

EXPAND
YOUR
HORIZONS



ANNUAL
CONFERENCE
WINNIPEG ^{JUNE 10-12} 2015
RBC Convention Centre

2015 FEI Canada EXHIBITOR MANUAL

LOCATION

RBC Winnipeg Convention Centre
375 York Avenue
Winnipeg, Manitoba R3C 3J3
Contact: Andrea Field
Event Manager
Direct : 204-957-4583
Email: andreafield@wcc.mb.ca

SHOW MANAGEMENT

FEI Canada
Phone: 416-366-3007/1-866-677-3007
Rita Plaskett, Director of Events (x 5116)
Cell phone: 416-436-5372
Email: rplaskett@feicanada.org
Email: rplaskett@agendum.ca

HOTEL

Delta Winnipeg Hotel
350 St. Mary Avenue
Winnipeg, Manitoba R3C 3J3
Contact: Bill Voulgaris
Direct: 204-942-0551
Email: bill.voulgaris@deltahotels.com

SHOW SCHEDULE

Exhibitor Move-In

Wednesday, June 10, 2015

Meeting Rooms F-G-H: 12:00 noon – 4:00 pm

** all exhibits MUST be finished setup by 5:00 pm for Opening Reception*

Exhibit Hours

Wednesday, June 10	6:00 pm – 8:00 pm	Opening Reception in Exhibit Hall
Thursday, June 11	7:00 am – 8:40 am	Optional Breakfast in Exhibit Hall
Thursday, June 11	10:00 am – 10:30 am	Networking Break in Exhibit Hall
Thursday, June 11	1:00 pm – 2:00 pm	Lunch in Exhibit Hall
Thursday, June 11	4:30 pm – 5:30 pm	Distinguished Award Reception in Exhibit Hall
Friday, June 12	7:30 am – 8:40 am	Optional Breakfast in Exhibit Hall
Friday, June 12	10:15 am – 10:45 am	Networking Break in Exhibit Hall

Exhibitor Move-Out

Friday, June 12

NO earlier than 11:00 am

Dismantle and Move-Out Information

Stronco Show Services, the official show services contractor, will begin returning empty containers as soon as the show is closed. All exhibitor materials must be removed from the exhibit facility by June 12 at 5:00 pm.

Exhibit Hall Passport Stickers

All exhibitors will be provided with stickers to be applied to the conference registrant's Exhibit Hall Passport when they visit each exhibit booth.

The stickers are available for pickup at the conference registration desk by the exhibitor's representative. The Exhibit Hall Passports are collected at the end of the conference and a draw will be held at the *Closing Luncheon*

Note – *Exhibit Hall Passports are given to only FEI Canada members*

SERVICE CONTRACTOR CONTACTS

STRONCO SHOW SERVICES (Transportation, Customs, Booth Accessories, Labour, Advance Shipping, Display Walls, Furniture)

Erik Naar

Phone: 905-270-6767 x 2271 Fax: 905-270-6771

Toll free: 1-800-665-2621

Email: erik.n@stronco.com

**** *The convention centre will not accept deliveries of exhibit material. All shipments must go through Stronco Show Services.***

All deliveries must be forwarded to:

FEI Canada

c/o Stronco Show Services, ABF

2091 Brookside Blvd.

Winnipeg, Manitoba

R3C 2E6

SHIPMENT SHOULD ARRIVE NO LATER THAN:

June 3, 2015

Audio-Visual Services:

AV-CANADA (Audio Visual Rentals)

Phone: 905-566-5500 Fax: 905-566-5511

Email: gene.h@av-canada.com

Power, Lighting and Internet:

Through the RBC Convention Centre

Mary Fehr

Direct: 204-957-4538

Email: maryf@wcc.mb.ca

ALL FORMS AS WELL AS POLICIES AND PROCEDURES FOR THE RBC WINNIPEG CONVENTION CENTRE ARE AVAILABLE ON LINE.

Simply click on the link below, choose "order forms" on the left hand side of the page then scroll down to Financial Executives.

<http://www.fallsconventions.com/exhibiting-order-forms.html>

GENERAL INFORMATION

Booth Equipment

Each 10' wide by 8' deep booth will include an 8' high back wall and 3' high side rails in black drape. One table skirted in black with two chairs will be included.

Discount Price Deadline Date

To receive advance discount rates listed on the order forms, you must submit your order with payment by:

AV-CANADA: May 25, 2015

Stronco Show Services: May 25, 2015

Exhibit Hall Carpet

The exhibit area is carpeted.

Exhibitor Benefits

- One complimentary registration (includes meals, reception, sessions, and conference materials).
- Two booth personnel passes (does not include meals and conference materials).
- Reduced rate of \$700 per person for additional full participants (includes meals, sessions and conference materials).
- Recognition in conference promotional material and website.
- Insertion of 1 page promotional material in the conference registration bag.
- Delegate list, provided after the early bird registration cut-off, two weeks prior to the conference and final delegate list provided post conference.

Hotel Accommodations

A block of rooms have been reserved at Delta Winnipeg Hotel, at a group rate starting at \$195.00.

Reservations received after the cut-off date of May 15, 2015

(or if the group rate sells out early) will be on a space and rate availability basis.

When making your reservations, please indicate that you are an attendee of the FEI Canada Conference.

To make a reservation, call 1-888-311-4990 or call direct at 1-800-268-1133.

You must indicate you are with the FEI Canada group.

Internet Access

WIFI is complimentary in hotel lobby and bedrooms. For internet at the RBC Winnipeg Convention Centre complete the form attached.

Travel

Special discounted airfares for FEI Canada delegates have been arranged with Air Canada and WestJet.

Air Canada: visit www.aircanada.com and enter in search panel: promotional code: EPR634G1

WestJet: call 1-888-493-7853 and quote discount code: CC8612.



STRONCO
GROUP OF COMPANIES

EXHIBITOR ORDER FORMS

FEI CANADA ANNUAL CONFERENCE
RBC Convention Centre, Winnipeg
June 10-12, 2015

Please fax or mail your order to:

1510-B Caterpillar Road, Mississauga ON, L4X 2W9
tel 905.270.6767 fax 905.270.6771 toll free 800.665.2621 www.stronco.com

Welcome to Stronco!

We are pleased to be appointed Official Service Contractor for **FEI Canada Annual Conference**.

Our goal is to make your exhibiting experience easy, pleasant and an unparalleled success.

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- **Exhibit Rentals**
- **Installation & Dismantling Labour**
- **Carpet & Underpadding**
- **Display Tables & Drapery**
- **Counters, Storage & Display Units**
- **Accessories & Office Furnishings**
- **Sofas, Chairs & Stools**
- **Tables**
- **Plants**
- **Signs & Graphics**
- **Material Handling Services**
- **Advance Show Receiving**
- **Transportation Services**
- **Customs Brokerage Services**

Please see the following order forms for more details.

STRONCO EXHIBITOR SERVICES CENTRE

If you require assistance with your exhibiting needs or any of our products and services, please contact our Exhibitor Services Centre at 800-665-2621.

Thank you for your business! We hope you have a successful show.

Payment Policy Information Sheet

DISCOUNT PRICE DEADLINE DATE

To take advantage of discounted pre-show pricing listed on the order forms, we must receive your order and payment by the deadline date specified on the order form.

Orders without payment cannot be processed until payment is received and will be charged the after deadline date prices.

METHOD OF PAYMENT

All orders must be paid in full prior to delivery.

You must complete a **CREDIT CARD AUTHORIZATION FORM** if you are paying by cheque, or ordering any of the following services:

- Material Handling
- Advance Show Receiving
- Installation & Dismantle Labour Services
- In-Booth Forklift Service
- Transportation Services
- Customs Brokerage Services
- Plan to have your representative order services on-site

Payment can be made by Visa, MasterCard, American Express, Cheque or Bank Wire Transfers.

We do not accept cheques on-site.

THIRD PARTY BILLING

If you would like to arrange for an exhibit house or other agent to manage and order services on your behalf, they may make payment arrangements with us. The exhibiting company is ultimately responsible for all charges incurred on their behalf if payment is not made by the third party.

CANCELLATION POLICY

A 70% refund will be allowed on all written cancellations received 7 days prior to show set-up, excluding display rentals and signage.

No refunds will be given on signage and graphics once they are produced.

All claims and discrepancies must be settled prior to show closing. No adjustments or refunds will be given for items cancelled after the stated cancellation period.

Online Ordering Information Sheet



Stronco is pleased to make our online ordering service available for the upcoming:

FEI CANADA ANNUAL CONFERENCE
RBC Convention Centre, Winnipeg
June 10-12, 2015

To place your order online, view the show schedule or print order forms, go to **www.stroncoonline.com**.

In order to protect your privacy and restrict access to exhibitors in this event we have assigned the following show code to this event:

Show Code: 437521579

To place online orders you will be required to enter your Show Code and Booth Number.

If you have not registered on our online ordering system before, you must complete the registration process.

Once you have registered your information in our Online Ordering System you will not be required to register again to place online orders for future events serviced by Stronco.

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

J43752
11-29-10

Advance Show Receiving Information Sheet

IMPORTANT – PLEASE READ CAREFULLY

BENEFITS OF ADVANCE SHIPPING:

- Storage of materials for up to 30 days prior to show
- Priority delivery of shipment to your booth prior to start of exhibitor move-in
- Saves you valuable time and additional costs during set-up

SERVICE INCLUDES:

- Receive shipment at the warehouse up to 30 days in advance of show (any items stored beyond 30 days will incur additional charges)
- Provide inventory count and record any visual damage
- Deliver materials to show site
- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

ESTIMATING CHARGES:

- Charges are based on weight of shipment and are charged per hundred weight (CWT) and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Show Receiving Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive in the warehouse.
- A surcharge may apply if shipments are received with incomplete information.

NOTE:

- All shipments must be properly labeled including booth number. Labels must be on each item shipped.
- To avoid additional charges, ensure all shipments are in crates or on skids.
- Collect shipments will not be accepted by the warehouse.
- Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.

SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRATED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

SHIPMENT WEIGHTS

If no weight ticket is provided, Stronco's weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Stronco using cubic weight (dimensional weight) or actual shipment weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Stronco.

LIABILITY

Stronco will not be held responsible for concealed damage upon delivery to advance warehouse, 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. Stronco will not be responsible for damages while handling loose or inadequately packed exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Stronco reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count, and contents at the time of removal. Stronco will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Stronco's control. Stronco's liability is limited to \$0.30 per pound per article, to a maximum of \$30.00 per article and \$150 per shipment. Values exceeding this limitation should be insured by the shipper.

ALL ORDERS MUST BE ACCOMPANIED WITH AN ADVANCE RECEIVING ORDER FORM AND PAYMENT.

Advance Show Receiving Order Form

Shipments are accepted from	May 8, 2015
No shipments will be accepted in our advance warehouse on or after	June 5, 2015

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 29, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015
COMPANY		BOOTH #	
ADDRESS			
CITY		PROV / STATE	
		POSTAL / ZIP	
CONTACT		TITLE	
		EMAIL	
TEL		EXT	
		FAX	

****CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE****

RATES									
Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.			SHIPMENTS RECEIVED ON OR BEFORE DEADLINE DATE			SHIPMENTS RECEIVED AFTER DEADLINE DATE			
TIME			PRICE PER CWT						
Note: Rates are based on show move-in/move-out times. If your move-in or move-out time fall during overtime hours, overtime rate will apply.			CRATED	UNCRATED	SPECIAL HANDLING	CRATED	UNCRATED	SPECIAL HANDLING	
			REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$108.00	\$133.00	\$145.00	\$124.50
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 4:00 pm All day All day	\$123.00	\$148.00	\$160.00	\$139.50	\$166.00	\$178.00	
MINIMUM CHARGE			The minimum charge applies to each shipment and is not cumulative on multiple shipments.						\$ 296.00
ON-SITE ORDERS			A 25% surcharge will be applied to on-site orders.						
OFF-TARGET SHIPMENTS			A 30% surcharge will be applied to off-target shipments.						

CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum, whichever is greater)				
DESCRIPTION <small>(see advance show receiving information sheet for definitions of shipments)</small>	WEIGHT (LBS)	CWT	RATE <small>(see applicable rates above)</small>	ESTIMATED TOTAL <small>(Final total will be adjusted according to shipment weight)</small>
CRATED/SKIDDED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	_____
UNCRATED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	_____
SPECIAL HANDLING SHIPMENTS	_____ ÷ 100 = _____	x	\$ _____ = _____	_____
Note: Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to weight tickets. A \$50 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.				

PAYMENT							
Note: You must complete a credit card authorization form if you are paying by cheque							
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">SUB TOTAL</td><td style="width: 50px;"></td></tr> <tr><td style="text-align: center;">5% GST</td><td></td></tr> <tr><td style="text-align: center;">TOTAL</td><td></td></tr> </table>	SUB TOTAL		5% GST		TOTAL	
SUB TOTAL							
5% GST							
TOTAL							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;"></td> <td style="border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td style="font-size: x-small;">CARD NUMBER</td> <td style="font-size: x-small;">EXPIRY DATE</td> </tr> </table>			CARD NUMBER	EXPIRY DATE	HST# R129612164		
CARD NUMBER	EXPIRY DATE						
I have read and understand the Terms & Conditions of my agreement with Stronco							
CARD HOLDER _____ SIGNATURE _____	DATE _____						
TERMS & CONDITIONS This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.							
<ul style="list-style-type: none"> • Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing. • No cheques will be accepted on-site. 							



SHIPPING LABELS - TO ADVANCE WAREHOUSE

A

**ADVANCE
WAREHOUSE
EXHIBITION FREIGHT**

FROM

ADVANCED SHIPMENT

TO

EXHIBITING COMPANY _____

BOOTH NUMBER _____

SHOW _____

c/o **STRONCO LOGISTICS c/o ABF**
2091 Brookside Boulevard
Winnipeg, MB R3C 2E6

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
Warehouse receiving hours are Monday – Friday, 8:00 am – 4:00 pm

CARRIER _____

NUMBER OF PIECES _____ **OF** _____

SHIPPING LABELS - DIRECT TO SHOW SITE

D

**DIRECT TO
SHOW SITE
EXHIBITION FREIGHT**

FROM

DIRECT SHIPMENT

TO

EXHIBITING COMPANY _____

BOOTH NUMBER _____

SHOW _____

RBC CONVENTION CENTRE, WINNIPEG
375 York Avenue
Winnipeg, MB R3C 3J3

CARRIER _____

NUMBER OF PIECES _____ **OF** _____

Material Handling Information Sheet

IMPORTANT – PLEASE READ CAREFULLY.

Stronco has been appointed as the Official Material Handling Service Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

*** This service includes move-in and move-out, whether fully or partially used**

Note: Transportation to and from show site is not included as part of this service.

ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred. A minimum charge of 200 lbs per shipment is applicable.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.

SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRATED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

Material Handling Order Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015

COMPANY	BOOTH #
ADDRESS	
CITY	PROV / STATE
CONTACT	POSTAL / ZIP
TEL	EMAIL
	FAX

****CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE****

RATES					
TIME			PRICE PER CWT (200 lb minimum)		
			CRATED	UNCRATED	SPECIAL HANDLING
REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$87.00	\$98.00	\$108.00
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 4:00 pm All day All day	\$99.00	\$115.00	\$127.00
ON-SITE ORDERS	A 25% surcharge will be applied to on-site orders.				
OFF-TARGET SHIPMENTS	A 30% surcharge will be applied to off-target shipments.				
NOTE: If your move-in or move-out fall during overtime hours, overtime rate will be applied.					

CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum (200 lbs), whichever is greater)

DESCRIPTION <small>(see material handling information sheet for definitions of shipments)</small>	WEIGHT (LBS) <small>(200 lbs minimum)</small>	CWT	RATE <small>(see applicable rates above)</small>	ESTIMATED TOTAL <small>(Final total will be adjusted according to shipment weight)</small>
CRATED/SKIDDED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	_____
UNCRATED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	_____
SPECIAL HANDLING SHIPMENTS	_____ ÷ 100 = _____	x	\$ _____ = _____	_____

Note: Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to weight tickets. A \$50 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.

	WEIGHT (LBS)	QTY	RATE <small>(per shipment)</small>	TOTAL
SMALL PACKAGE (not to exceed 30 lbs)			\$63.00	

PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

VISA MC AMEX CHQ

CARD NUMBER	EXPIRY DATE

SUB TOTAL	
5% GST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.



Labour Service Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015
COMPANY			BOOTH #
ADDRESS			
CITY		PROV / STATE	POSTAL/ ZIP
CONTACT		TITLE	EMAIL
TEL		EXT	FAX

****CREDIT CARD AUTHORIZATION MUST BE SUBMITTED WITH THIS SERVICE****

- Labour rates are charged per labourer per hour in half hour increments.
- A minimum charge of one hour per labourer is applicable.
- If Stronco supervision is required, add 25% to the total labour cost.
- A 25% surcharge is applicable on onsite orders.

RATES			
REGULAR TIME	Mon - Fri	8:00 a.m. – 4:00 p.m.	\$102.00 / hour / man
OVERTIME	Mon – Fri Sat – Sun	4:00 p.m. – 6:00 p.m. 8:00 a.m. – 4:00 p.m.	\$153.00 / hour / man
DOUBLE TIME	Mon – Fri Sat – Sun All Holidays	After 6:00 p.m. After 4:00 p.m.	\$198.00 / hour/ man

INSTALLATION LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***			
Date Required _____	Start Time Required _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
_____ x _____ = _____	_____ x _____ = _____	_____ = \$ _____	Total
No of People Required _____	Hours Per Person _____	Total Hours _____	Rate _____
SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised <small>*Exhibitor must be present to supervise</small>	Exhibitor Contact Name _____	<input type="checkbox"/> Stronco Supervised <small>*Exhibitor does not need to be present</small>	\$ _____ Add 25%
DELIVERY INFORMATION			
Carrier _____	Delivery Date _____	Delivery Time _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EXHIBIT INFORMATION			
Set up drawings/photos required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Set up drawings/photos attached: <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISMANTLE LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***			
Date Required _____	Start Time Required _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
_____ x _____ = _____	_____ x _____ = _____	_____ = \$ _____	Total
No of People Required _____	Hours Per Person _____	Total Hours _____	Rate _____
SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised <small>*Exhibitor must be present to supervise</small>	Contact Name _____	<input type="checkbox"/> Stronco Supervised <small>*Exhibitor does not need to be present</small>	\$ _____ Add 25%
PICK-UP INFORMATION			
Carrier _____	Pick-up Date _____	Pick-up Time _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

PAYMENT			
Note: You must complete a credit card authorization form if you are paying by cheque.			
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ		SUB TOTAL	
		5% GST	
		TOTAL	
CARD NUMBER _____	EXPIRY DATE _____		
I have read and understand the Terms & Conditions of my agreement with Stronco.			HST# R129612164
CARD HOLDER _____	SIGNATURE _____	DATE _____	
TERMS & CONDITIONS This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.		<ul style="list-style-type: none"> • No cheques will be accepted on-site. • If exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco service desk. • Stronco reserves the right to change Labourers and/or rates as shifts change. • All claims/discrepancies must be settled within one week of show closing. • Uncancelled labour will be charged a minimum fee of 1 hour per labourer. • Actual totals and amounts will be adjusted according to final hours. 	

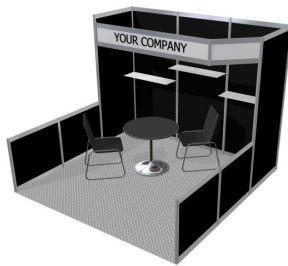
J43752
02-01-15+15-50-T3



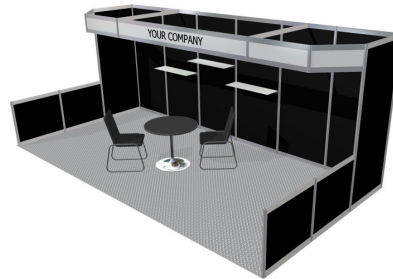
MX Show Special Order Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015
COMPANY			BOOTH #
ADDRESS			
CITY	PROV / STATE	POSTAL/ ZIP	
CONTACT	TITLE	EMAIL	
TEL	EXT	FAX	

MX1010 – 8'x10'



MX1020 – 8'x20'



- Attractive brushed aluminum structure with your choice of panel colour
- 3 - shelves
- 8' x 10' carpet
- 2 – side chairs
- Pedestal table
- Company ID sign (logo extra)

- Attractive brushed aluminum structure with your choice of panel colour
- 6 - shelves
- 8' x 20' carpet
- 2 – side chairs
- Pedestal table
- Company ID sign (logo extra)

***All packages include delivery, installation and dismantling.**

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
P-0029		MX1010 - 8' x 10' –Brushed Aluminum Structure	\$1,242.00	\$1,863.00	
P-0031		MX1010 - 8' x 10' - Black Aluminum Structure	\$1,465.00	\$2,198.00	
P-0030		MX1020 - 8' x 20'–Brushed Aluminum Structure	\$1,860.00	\$2,790.00	
P-0032		MX1020 - 8' x 20' - Black Aluminum Structure	\$2,085.00	\$3,128.00	
Add company logo to ID sign			\$95.00	\$143.00	

Identification sign to read:

Choose Vinyl Colour for Sign: _____ **Choose Panel Colour:** Blue Grey White Black

Choose Carpet Colour: Blue Grey Red Green Burgundy Black Purple Gold Teal

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA MC AMEX CHQ

CARD NUMBER	EXPIRY DATE

SUB TOTAL	
5% GST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS

- All orders must be paid in full 7 days prior to show set-up.
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- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- If no colour is indicated, Stronco will make the selection on your behalf.
- Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.



Make an impact & still make budget

We know planning for a trade show can be overwhelming. We also know that being visible and easy to find on a crowded floor is the key to a successful show. We have a system that meets your needs and your budget to make you stand out in the crowd. STRONCO offers a wide range of modular exhibit options, all geared towards giving you a professional appearance and increased visibility on the show floor, at a reasonable price.

Model #1 (10' x 10')

- Choice of Wall Panel Colour
- Company ID Sign
- Carpet



Model #2 (10' x 10')

- Choice of Wall Panel Colour
- 3 Shelves
- Company ID Sign
- 1 Lockable Storage Counter, 41" High
- Carpet



Model #3 (10' x 10')

- Choice of Wall Panel Colour
- 3 Shelves
- Company ID Sign
- 1 Lockable Storage Counter, 41" High
- Carpet



Model #4 (10' x 10')

- Choice of Wall Panel Colour
- 3 Slatwall Upper Panels
- 3 Clear Acrylic Shelves
- Company ID Sign
- 1 Lockable Storage Counter, 41" High
- Carpet



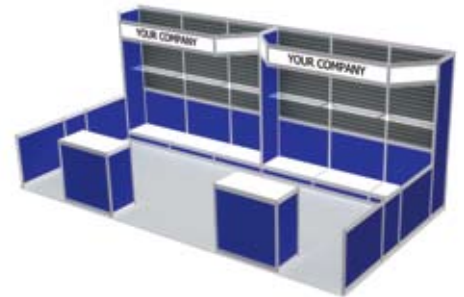
Model #5 (10' x 20')

- Choice of Wall Panel Colour
- 6 Shelves
- 2 Company ID Signs
- 2 Lockable Storage Counters, 41" High
- Carpet



Model #6 (10' x 20')

- Choice of Wall Panel Colour
- 6 Slatwall Upper Panels
- 6 Clear Acrylic Shelves
- 2 Company ID Signs
- 2 Lockable Storage Counters, 41" High
- Carpet



Model #7 (10' x 20')

- Choice of Wall Panel Colour
- 1 Company ID Sign
- 2 Built-in Counters with Storage
- 2 Lockable Storage Counters, 41" High
- Carpet

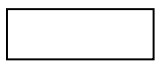


Model #8 (10' x 20')

- Choice of Wall Panel Colour
- 2 Company ID Signs
- 4 Slatwall Panels
- Lockable Storage
- 2 Glass Tower Displays
- Carpet



Panel Colours



White Hardwall



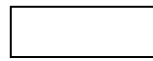
Grey Fabric



Blue Fabric

Slatwall Colours

Models # 4, 6, 8



White



Grey



Black

See order forms for details

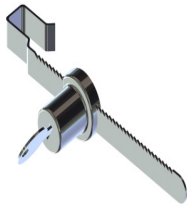
All exhibit packages include rental, delivery, installation, and dismantling. Electrical & lighting requirements not included.

Like the concept, but looking for something a little bit different? One of our exhibit design experts would be happy to help make your vision a reality. Call them today at 905.270.6767.

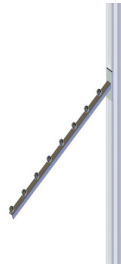
Exhibit Accessories Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015

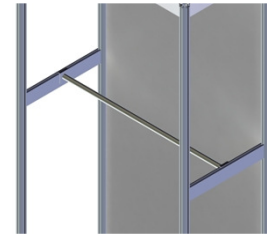
COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	



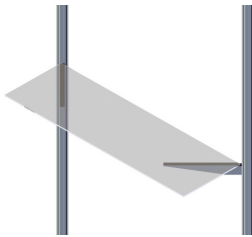
Alligator Lock



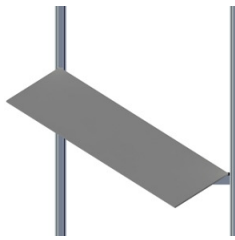
Waterfall Bracket



Garment Rail



Glass Shelf



Melamine Shelf



Acrylic Literature Pocket

ACCESSORIES					
ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
604		Alligator Lock	\$ 12.00	\$ 18.00	\$
607		Waterfall Bracket	\$ 39.00	\$ 59.00	\$
609		Garment Rail	\$ 45.00	\$ 68.00	\$
605		Glass Shelf	\$ 48.00	\$ 72.00	\$
606		Melamine Shelf	\$ 41.00	\$ 62.00	\$
608		Acrylic Literature Pocket	\$ 26.00	\$ 39.00	\$

PAYMENT		***Pre-show prices are only applicable if payment is received prior to deadline date***	
Note: You must complete a credit card authorization form if you are paying by cheque <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ			SUB TOTAL 5% GST TOTAL
CARD NUMBER: _____		EXPIRY DATE: _____	
I have read and understand the Terms & Conditions of my agreement with Stronco			HST# R129612164
CARD HOLDER: _____		SIGNATURE: _____ DATE: _____	
TERMS & CONDITIONS • All orders must be paid in full 7 days prior to show set-up. • All prices are for the duration of the show, unless otherwise stated. • No cheques will be accepted on-site. • All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date. • If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing.		• Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing. • If no colour is indicated, Stronco will make the selection on your behalf. • Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.	

J43752
02-01-15+15-50-T3



Carpet Order Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

BOOTH CARPET – STANDARD SIZE

If your booth size is not specified below, please complete the Custom Size section.

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
11-05-006		8' x 10' - Single Booth	\$ 196.00	\$ 294.00	\$
11-05-008		8' x 20' - Double Booth	\$ 348.00	\$ 522.00	\$

Select Colour RED BLUE GOLD GREY BLACK TEAL GREEN PURPLE BURGUNDY

BOOTH CARPET – CUSTOM SIZE

If your booth size is not listed above, please complete this section. Additional charges may apply for angled cuts.

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 2.50	\$ 3.75	\$

Select Colour RED BLUE GOLD GREY BLACK TEAL GREEN PURPLE BURGUNDY

UNDERPADDING

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 1.15	\$ 1.73	\$

VISQUEEN (PLASTIC CARPET COVERING)

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 0.51	\$ 0.77	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

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VISA MC AMEX CHQ

CARD NUMBER

EXPIRY DATE

SUB TOTAL	
5% GST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS

- No refunds or exchanges on carpet once they are delivered.
- If no colour is indicated, Stronco will make the selection on your behalf.
- Carpet colour is subject to availability.
- All orders must be paid in full 7 days prior to show set-up.
- All prices are for the duration of the show, unless otherwise stated.
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J43752
02-D1-15+15-50-T3

Display Tables, Carpet & Drapery

Display Tables

DRAPED TABLES

- 201 4' L x 24" W x 30" H
- 202 6' L x 24" W x 30" H
- 203 8' L x 24" W x 30" H

- 208 4' L x 24" W x 42" H
- 209 6' L x 24" W x 42" H
- 210 8' L x 24" W x 42" H



Actual colours may vary slightly.

Draped tables include white vinyl top and pleated skirt on three sides. Fourth side draping can be added. See order form for details.



UNDRAPED TABLES

- 205 4' L x 24" W x 30" H
- 206 6' L x 24" W x 30" H
- 207 8' L x 24" W x 30" H

- 212 4' L x 24" W x 42" H
- 213 6' L x 24" W x 42" H
- 214 8' L x 24" W x 42" H

Undraped tables include white vinyl top.



Draperies

We offer 3' high, 8' high and 12' high drape in a variety of colours. See order form for available colours.



Actual colours may vary slightly.

Carpet

Our carpet is available in a variety of colours and sizes. Prices include delivery, installation and removal. Carpet underpad and visqueen covering are also available as additions. See order form for details.



Actual colours may vary slightly.

Display Tables & Drapery Order Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

DRAPED TABLES – 30" HIGH <small>Draped tables include white vinyl top and pleated skirt on three sides. Fourth side can be draped as an addition.</small>					
ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
201		4'L x 24"W x30"H	\$ 81.00	\$ 122.00	\$
202		6'L x 24"W x30"H	\$ 96.00	\$ 144.00	\$
203		8'L x 24"W x30"H	\$ 121.00	\$ 182.00	\$
204		4 th Side Draped	\$ 53.00	\$ 80.00	\$

Select Colour RED BLUE GOLD WHITE BLACK TEAL GREEN PURPLE BURGUNDY
 IVORY SILVER TAUPE

DRAPED TABLES – 42" HIGH <small>Draped tables include white vinyl top and pleated skirt on three sides. Fourth side can be draped as an addition.</small>					
ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
208		4'L x 24"W x42"H	\$ 121.00	\$ 182.00	\$
209		6'L x 24"W x42"H	\$ 138.00	\$ 207.00	\$
210		8'L x 24"W x42"H	\$ 149.00	\$ 224.00	\$
211		4 th Side Draped	\$ 53.00	\$ 80.00	\$

Select Colour RED BLUE GOLD WHITE BLACK TEAL GREEN PURPLE BURGUNDY
 IVORY SILVER

UNDRAPED TABLES - 30" HIGH <small>Undraped tables include white vinyl top.</small>					
ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
205		4'L x 24"W x30"H	\$ 58.00	\$ 87.00	\$
206		6'L x 24"W x30"H	\$ 58.00	\$ 87.00	\$
207		8'L x 24"W x30"H	\$ 58.00	\$ 87.00	\$

UNDRAPED TABLES - 42" HIGH <small>Undraped tables include white vinyl top.</small>					
ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
212		4'L x 24"W x42"H	\$ 112.00	\$ 168.00	\$
213		6'L x 24"W x42"H	\$ 112.00	\$ 168.00	\$
214		8'L x 24"W x42"H	\$ 112.00	\$ 168.00	\$

DRAPERY					
QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL	
	3' High Drapery	\$ 10.50 /Lin Ft	\$ 16.00/ Lin Ft	\$	
	8' High Drapery	\$ 14.50/Lin Ft	\$ 22.00/Lin Ft	\$	
	12' High Drapery	\$ 16.50/Lin Ft	\$ 25.00/Lin Ft	\$	

Select Colour RED BLUE GOLD WHITE BLACK TEAL GREEN PURPLE BURGUNDY
 IVORY SILVER BEIGE

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

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VISA MC AMEX CHQ

	SUB TOTAL	
	5% GST	
	TOTAL	

CARD NUMBER _____ EXPIRY DATE _____

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

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Counters, Storage & Display Units

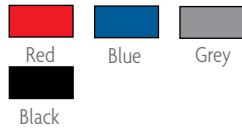
Counters

603 Counter Storage Unit, white
42" H x 42" W x 18" D

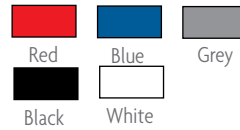


(inside view)

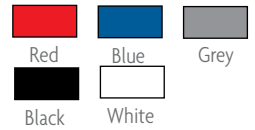
803 Counter Storage Unit
41" H x 41" W x 20" D



804 Curved Storage Counter
41" H x 60" W (approx.)



801 U-Shaped Counter, open back
41" H



Computer Stands

601 Computer Stand
41" H



Bag Stand Holder

701 Bag Stand Holder



Glass Showcases

SH-C1 Glass Display Case
(1/3 view)
48" W x 24" D x 36" H



SH-C2 Glass Display Case
(Full view)
48" W x 24" D x 36" H



SH-F1 Tower Showcase
with 3 glass shelves
40" W x 16" D x 79" H



Display Units

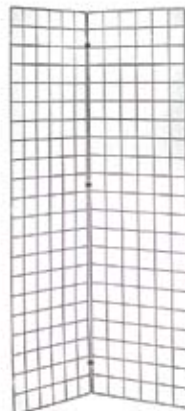
702 Slatwall Shelving Unit
8' H x 40" W



704 Pegboard Shelving Unit
8' H x 40" W
Holes are 1/4" diameter, 3 shelves included.
Hardware not included.



703 Grid Panels*
2' x 7'-4" square grid



*Sold as individual panels.
Can be attached together in many configurations.

802 20" Square Pedestal
36" H



Accessories & Office Furnishings

Accessories

301 Easel



302 Sign Holder, holds 22" x 28" sign



303 Draw Drum, clear acrylic



501 Acrylic Ballot Box 21" square x 36" H



309 Disposable Wastebasket



311 Bar Fridge



C-BA-7 Lit Stand, wire frame, double-sided with 8 pockets



304 Lit Stand, chrome base with 7 acrylic pockets



124 Coat Tree



113 Garment Rack, rolling



114 Garment Rack, stationary



123 Retractable Stanchion with black strap



Office Furniture

C-OF-1 Desk 30" x 60"



C-OF-5 Bookshelf 72" H



C-OF-12 Meeting Table 42" round, black top



Chairs & Stools

Chairs

102 Side Chair, grey fabric



121 Steno Chair, grey fabric



C-OF-11 Ripple Back Leather Executive Meeting Chair



C-OF-13 Ripple Back Leather Sled Base Meeting Chair



112 Executive Chair, black leather



103 Executive Chair, black fabric



C-OF-16 Steno Chair, black fabric



Stools

115 Drafting Stool, grey fabric
116 Drafting Stool, black fabric



Black



106 Counter Stool, grey



117 Fan Back Stool, black leather
109 Fan Back Stool, black fabric



110 Banana Stool, black leather



118 Wire Back Stool, grey fabric



C-BS-6 Black Leather Bar Stool
C-BS-7 White Leather Bar Stool



White



C-BS-1 Chrome Frame Bar Stool, grey seat

C-BS-19 Chrome Frame Bar Stool, white seat

C-BS-20 Chrome Frame Bar Stool, black seat



White

Black



C-BS-2 Square Bar Stool, white seat, chrome legs

C-BS-3 Square Bar Stool, black seat, chrome legs

C-BS-18 Square Bar Stool, red seat, chrome legs



Red



White



C-BS-11 Hannah Bar Stool, white seat



Bistro Tables

111 Bistro Table, black
30" diameter



C-CRU-1 Bistro Table, black top,
aluminum base
30" diameter



C-CRU-10 Round Brushed Aluminum
Table, laminate top
30" diameter



C-CRU-3 Chrome Table,
white plexi top
24" x 24" sq.



Pedestal Tables

104 Round White Ped Table
30" H



105 Round White Ped Table
18" H



119 Round Ped Table,
grey top, chrome stand
30" H



120 Round Ped Table,
grey top, chrome stand
18" H



Coffee & End Tables

C-CT-4 Black Glass Coffee Table, steel frame
24" x 48"



C-CT-5 Round Chrome Coffee Table, white plexi top
39" x 15"H

C-CT-6 Round Chrome Coffee Table, black plexi top
39" x 15"H



C-CT-11 Chrome Coffee Table, white plexi
24" x 48"



C-ET-5 Black Glass End Table, steel frame
24" x 24"



C-ET-11 Round Chrome End Table, white plexi top
24" x 18"

C-ET-12 Round Chrome End Table, black plexi top
24" x 18"

C-ET-10 Chrome End Table, square, white plexi
18" x 18"



Tables Order Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

BISTRO TABLES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
111		Bistro Table, black – 30" D	\$ 147.00	\$ 221.00	\$
C-CRU-1		Bistro Table, black top, aluminum base – 30" D	\$ 171.00	\$ 257.00	\$
C-CRU-10		Round Brushed Aluminum Table – 30" D	\$ 171.00	\$ 257.00	\$
C-CRU-3		Chrome Table, white plexi top – 24"x24" sq.	\$ 165.00	\$ 248.00	\$

PEDESTAL TABLES

104		Round White Ped Table – 30"H	\$ 85.00	\$ 128.00	\$
105		Round White Ped Table – 18"H	\$ 67.00	\$ 101.00	\$
119		Round Ped Table, grey top – 30"H	\$ 85.00	\$ 128.00	\$
120		Round Ped Table, grey top– 18"H	\$ 67.00	\$ 101.00	\$

COFFEE & END TABLES

C-CT-4		Black Glass Coffee Table – 24"x48"	\$ 145.00	\$ 218.00	\$
C-CT-5		Round Chrome Coffee Table, white top	\$ 145.00	\$ 218.00	\$
C-CT-6		Round Chrome Coffee Table, black top	\$ 145.00	\$ 218.00	\$
C-ET-11		Round Chrome End Table, white top – 24"x18"	\$ 128.00	\$ 192.00	\$
C-ET-12		Round Chrome End Table, black top – 24"x18"	\$ 128.00	\$ 192.00	\$
C-CT-11		Chrome Coffee Table, white plexi – 24"x48"	\$ 145.00	\$ 218.00	\$
C-ET-5		Black Glass End Table – 24"x24"	\$ 128.00	\$ 192.00	\$
C-ET-10		Chrome End Table, square, white plexi – 18"x18"	\$ 128.00	\$ 192.00	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA
 MC
 AMEX
 CHQ

		SUB TOTAL	
		5% GST	
		TOTAL	

CARD NUMBER _____ EXPIRY DATE _____

I have read and understand the Terms & Conditions of my agreement with Stronco _____ HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

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STRONCO LINE

- C-SS-48** Stronco Open Back Sofa, black (3 seater)
C-SS-49 Stronco Open Back Sofa, black (2 seater)
C-SS-50 Stronco Open Back Single Chair, black



- C-SS-51** Stronco Open Back Sofa, mocha (3 seater)
C-SS-52 Stronco Open Back Sofa, mocha (2 seater)
C-SS-53 Stronco Open Back Single Chair, mocha



- C-SS-54** Stronco Open Back Sofa, buttercream (3 seater)
C-SS-55 Stronco Open Back Sofa, buttercream (2 seater)
C-SS-56 Stronco Open Back Single Chair, buttercream



BARCELONA LINE

- C-SS-24** Barcelona Black Sofa (3 seater)
C-SS-25 Barcelona Black Sofa (2 seater)
C-SS-26 Barcelona Black Single Chair



- C-SS-28** Barcelona White Sofa (3 seater)
C-SS-29 Barcelona White Sofa (2 seater)
C-SS-30 Barcelona White Single Chair



- C-SS-32** Barcelona Red Sofa (3 seater)
C-SS-33 Barcelona Red Sofa (2 seater)
C-SS-34 Barcelona Red Single Chair



- C-SS-27** Barcelona Black Foot Stool
C-SS-31 Barcelona White Foot Stool
C-SS-35 Barcelona Red Foot Stool



SQUARE LINE

- C-SS-66** Square, L-shaped Back Single Chair, black
C-SS-69 Square, L-shaped Back Single Chair, white



- C-SS-67** Square Back Single Chair, black
C-SS-70 Square Back Single Chair, white



- C-SS-68** Square, No Back Ottoman, black
C-SS-71 Square, No Back Ottoman, white



ROUND BACK TUB CHAIR

- C-SS-8** Black Leather Round Back Tub Chair
C-SS-74 White Leather Round Back Tub Chair



Plant Rental Order Form

SHOW	FEI CANADA ANNUAL CONFERENCE	DEADLINE DATE	May 25, 2015
LOCATION	RBC Convention Centre, Winnipeg	SHOW DATES	June 10-12, 2015

COMPANY	BOOTH #
ADDRESS	
CITY	PROV / STATE
CONTACT	POSTAL / ZIP
TEL	EMAIL
	FAX

FLOOR PLANTS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
AM-25		2' – 5' tall	\$ 69.00	\$ 104.00	\$
AM-68		6' - 8' tall	\$ 97.00	\$ 146.00	\$
AM-910		9' – 10' tall	\$ 145.00	\$ 218.00	\$

TABLE PLANTS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
		Boston Fern	\$ 41.00	\$ 62.00	\$
		Table Plant – 10"	\$ 41.00	\$ 62.00	\$
		Mum	\$ 29.00	\$ 44.00	\$

SPECIAL REQUEST ARRANGEMENT

If you have an arrangement you would like to request, please list your requirements below and an Exhibitor Services Representative will check availability and contact you with a quote.

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA
 MC
 AMEX
 CHQ

_____	_____
CARD NUMBER	EXPIRY DATE

SUB TOTAL	
5% GST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

- | | |
|--|---|
| TERMS & CONDITIONS <ul style="list-style-type: none"> • All orders must be paid in full 7 days prior to show set-up. • All prices are for the duration of the show, unless otherwise stated. • No cheques will be accepted on-site. • All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date. | <ul style="list-style-type: none"> • If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing. • Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing. • If no colour is indicated, Stronco will make the selection on your behalf. |
|--|---|

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02-01-15+15-50-T3



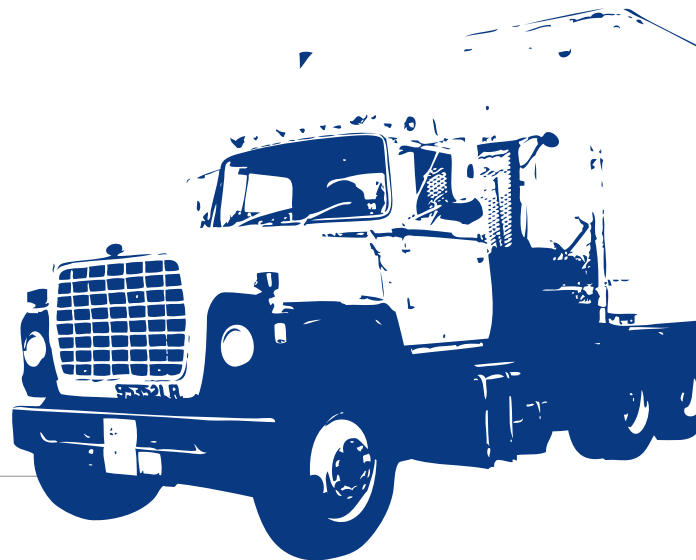
Official Show Carrier Information Sheet

Stronco Logistics Services has been appointed as the Official Transportation Provider and Customs Broker for this event.

Stronco Logistics is committed to fulfilling all your trade show logistics needs and gives you reliable service and great rates on air and ground shipping.

Our Customs and Logistics solutions include:

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information



For more information contact:

Stronco Logistics Services
Tel: 800-665-2621
Fax: 905-270-6771
logistics@stronco.com

Transportation & Customs Brokerage Services

PICKUP ADDRESS		
COMPANY NAME _____		
IRS # _____		
ADDRESS _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

DELIVERY ADDRESS		
COMPANY NAME _____		
SHOW NAME _____	FEI Canada Annual Conference	BOOTH # _____
FACILITY RBC Convention Centre, Winnipeg		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
ON SITE CONTACT _____		
CELL PHONE # _____		

BILL TO		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

RETURN FREIGHT		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____		

TERMS OF PAYMENT AND SECURITY DEPOSIT – MUST BE COMPLETED			
<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> CORPORATE CARD
		<input type="checkbox"/> PERSONAL CARD	
CARD NUMBER _____		EXPIRY DATE _____	
Card Holder _____			
Signature _____		Date _____	
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.			

SHIPMENT INFORMATION			
Pick Up Date _____	Time _____	Delivery Date _____	Time _____
TYPE	PIECES	DIMENSIONS (Inches)	WEIGHT (LBS)
Cartons / Boxes	_____	L _____ W _____ H _____	_____
Crates / Fiber Case	_____	L _____ W _____ H _____	_____
Skid / Pallet	_____	L _____ W _____ H _____	_____
Carpet / Other	_____	L _____ W _____ H _____	_____
Total Pieces _____		Total LBS _____	
Requested Service Level	<input type="checkbox"/> AIR	<input type="checkbox"/> 2 ND DAY	<input type="checkbox"/> TRUCK
Additional Services Required	<input type="checkbox"/> LIFT GATE	<input type="checkbox"/> INSIDE PICKUP / DELIVERY	

CARGO INSURANCE / DECLARED VALUE	
The declared value of carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods. (Additional fees for Cargo Insurance will apply)	
Do you require additional Insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Declared Value	\$ _____

TERMS & CONDITIONS		
This order is placed with the specific understanding that we hereby release Stronco and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) Stronco shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) Stronco will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lockouts of any kind beyond its control.3) Stronco liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) Stronco shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damaged to an exhibitors materials which make it impossible or impractical to exhibit same. 5) Each exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.		
I have read and agreed to the Terms and Conditions of this contract with Stronco.		
Print Name _____	Signature/Authorization _____	Date _____

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Rev 10-12-10



**RBC CONVENTION CENTRE WINNIPEG REGULATIONS AND POLICIES**

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

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

As is required under Provincial Law, unapproved electrical (CSA - Canadian Standard Association) gas or plumbing equipment **MUST** be inspected and approved by the Manitoba Department of Labour before being placed into service.

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

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

PLEASE NOTE:

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



FIRE AND SAFETY REGULATIONS

ATTENTION: SHOW EXHIBITORS

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

THEY ARE PART OF YOUR EXHIBIT CONTRACT

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

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

Depending upon the specific nature of your exhibit, a permit may be required regarding hazardous activity at your booth. This may include but not limited to storage/handling of propane or other flammable gases.

Please contact Winnipeg Fire Paramedic Service – Fire Prevention Branch prior to exhibit opening to obtain prior authorization at 204-986-8200 or FireInspections@winnipeg.ca

8. Automobile, Boat, Trailer, Etc. Display

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

9. NO helium balloons are permitted in the building.

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

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

CLIENT INFORMATION

ACTION TO BE TAKEN IN CASE OF FIRE

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

1)

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

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

2)

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

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

3)

IF YOU DISCOVER FIRE, SMOKE, OR SMELL GAS

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

ACTION TO BE TAKEN IN CASE OF A BOMB THREAT

RECEIPT OF THREAT

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

Revised April 2014





RBC Convention Centre

WINNIPEG



When shipping equipment and materials for your booth or exhibition, please bear in mind these important points:

The RBC Convention Centre Winnipeg has a long-standing policy of not accepting delivery of exhibitors' equipment and materials.

If you have deliveries scheduled to arrive before the day of ingress, the following options are available to you:

- * Arranging for direct delivery to the display company that your show managers have contracted. The display company will be able to provide off-site storage and deliver your shipment to your booth / exhibition space at the Convention Centre.
- * Engaging the services of a shipping and brokerage firm. Such firms will handle and store all materials and are able to provide service and assistance to you on-site, at the Convention Centre on the designated day of ingress. Shipping and Brokerage firms specialize in shipments that require careful handling; all details related to cross border and inter-provincial shipping and long and short term storage of goods.

Whichever choice you make, the Convention Centre strongly recommends that you inform yourself of the insurance coverage and security that any company extends to their clients while your property is in their care.

On the reverse side is contact information for A. D. Rutherford, Customs Brokers, Consultants and Forwarders. There are several other brokers and forwarders based in Winnipeg and the RBC Convention Centre Winnipeg makes no specific recommendations. The representatives of the firm that you choose will be able to provide you the information that you need to make an informed choice

When shipping your goods to the RBC Convention Centre Winnipeg for a trade show, we suggest you contact the firm you have selected and they will be happy to advise and quote on their services. They can handle all your shipping, storage, Customs clearance, and forwarding needs to and from the show.

We advise that all goods and materials for any show be shipped within a reasonable time frame. When shipping by ground, we suggest shipping 10 days prior to ingress date of the show. If shipping by air, we suggest shipping 5 days prior to ingress date of the show.

A. D. RUTHERFORD & CO. LTD.

Customs Brokers, Consultants & Forwarders

Tel: 204.633.7207

Fax: 204.633.7236

Email: info@adrutherford.com

A. D. Rutherford & Co. Ltd., will not be held responsible for any delayed, damaged, lost or stolen goods, prior to, during or after the show. Exhibitors are therefore urged to carry all-risk insurance on all materials.



RBC Convention Centre

WINNIPEG



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

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

General Conditions:

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

Name of Show or Event: _____

Firm Name: _____ Telephone: _____ Email: _____

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

Contact: _____ Title: _____ Date: _____

Booth # _____ Email: _____

Name and address of Affiliated Approved Food Handling Establishment: _____

Product(s) you wish to dispense: _____

Approved:

Senior Banquet Manager
RBC Convention Centre Winnipeg

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

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

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

Guidelines for Food Sampling Demonstrations

FOOD:

FOOD PREPARED AT HOME IS PROHIBITED

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

TEMPERATURE REQUIREMENTS:

WARNING: FOOD SUBJECTED TO IMPROPER TEMPERATURE MAY CAUSE FOOD POISONING

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

EQUIPMENT & UTENSIL WASHING:

AVOID CROSS CONTAMINATION

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

HANDWASHING:

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

PERSONNEL:

EATING WHILE HANDLING FOOD IS PROHIBITED

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

WIPING CLOTHS:

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

SUPERVISION:

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



INSTALLATION OF SIGNS AND BANNERS

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

Number of banner(s) _____

Dimensions of banner(s) _____

Approximate weight of banner(s) _____

Location (Floor and Booth #) _____

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

Scheduled ingress date and time _____

COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:

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

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

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

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



IMPORTANT - Please Note Payment Conditions

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



INTERNET SERVICE

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

Policies:

- The RBC Convention Centre Winnipeg is the sole provider of hardwired high speed internet in the facility.
- Each paid connection is to be used by one computer only.
- No connection can be resold.
- Splitting of each connection for additional computers is subject to an additional charge of \$85.00 per connection.
- Customer installed equipment is not allowed to provide wireless internet access from a hard-wired connection.
- Other charges may be incurred if the above policies are not followed.
- Labour charge (if required) for RBC CCW IT Technician is \$73.00 per hour, minimum 1 hour.

Cost of each computer connection:

Primary Single Line – Per Line – Per Event Duration	\$230.00 plus applicable taxes
Additional Computer (Switch/Split Line) – Per Computer, Per Event Duration	\$ 85.00 plus applicable taxes

- Additional computers must be in the same room as the primary connection.
- User name and password will be provided by the RBC Convention Centre Winnipeg.
- Report any internet issues to our IT personnel immediately at (204)957-4549.
- Services installed but not used will not be refunded.

High Speed (Wireless) Internet Access

Cost of each computer connection:

Primary Single Connections:	\$40.00 each, per day plus applicable taxes \$80.00 each, per event duration plus applicable taxes
Additional Connections:	\$30.00 each additional, per day plus applicable taxes \$60.00 each additional, per event duration plus applicable taxes
Minimum 5 Connections:	\$26.00 each per day, per connection plus applicable taxes \$80.00 each per week, per connection plus applicable taxes

Hot Spot Wireless Internet Service

PAID Hot Spot wireless service is available throughout the facility. This service is by design a slower service that is for show/event attendees/delegates who need occasional access to email or the internet during their time in the building. Download speed 5 MBPS, upload speed 768 KBPS. Costs for this service are as follows: \$15.00 for 4 hour service, \$25.00 for 24 hour service (plus applicable taxes). This is a self-service connection with payment through PayPal. To activate, select WCC-PUBLIC from available wireless networks.

FREE Hot Spot service is available only at CPC Café, 2nd floor. Download Speed is 2 MBPS, upload speed is 12 KBPS. To activate, select WCC-Free from available wireless networks. Hot Spot support service is available from 8:30 a.m. – 4:30 p.m., Monday through Friday at 204-956-1720. To activate, select WCC-FREE from wireless networks.

INTERNET SERVICE ORDER FORM

Complete and forward this order form, allowing at least 7 days notice, to ensure installation of service by date required. Late service charges may be applicable on orders received less than 7 days prior to the required date.

RBC Convention Centre Winnipeg, Attention: Mary Fehr
 Telephone: (204) 957-4538 Fax: (204) 957-4576 Email: maryf@wcc.mb.ca

Event: _____ Event Date: _____

Company Name: _____

Contact: _____ Telephone: _____

Address: _____

City/Province: _____ Postal Code: _____

Email: _____ Floor / Booth #: _____

High Speed (Hardwired) Internet Access					
Description	Quantity	Room Location	Cost	Total Cost	
# of Primary Ethernet Jacks			\$230.00 each	\$	
# of Additional Jacks:			\$85.00 each	\$	
Is connection for a P.O.S. Machine? Yes _____ No _____					
High Speed (Wireless) Internet Access					
Description	Quantity	Room Location	Cost	Total Cost	
# of Primary Single Connections			\$40.00 each, per day	\$	
			\$80.00 each, per event duration	\$	
Additional Connections			\$30.00 each, per day	\$	
			\$60.00 each, per event duration	\$	
Minimum 5 Connections			\$26.00 each, per day, per connection	\$	
			\$80.00 each, per week, per connection	\$	
Internet Questions? Contact our IT Department at (204) 957-4518			Sub Total	\$	
			Provincial Sales Tax (8%)		\$
			GST Reg. #R121426019 (5%)		\$
			TOTAL		\$

If paying by credit card, please specify:

CREDIT CARD NAME & NUMBER: _____ EXPIRY DATE: _____

CARD HOLDERNAME: _____ CARDHOLDER SIGNATURE: _____



RBC Convention Centre

WINNIPEG

375 York Ave. Wpg, MB R3C 3J3 Ph: (204) 957-4538 Fax: (204) 957-4576 Email: maryf@wcc.mb.ca

TELEPHONE SERVICES ORDER FORM

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

PLEASE PRINT

NAME OF SHOW OR EVENT DATE OF EVENT LOCATION OF SERVICE FLOOR # BOOTH #

TELEPHONE & FAX SERVICE ONLY

VOICE TELEPHONE SERVICE FAX SERVICE # OF LINES: # OF PHONE SETS: FOR BANK MACHINE Y/N

- COST PER LINE - \$185.00 PLUS APPLICABLE TAXES TOUCH TONE TELEPHONE INCLUDED ADDITIONAL FEATURES AVAILABLE... VOICE MAIL EXTRA \$26.00 EACH PHONE CLIENTS RELOCATING AN MTS CENTREX SERVICE WILL BE CHARGED A FEE OF \$80.00 PER CONNECTION PLEASE SEE NOTE RE DEPOSIT (BACK PAGE) LONG DISTANCE CHARGES EXTRA SPEAKER PHONE EXTRA \$11.00 EACH

COMPANY NAME REPRESENTATIVE EMAIL MAILING ADDRESS CITY OR TOWN PROV. OR STATE POSTAL CODE OR ZIP Area Code Telephone Number Area Code Fax Number SPECIAL REQUIREMENTS:

INCLUDE: \$285.00 (CANADIAN FUNDS) ADVANCE PAYMENT FOR EACH TELEPHONE LINE ORDERED. COST OF SERVICE, I.E. PHONE SERVICE PLUS LONG DISTANCE CHARGES TO BE CHARGED AGAINST DEPOSIT. DIFFERENCE WILL BE REFUNDED. PLEASE PROVIDE CREDIT CARD INFORMATION, OR YOUR MONEY ORDER OR CHEQUE SHOULD BE MADE PAYABLE TO THE RBC CONVENTION CENTRE WINNIPEG.

PAYMENT IN FULL MUST ACCOMPANY ORDER.

MAIL TO: RBC Convention Centre Winnipeg Event Services 375 York Avenue Winnipeg, Manitoba, R3C 3J3 or FAX TO: (204) 957-4576 E-MAIL: maryf@wcc.mb.ca CALL: (204) 957-4538

PLEASE PROVIDE CREDIT CARD INFORMATION

If paying by credit card, please specify:

CREDIT CARD NAME & NUMBER: EXPIRY DATE: CARD HOLDER NAME: CARD HOLDER SIGNATURE:

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

RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE





UTILITY SERVICE RATES ORDER FORM ELECTRICAL SERVICES

PRE ORDER DISCOUNT RATE

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

SERVICE DESCRIPTION (IMPORTANT): Please read the Electrical Rules and Regulations on reverse side. All electrical orders must comply with these rules and regulations. (C.S.A. or local approval)	RATES		* SPECIFY IF NEUTRAL (/) IS REQUIRED	QUANTITY	TOTAL \$
	PRE ORDER DISCOUNT RATE	REGULAR RATE			
Standard 15 Amp - 120 Volt Double Outlet	\$89.00	\$110.00			
Standard 15 Amp - 120 Volt Fourplex w/flat cord	\$158.00	\$226.00			
20 Amp Single Phase - 120 Volt Single Outlet	\$105.00	\$146.00			
30 Amp Single Phase - 120 Volt Single Outlet	* \$132.00	\$181.00			
20 Amp Single Phase - 208 Volt	* \$127.00	\$181.00			
30 Amp Single Phase - 208 Volt	* \$158.00	\$226.00			
40 Amp Single Phase - 208 Volt	* \$210.00	\$270.00			
50 Amp Single Phase - 208 Volt	* \$215.00	\$313.00			
20 Amp 3 Phase - 208 Volt	* \$175.00	\$237.00			
30 Amp 3 Phase - 208 Volt	* \$195.00	\$245.00			
40 Amp 3 Phase - 208 Volt	* \$215.00	\$270.00			
50 Amp 3 Phase - 208 Volt	* \$249.00	\$365.00			
60 Amp 3 Phase - 208 Volt	* \$282.00	\$395.00			
70 Amp 3 Phase - 208 Volt	* \$385.00	\$550.00			
100 Amp Single or 3 Phase - 208 Volt	* \$470.00	\$683.00			
200 Amp Single or 3 Phase - 208 Volt	* \$615.00	\$874.00			
400 Amp Single or 3 Phase - 208 Volt	* \$1,169.00	\$1,674.00			
30 Amp 3 Phase - 600 Volt	* \$243.00	\$485.00			
60 Amp 3 Phase - 600 Volt	* \$420.00	\$600.00			
100 Amp 3 Phase - 600 Volt	* \$621.00	\$886.00			
200 Amp 3 Phase - 600 Volt	* \$958.00	\$1,374.00			
400 Amp 3 Phase - 600 Volt	* \$1,540.00	\$2,190.00			

NOTE:

- Before any equipment can be hooked up electrically, all equipment must have a CSA approval sticker or a local approval from the Department of Labour, Mechanical and Engineering Division, Room 500 Norquay Building, Winnipeg, Manitoba, R3C 0P8 Phone 204-945-3373.
- The Centre requires a drawing of your exhibit space detailing machine positions and electrical connections prior to installations of 208 or 600 volt service. This cost includes installation, maintenance, electrical energy and removal of service at the conclusion of event. This cost does not include connecting or disconnecting to exhibitor's equipment.
- One standard Double Electrical Service supplies a maximum of 15 amps of electrical power at 120 volts. When exhibitor requirements exceed 15 amps additional units must be ordered to prevent overloading. The cost of each Standard Double Electrical Service Unit includes installation to one specific point, maintenance, electrical energy and removal of service at the conclusion of the event.
- Connection Charges cover the cost of electrical conditions, temporary lines and bringing power lines to booth. Service includes bringing power to one point and one connection in booth. Charges include maintenance during show, removal after show and current consumption. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.
- Motor Service Connections - One-half horsepower or larger must be 208 or 600 volt. (Minimum charges range from one-half to four hours.)

Labour Rates:	Monday - Friday	8:00 a.m. - 4:30 p.m.	\$65.00/hour	Sunday - Thursday	Midnight to 8:00 a.m.	\$195.00/hour
	Monday - Sunday	4:30 p.m. - Midnight	\$130.00/hour	Civic & Statutory Holidays		\$195.00/hour

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

- ELECTRICAL SERVICE WILL BE PROVIDED AS ORDERED. ANY CHANGES TO ORIGINAL ORDER WILL RESULT IN ADDITIONAL CHARGES.**
- NO REFUNDS WILL BE ISSUED ON ORIGINAL ORDERS.**
- CREDIT OR REFUND WILL NOT BE ISSUED FOR ELECTRICAL SERVICE PROVIDED AND NOT USED.**

Company Name _____ Event _____ Date of Event _____

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

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

Name of Representative (Please Print) _____ Title _____

Email: _____ Date _____

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

PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS
 IF PAYING BY CREDIT CARD, PLEASE SPECIFY:
 CREDIT CARD: _____ EXPIRY DATE _____
 CARD NUMBER: _____
 CARDHOLDER NAME _____

BOOTH NO.



ELECTRICAL RULES AND REGULATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE.

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

Important - Please Note Payment Conditions

1. All orders must be accompanied by a cheque to the full amount of the order which must include the Manitoba Revenue Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. (The accepted credit cards are American Express, Visa, Master Card, and En Route).
3. All utility rates charged will be in accordance with the Pre Order Discount Rate or Regular Rate on the reverse side.
4. Pre Order Discount Rate will be in effect if for reasons not within the control of the RBC Convention Centre Winnipeg this form is mailed less than 14 days prior to the show/event date.

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