050.00	
	28" CRT VIDEO RECEIVER/MONITOR	\$225.00	
	53" VIDEO PROJECTION CABINET (3:4 RATIO, VIDEO, SPEAKERS)	\$1,050.00	
VIDEO ACCESSORIES			
	VIDEO CART WITH SKIRT	\$60.00	
	VIDEO CART WITH SKIRT (WHEN USING PERSONAL EQUIPMENT)	\$90.00	
	6 FT TRIPOD SCREEN	\$150.00	
AUDIO EQUIPMENT			
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$105.00	
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$405.00	
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$825.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)	\$390.00	
OTHER			
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!		

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX : USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:	
CREDIT CARD #:	_____ → PAYMENT	DELIVERY & PICKUP:	\$100
EXPIRY:	_____	LABOUR - SETUP/DISMANTLE:	\$55/Hr
		LABOUR - ADDITIONAL:	\$110
AUTHORIZED SIGNATURE:	_____	SUB-TOTAL:	
NAME ON CREDIT CARD:	_____	PROVINCIAL SALES TAX:	8.0%
DATE:	_____	GST or HST:	5%
		PST EXEMPTION:	\$0.00
		TOTAL:	

For further information, please contact: **Richard Bellemare** 416-585-8312 PH
rbellem@awwtelav.com 416-585-8337 FAX

The completion and the signing of this document by the Cardholder, authorizes AVW-TELAV Inc. to charge the amount for services rendered on the credit card referred to below:

Credit Card Number Information:

AMERICAN EXPRESS Expiry Date _____

VISA Expiry Date _____

MASTERCARD Expiry Date _____

DINERS CLUB Expiry Date _____

Name of Credit Card Holder _____

Cardholder's Signature _____

Company Name _____

Customer Name _____

Date of Authorization _____

Work Order/Sales Order Information:

Work Order/Sales Order No. _____

Payment of this order is required prior to the start of the services to be rendered (copy of work order/sales order attached). Non-payment could cause delays in the rendering of our services.

To render this transaction complete, a duly signed copy of this document by the Cardholder must be faxed to:

Facsimile: (416) 585-8337
Attention: Anne Wong

Thank you in advance for your immediate attention to this matter.

**AVW-TELAV Inc.
MTCC**



Medical Marijuana & Hemp Expo 2010

July 16 – 18, 2010

Exhibitor Badge Request Form

Please send this form directly to CONEXSYS Registration
Fax: 1-800-628-8838 or (905) 405-9870 Phone 1-800-661-5319 or (905) 405-8415
e-mail to troy@conexsysregistration.com

EXHIBITOR COMPANY NAME: _____

BOOTH NO. _____

CONTACT NAME: _____

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

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL/ZIP CODE: _____

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

EMAIL: _____

EXHIBITOR BADGES

2 Free Badges per 5' x 10' Booth

5 Free Badges per 10' x 10' Booth

10 Free Badges per 10' x 20' Booth

15 Free Badges per 20' x 20' Booth

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

	FIRST NAME	LAST NAME
1		
2		
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