

VICTORIA 2010  
FEI CANADA CONFERENCE

JUNE 9-11, 2010

Fairmont Empress Hotel &  
Victoria Conference Centre



# Exhibitor Manual

FEI Canada Conference Exhibit 2010  
Victoria Conference Centre  
Victoria, British Columbia

# DEADLINE DATES

## **FEI Canada**

- Delegate Kit Insert May 3
- Exhibitor Badge Registration May 21

## **Audio Visual Equipment and Computer Rental Form**

AV-Canada Inc.

May 26

## **Brokerage, Shipping, Material Handling, Advanced Material Handling and Show Site Receiving**

Events on the Move

## **Data Service and Internet**

Sharp's Audio Visual Ltd.

May 26

## **Show Services**

VICTORIA CONFERENCE CENTRE

- Furniture and Accessories Order Form Rental Order Form (Furnishings, Drape, and Display Accessories) May 27
- Booth Cleaning May 27
- Display Installation & Dismantle Order Form May 27
- Electrical & Lighting Order Form May 27
- Modular Display Rentals (Show Special, Exhibit System) May 27
- Plants & Greenery May 27
- Telephone Service May 26

# OFFICIAL SUPPLIERS

FEI Canada has designated certain companies as official suppliers in order for you to have all the services necessary at your disposal to ensure an effective and successful show.

## **Audio Visual Equipment and Computer Rentals**

*AV-Canada Inc.  
1655 The Queensway East, Unit 2  
Mississauga, Ontario L4X 2Z5  
Phone: (905) 566-5500  
Toll-free: 1-866-867-2345  
Fax: (905) 566-5511*

*Contact: Gene Hondzio  
Email: gene.h@av-canada.com*

## **Catering / Food & Beverage**

*Victoria Conference Centre  
720 Douglas Street  
Victoria, BC V8W 3M7*

*Contact: Alison Carter, Exhibit Coordinator  
Phone: (250) 361-1015  
Email: alisonc@victoriaconference.com*

## **Customs Broker, Shipping, Material Handling, Advanced Storage and Show Site Handling**

*Events on the Move Customs and Shipping  
605-1125 Howe Street  
Vancouver, BC V6Z 2K8*

*Phone: (604) 647-0130  
Toll free: 1-877-355-1116  
Fax: (604) 647-0136*

## **Data Services and Internet**

*Sharp's Audio Visual Ltd. (at the Victoria Conference Centre)  
720 Douglas Street  
Victoria, BC V8W 3M7*

*Phone: (250) 361-1095  
Fax: (250) 361-1065  
Email: joshua.corry@sharpsav.com*

## **SHOW SERVICES: Accessories, Carpet, Booth Cleaning, Displays, Electrical, Plants, Furniture, Labour, Installation and Dismantle, Telephone)**

*Victoria Conference Centre  
720 Douglas Street  
Victoria, BC V8W 3M7*

*Contact: Alison Carter, Exhibit Coordinator  
Phone: (250) 361-1015  
Fax: (250) 361-1030  
Email: alisonc@victoriaconference.com*

**Show Management**

Financial Executives International (FEI) Canada  
170 University Avenue, Suite 1201  
Toronto, Ontario M5H 3B3

Tel: (416) 366-3007  
Fax: (416) 366-3008

Contact: Don Comish, Director of Programs  
(ext. 5108 or dcomish@feicanada.com)

**Show Location**

Victoria Conference Centre  
720 Douglas Street  
Victoria, BC V8W 3M7  
Tel: (250) 361-1015

**Show Schedule**

**MOVE-IN**

Wednesday, June 9.....9:00 am – 3:00 pm  
*All exhibits must be fully installed by 3:00 pm on Wednesday, June 9<sup>th</sup>.*

**SHOW HOURS**

Wednesday, June 9 - Opening Reception..... 6:00 pm to 8:00 pm  
Thursday, June 10..... 10:45 am to 11:15 am  
..... 12:30 pm to 1:45 pm  
..... 3:00 pm to 3:30 pm  
Friday, June 11..... 10:45 am to 11:15 am

**MOVE-OUT**

Friday, June 11 ..... 11:15 am to 2:30 pm

**PLEASE HAVE ALL YOUR MATERIALS PACKED BEFORE YOU LEAVE THE EXHIBIT HALL**

- Exhibitors must not dismantle their booth before 11:15 am on Friday, June 11, 2010. Failure to comply with this request could result in forfeiting the right to exhibit in future years.
- All equipment and display materials must be removed by 3:00 pm on Friday, June 11, 2010 or be liable for removal at the exhibitors expense. If your materials are not removed from the show floor by 3:00 pm on Friday, June 11, 2010 they will be removed by the show services company and shipped by the official carrier at the exhibitor's expense.

# GENERAL INFORMATION

## Accommodation and Travel

Two hotels have guestroom blocks reserved for FEI Canada. All reservations should be made directly with the hotel of your choice.

### **The Fairmont Empress – (very limited rooms available and only on selected nights)**

721 Government Street, Victoria, BC V8W 1W5

Bedroom Rate: \$249 Fairmont Room, plus applicable taxes  
\$289 Deluxe Room, plus applicable taxes

Notes: Internet - \$14.95 per day, however, it is complimentary if you are a Fairmont President's Club member. To sign up visit: [www.fairmont.com/fpc](http://www.fairmont.com/fpc). Check-In: 4:00 PM - Check-Out: 11:00 AM.

Reservations: 1-800-441-1414

### **Victoria Marriott Inner Harbour**

728 Humboldt Street, Victoria, BC V8W 3Z5

Bedroom Rate: \$195 Deluxe Rooms, plus applicable taxes

Cut-off Date: Friday, May 21, 2010

Notes: To make a reservation call (250) 480-3800 or 1-866-306-5451 or online: <http://www.marriott.com/hotels/travel/vyjmc?groupCode=feifeia&app=resvlink&fromDate=6/8/10&toDate=6/12/10>. **Important:** Individual guests will be charged first night's room and tax if cancellations are received 24 Hours or less prior arrival.

## Airline

FEI Canada is pleased to offer conference attendees a 10% discount on WestJet's best available regular fare at the time of booking (*excluding web and promotional fares*). Discounted rates are available for travel up to 3 days prior and 3 days after the conference. Attendees must make their travel arrangements through the **WestJet** Specialty Sales Team and quote the account number **CC #4733** at the time of booking. Please call 1-877-952-4696 to book your flight.

For flight schedule information, please visit [www.westjet.com](http://www.westjet.com)

## Aisles

Exhibitors shall not encroach on aisle space at any time and are reminded that they must remain within the booth space assigned. Failure to do so may constitute a request from show management to remove the encroaching materials from the booth. Aisles should be kept as clear and uncluttered as possible during move-in and move-out hours. During show hours, aisles **MUST** be kept clear at all times.

## **Advance Storage**

**FORM ENCLOSED – CHARGES APPLY**

All exhibitor materials must be shipped with Events on the Move. The VCC will not accept exhibitor shipments before the scheduled Exhibitor Move-In time on Wednesday, June 9 and will refuse or redirect the shipment to Events on the Move. Exhibitors are responsible for the arrangements and related costs for off-site storage before, during and after the show. Please contact Events on the Move with any questions.

Events on the Move Phone: (604) 647-0130 Fax: (604) 647-0136

## **Booth Furnishings**

**FORM ENCLOSED – CHARGES APPLY**

Booth furnishings including specialty furniture, carpeting, plants and accessories are available from the Victoria Conference Centre. To order these services please complete the order form enclosed or contact Victoria Conference Centre at (877) 505-7767.

## **Booth Rental**

Exhibit fees include booths (10' wide x 8' deep) and consists of an 8' high (black) back wall drape, and 3' high black side rails and comes complete with:

- One 6' skirted table – black table skirt
- Two chairs
- Recognition in conference promotional material and website
- One early-bird delegate list in late April and a final delegate list after the conference ends
- One complimentary conference registration
- Three exhibit booth personnel passes\* per booth (badges will be available at registration during exhibitor move-in hours)
- Insertion of promotional material in conference delegate registration bag
- Carpeting: The exhibit hall is carpeted. Should you wish to rent carpet in a different colour, please refer to the enclosed carpet order form for pricing information.

***\* Exhibit staff badges access the exhibit area only. Evening networking functions and/or conference registration must be purchased separately.***

Exhibit fees EXCLUDE the following:

- Audio Visual equipment rentals
- Booth amenities and furnishings
- Booth food and beverage service
- Booth cleaning
- Communications equipment
- Customized booth design
- Display labour
- Electrical
- In-booth security
- Materials handling
- Rental Exhibits
- Shipping and transportation
- Storage

## ***Exhibitor Information***

### ***VCC Supplier***

#### **Displays**

The Victoria Conference Centre (VCC) is the designated display supplier for your upcoming conference.

If you require additional items or services in addition to what is provided in your booth package, please refer to the VCC Order Forms. Lower rates apply to advance orders received up to fourteen (14) days prior to the scheduled exhibitor move-in time. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. Please note that Discount Advance Order Cut-off indicated on the order forms. Please contact the Exhibit Coordinator with any questions.

Alison Carter, Exhibit Coordinator Phone: 250-361-1015 Fax: 250-361-1030 [alisonc@victoriaconference.com](mailto:alisonc@victoriaconference.com)

#### **Shipment of Exhibitor Materials**

All exhibitor materials must be shipped with Events on the Move. The VCC will not accept exhibitor shipments before the scheduled Exhibitor Move-In time and will refuse or redirect the shipment to Events on the Move.

Exhibitors are responsible for the arrangements and related costs for off-site storage before, during and after the show. Please contact Events on the Move with any questions.

Events on the Move Phone: (604) 647-0130 Fax: (604) 647-0136

The Victoria Conference Centre recommends Events on the Move for all custom brokerage and shipping.

#### **Electrical Services**

All electrical services are ordered and supplied through the Victoria Conference Centre. Please refer to the Electrical Order Form.

Lower rates apply to advance orders for electrical services received up to fourteen (14) days prior to the scheduled exhibitor move-in time. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. Please note the Discount Advance Order Cut-off indicated on the Electrical Order Form. Please contact the Exhibit Coordinator with any questions.

Alison Carter, Exhibit Coordinator Phone: (250) 361-1015 Fax: (250) 361-1030 [alisonc@victoriaconference.com](mailto:alisonc@victoriaconference.com)

Electrical services are installed under a standing City of Victoria Electrical Permit. Methods of connection to and distribution of electrical power must conform to existing electrical safety standards. The City of Victoria Electrical Inspector will be present at the Show to ensure all electrical appliances, cords, connections and displays with electrical components comply with the British Columbia Electrical Code. (Note: designation sticker, i.e. CSA, CUL, UCL, CGA and ETL). Any items not meeting the standards may be requested to be removed from the Show.

## Forklift Services

All forklift services must be ordered through the Victoria Conference Centre. Exhibitors must contact the VCC Exhibit Coordinator prior to the event move-in day to make arrangements for this service. Two weeks notice is expected.

Alison Carter, Exhibit Coordinator Phone: (250) 361-1015 Fax: (250) 361-1030 [alisonc@victoriaconference.com](mailto:alisonc@victoriaconference.com)

## Heavy Equipment

Exhibitors displaying heavy equipment (i.e. motors, engines, vehicles, etc.) must provide pads underneath the equipment. Exhibitors will be responsible for any repairs, replacements or extraordinary cleaning as a result of their use of the function areas in the VCC.

## Liability

The VCC will not assume any liability for damage or loss of any nature. Nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits.

## Regulations

Nothing shall be posted on, nailed, stapled, or otherwise attached to columns, walls, floors or other parts of the building or furniture of the VCC.

Exhibit aisles and fire exit doorways are to be kept free from obstructions. Fire hose cabinets and pull stations must be left accessible and in full view at all times.

The use of open flame is prohibited; this includes candles, lamps and torches. The use of open flame for cooking and demonstration is prohibited in pre-function areas. All display materials are required to be flame proof and are subject to inspection by the Victoria Fire Department.

No flammable fluids or substances may be used or shown in the booths. Flammable or combustible and/or compressed gases shall not be used or displayed unless otherwise approved by the Victoria Fire Department.

On an individual basis, any exhibits or demonstrations utilizing flammable gas such as propane are limited to a maximum five (5) lb. on site at any one time. A "Flow Restriction Valve" must be used on all propane tanks. The equipment and its operation must have prior written approval from the Victoria Fire Department and the Provincial Gas Inspector. All propane connections must be leak tested by VCC staff prior to use in the Victoria Conference Centre.

The use of the following materials indoor is prohibited: straw and hay, acetate fabrics, corrugated paper, paper backed foil, unless glued securely to suitable backing, combustible materials used for covering tables or for skirting tables, styrofoam constructed booths.

## Floor Loads and Types

All areas of the Victoria Conference Centre are carpet or carpet tiles on concrete. Both Levels One and Level Two have a load capacity of 489 kilograms per square metre (100 lb. per square foot).

## Exhibitor Move-In/Out Times

Exhibit move-in/out times are as scheduled by the Event Manager or Show Management. Admittance to the Show area for set-up will be at the pre-arranged times only.





## **Telephone and/or Data Services**

The VCC owns and maintains its own telephone system. Telephones, telephone lines, fax and modem lines can be installed to any function area within the VCC at the client's expense. High speed lines are available from Sharp's Audio-Visual.

External access for all phone services is via Telus.

There are two areas located on the roof designated for the set-up of satellite communications dishes. Control and relay cables for the dishes enter the VCC on the Catwalk Level and can be run to most locations within the VCC.

There are additional locations for mobile satellite dishes (with wheeled trailers) located in the Courtyard and along the driveway fronting the Courtyard. Contact your VCC Event Manager directly if you require the above services.

## **Loading Entrances**

Level One access is via the freight elevators on Level Two. Freight elevators are accessed off Humboldt Street via the Service Area.

Level Two access to the Service Area is off Humboldt Street. There are two covered semi-trailer loading bays as well as a level entrance 9'9"w x 10'h roll-up door.

## **Audiovisual Services**

The VCC's in-house recommended supplier for presentation services including audiovisual equipment and high speed access is Sharp's Audio-Visual.

Phone: (250) 361-1095 Fax: (250) 361-1093

## **Food and Beverage Services**

The Victoria Conference Centre 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. Please contact the Event Manager with any questions.

March 2009





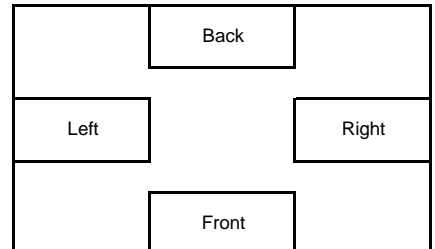
# DATA SERVICE REQUEST

## Sharp's Audio Visual

*Please read the entire form carefully, including the Terms and Conditions; by completing this form you understand and agree to the guidelines set below.*

<b>Event Name:</b>	<b>Event Date:</b>
<b>Contact Name:</b>	<b>Company Name:</b>
<b>Address:</b>	<b>City:</b>
<b>Province/State:</b>	<b>Postal/Zip Code:</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	<b>Room:</b> <span style="float: right;"><b>Booth #:</b></span>
<b>In-Service Date:</b>	<b>Time:</b>
<b>Disconnect Date:</b>	<b>Time:</b>

Please indicate the approximate location of service placement within the booth with an X and note any neighbouring booth numbers. If a location is not provided 2-days before 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. Basic Internet configuration and assistance is included in the rate; for additional support Sharp's Data Technician Labour Rates will apply.  
**Please note: there will be a \$100.00 setup/installation fee to change line location once on site.**



DATA SERVICES REQUIRED	QUANTITY	ADVANCED RATE <small>Order form with full payment must be received 7 days prior to show move-in</small>	STANDARD RATE <small>Order form with full payment received less than 7 days prior to show move-in</small>	TOTAL
<b>High Speed Internet</b> <i>*for more than one line within the same booth, please order a 10/100 Hub or Switch also*</i>	# of Lines	\$100.00 (first day rate)	\$150.00 (first day rate)	
	# of Additional Days	\$50.00 (per extra day)	\$50.00 (per extra day)	
<b>10/100 Hub or Switch</b> <i>(connects up to 6 additional lines within the same booth or location)</i>	# of Hubs	\$50.00 (first day rate)	\$50.00 (first day rate)	
	# of Additional Days	\$100.00 (weekly rate)	\$100.00 (weekly rate)	
<b>Wireless Internet</b> (Connect to VCC Network)	cost of Connections	# of Days	<b>\$15.00 (per connection)</b>	
		<b>X</b>	<b>=</b>	

<b>PAYMENT INFO:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<b>Subtotal:</b>
Cardholder's Name: _____    Expiry Date: _____	<b>5% GST:</b>
Credit Card Number: _____	<b>7% PST:</b>
Cardholder's Signature: _____    Date: _____	<b>AMOUNT PAYABLE:</b>

<b>PAYABLE TO:</b>	Amount payable is subject to prevailing taxes and is payable in Canadian Funds
<b>Sharp's Audio Visual Ltd.</b> at the Victoria Conference Centre 720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA	Phone 250.361.1095 Fax 250.361.1065 email joshua.corry@sharpsav.com GST Registration #10482 1525 RT



I hereby authorize Sharp's Audio Visual or its agents to install the service(s) described above and agree to assume complete responsibility for all charges including lost or stolen equipment and additional labour charges which may exceed the amount payable made herewith.

**Sharp's Data Technician Labour Rates:**

Monday through Friday 0800 hours to 1700 hours - \$70.00 per hour (minimum 2 hour call-out)  
 Weekends & Evenings (M-F 1700 hours to 0800) - \$90.00 per hour (minimum 2 hour call-out)

<b>INTERNAL USE ONLY</b>	
VCC Event Manager _____	CC Auth Number _____
VCC Event Number _____	Sharp's Tech _____

Sharp's AV  
 Client Services  
 Building Services

# DATA SERVICE REQUEST

## Sharp's Audio Visual

### TERMS AND CONDITIONS

1. Cabling and equipment are property of Sharp's Audio Visual.
2. Trade show requests for more than seven (7) Internet connections must be received a minimum of **fourteen (14) days** in advance of the scheduled in-service date.
3. Special services for conferences and/or trade shows, which require coordination with an outside provider must be received a minimum of **thirty (30) days** in advance of the scheduled in-service date.  
**Victoria Conference Centre contracted client is responsible for the additional AV Technician Labour costs related to the coordination of these special services.**
4. Complete information must be provided on the Data Services Request form to ensure prompt processing of your order; incomplete information will delay processing.
5. Conditions for processing service order forms:
  - (a) All trade show orders must be accompanied by full payment in advance and is payable by Visa, MasterCard, or American Express.
  - (b) Charges for contracted Victoria Conference Centre clients will be added to the Master Account and clients will be invoiced for the services rendered.
6. A \$100.00 cancellation fee will apply for all orders cancelled within 48 hours of the scheduled installation time; credit will not be given for service installed and not used.
7. Equipment management:
  - (a) **Normal business hours are Monday through Friday 0800-1700**; if service is required outside these hours, it is the customer's responsibility to confirm arrangements with Sharp's Audio Visual ~ please note Sharp's Data Technician Labour Rates will apply.
  - (b) The customer will be fully responsible for the safekeeping of equipment and cabling for the duration of the conference and/or trade show.
8. Only Sharp's Audio Visual personnel are authorized to modify system wiring or cabling.
9. Material and equipment furnished by Sharp's Audio Visual for this service order shall remain property of Sharp's Audio Visual.
10. Sharp's Audio Visual is not liable for any indirect, special or consequential damages arising out of this agreement even if Sharp's Audio Visual has been advised of the possibilities thereof, including but not limited to loss of profits, loss of business revenue, failure to realize expected savings or any claim against the customer by a third party.
11. If you require special data circuits or centrex lines, contact TELUS a minimum of **twenty (20) days** in advance of the event. Please advise Sharp's Audio Visual as soon as possible if these services have been arranged.

09 2009



Sharp's Audio Visual Ltd. (at the Victoria Conference Centre)  
720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA  
Phone 250.361.1095 Fax 250.361.1065  
email joshua.corry@sharpsav.com





VICTORIA  
CONFERENCE  
CENTRE

Show Name: Financial Executives International Canada Conf.

Event Code: 8595

VCC

Show Date: June 10 & 11, 2010

Payment by Cheque (Attached) or Credit Card

Discount Advance Order Cut Off: May 27, 2010

Cheque Attached  (X)

Exhibitor: \_\_\_\_\_

Visa  MasterCard  AMEX  (X)

Booth #(s): \_\_\_\_\_

Card Number: \_\_\_\_\_

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

Expiry Date: \_\_\_\_\_

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

3 or 4 Digit Security Code: \_\_\_\_\_

City & Province: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

Cardholder Signature: \_\_\_\_\_

**NOTE:** Orders and Payments received less than fourteen days prior to the Exhibitor Move-In day will be charged at the Standard Order rates.

**NOTE:** If Orders have been received and processed, 25% of the order is non-refundable.

If the Service has been provided, 100% of the order is non-refundable.

**NOTE:** If any form is calculated incorrectly, we reserve the right to correct the amount on the order.

**DISPLAY ORDERS**

	Quantity	Discounted Advance Order	Standard Order (2 weeks)	Total
8' Table, topped & skirted on 3 sides		\$ 55.00	\$ 60.00	
6' Table, topped & skirted on 3 sides <b>(One included in Booth Package)</b>		\$ 50.00	\$ 55.00	
4' Table, topped & skirted		\$ 45.00	\$ 50.00	
Counter height 8' Table, topped & skirted on 3 sides		\$ 65.00	\$ 70.00	
Counter height 6' Table, topped & skirted on 3 sides		\$ 60.00	\$ 65.00	
Counter height 4' Table, topped & skirted		\$ 55.00	\$ 60.00	
Pedestal Table (36" round, 30" high) topped & skirted		\$ 30.00	\$ 35.00	
Counter height Pedestal Table (36" round, 40" high) topped & skirted		\$ 40.00	\$ 45.00	
8' High Drape and Metal - price per lineal foot		\$ 4.50	\$ 5.00	
3' High Drape and Metal - price per lineal foot		\$ 3.75	\$ 4.25	
Padded Folding Chair <b>(Two included in Booth Package)</b>		\$ 7.50	\$ 10.00	
Counter height Stool		\$ 25.00	\$ 30.00	
Waste Basket <b>(One included in Booth Package)</b>		\$ 6.25	\$ 8.00	
Metal Easel		\$ 15.00	\$ 18.00	
Literature Rack		\$ 50.00	\$ 60.00	
Freestanding 3-Tier Brochure Holder - 8 1/2" wide		\$ 10.00	\$ 15.00	
Freestanding 3-Tier Brochure Holder - 4" wide		\$ 10.00	\$ 15.00	
Potted Mum		\$ 25.00	\$ 30.00	
Floral Arrangement		\$ 60.00	\$ 75.00	
			Subtotal	
			5% GST	
			7% PST	
			Total	

**FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY FAX, EMAIL OR MAIL**

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7 GST #122206394

Phone: (250) 361-1015 Fax: (250) 361-1030 alisonc@victoriainconference.com



VICTORIA  
CONFERENCE  
CENTRE

Show Name: Financial Executives International Canada Conf. Event Code: 8595 VCC

Show Date: June 10 & 11, 2010 Payment by Cheque (Attached) or Credit Card

Discount Advance Order Cut Off: May 27, 2010 Cheque Attached  (X)

Exhibitor: \_\_\_\_\_ Visa  MasterCard  AMEX  (X)

Booth #(s): \_\_\_\_\_ Card Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Address: \_\_\_\_\_ 3 or 4 Digit Security Code: \_\_\_\_\_

City & Province: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Email: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

**NOTE:** Prices include installation, maintenance throughout the show and post-show removal. Power is dropped at rear of booth.

Spike protection is the responsibility of the exhibitor.

**NOTE:** Orders and Payments received less than fourteen days prior to the the Exhibitor Move-In day will be charged at the Standard Order rates.

**NOTE:** If Orders have been received and processed, 25% of the order is non-refundable.

If the Service has been provided, 100% of the order is non-refundable.

**NOTE:** If any form is calculated incorrectly, we reserve the right to correct the amount on the order.

**ELECTRICAL SERVICES**

	Quantity	Discounted Advance Order	Standard Order (2 weeks)	Total
<b>120 VOLTS</b>				
750 Watt - 7 Amp - Single Receptacle (1 plug)		\$ 69.00	\$ 80.00	
1500 Watt - 15 Amp - Double Receptacle (2 plugs)		\$ 79.00	\$ 91.00	
<b>120 VOLTS - Specialty</b>				
2000 Watt - 20 Amp - Single Receptacle		\$ 104.00	\$ 120.00	
<b>208 VOLTS</b>				
15 Amp - Single Phase		\$ 138.00	\$ 159.00	
20 Amp - Single Phase		\$ 150.00	\$ 173.00	
30 Amp - Single Phase		\$ 202.00	\$ 233.00	
50 Amp - Single Phase		\$ 230.00	\$ 265.00	
30 Amp - Three Phase		\$ 259.00	\$ 298.00	
60 Amp - Three Phase		\$ 432.00	\$ 497.00	
100 Amp - Three Phase		\$ 575.00	\$ 662.00	
200 Amp - Three Phase		\$ 690.00	\$ 794.00	
<b>LIGHTING DOES NOT COME WITH POWER - ORDER POWER SEPARATELY</b>				
Single Flood light on stand		\$ 45.00	\$ 50.00	
Double Flood light on stand		\$ 50.00	\$ 55.00	
			Subtotal	
			5% GST	
			7% PST	
			Total	

**FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY FAX, EMAIL OR MAIL**

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7

Phone: (250) 361-1015 Fax: (250) 361-1030 alisonc@victoriaconference.com

Victoria Conference Centre GST #122206394



VICTORIA  
CONFERENCE  
CENTRE

Show Name: Financial Executives International Canada Conference Event Code: 8595 VCC  
 Show Date: June 10 & 11, 2010 Payment by Cheque (Attached) or Credit Card  
 Exhibitor: \_\_\_\_\_ Cheque Attached  (X)  
 Booth #(s): \_\_\_\_\_ Visa  MasterCard  AMEX  (X)  
 Telephone: \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 City & Province: \_\_\_\_\_ 3 or 4 Digit Security Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Name on Card: \_\_\_\_\_  
 Cardholder Signature: \_\_\_\_\_

**NOTE:** Full Payment, including applicable taxes, is due in advance of the event set up and Exhibitor Move-In.

**NOTE:** The Victoria Conference Centre reserves the right to charge the Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor.

**NOTE:** In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided, 100% of original fee will be applied.

LABOUR RATES		
Regular Time	8:00AM - 4:00PM Monday to Friday	\$71.00 per Hour (minimum 1 hour)
Over Time	4:00PM - 6:00PM Monday to Friday	\$98.00 per Hour (minimum 1 hour)
	8:00AM - 4:00PM Saturday	
Double Time	All other hours including Sundays and Statutory Holidays	\$112.00 per Hour (minimum 1 hour)

ESTIMATED INSTALLATION REQUIREMENTS				
Regular Time	___ Labourers	___ Hours	\$71.00 per Hour	\$_____ Total
Over Time	___ Labourers	___ Hours	\$98.00 per Hour	\$_____ Total
Double Time	___ Labourers	___ Hours	\$112.00 per Hour	\$_____ Total
				Date Required:
				Start Time:

ESTIMATED DISMANTLE REQUIREMENTS				
Regular Time	___ Labourers	___ Hours	\$71.00 per Hour	\$_____ Total
Over Time	___ Labourers	___ Hours	\$98.00 per Hour	\$_____ Total
Double Time	___ Labourers	___ Hours	\$112.00 per Hour	\$_____ Total
				Date Required:
				Start Time:

FORKLIFT SERVICES		
Regular Time	\$50.00 per Hour (minimum 1 hour)	\$_____ Total
Over Time	\$75.00 per Hour (minimum 1 hour)	\$_____ Total
Double Time	\$100.00 per Hour (minimum 1 hour)	\$_____ Total
		Date Required:
		Start Time:
		Subtotal
		5% GST
		7% PST
		Total

**FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY FAX, EMAIL OR MAIL**

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7

Phone: (250) 361-1015 Fax: (250) 361-1030 alisonc@victoriaconference.com

Victoria Conference Centre GST #R122206394



VICTORIA  
CONFERENCE  
CENTRE

Show Name: Financial Executives International Canada Conference

Show Date: June 10 & 11, 2010

Order Cut Off: May 27, 2010

Event Code: 8595

VCC

Payment by Cheque (Attached) or Credit Card

Cheque Attached \_\_\_ (X)

Visa \_\_\_ MasterCard \_\_\_ AMEX \_\_\_ (X)

Exhibitor: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

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

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

City & Province: \_\_\_\_\_

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

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

3 or 4 Digit Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

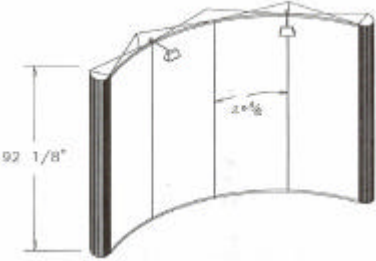
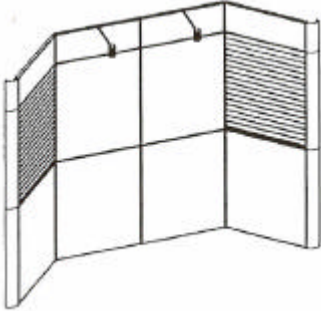
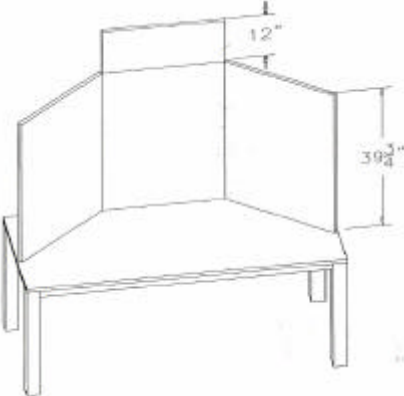
**NOTE:** Orders must be placed no later than 2 weeks prior to the event to allow for delivery. Please see the "Order Cut Off" date above.

**NOTE:** Cancelled orders are subject to a re-stocking charge

**NOTE:** If the display has been ordered and delivered to the booth, 100% of the order is non-refundable.

**NOTE:** If any form is calculated incorrectly, we reserve the right to correct the amount on the order.

**MODULAR DISPLAY RENTALS**

	Quantity	Rental Price per Unit	Total
<b>8' or 10' Matrix Display Rental: Cost includes installation and dismantle</b>		\$ 650.00	
			
<b>8ft Advantage 8-Panel Display Rental: Cost includes installation and dismantle</b>		\$ 675.00	
			
<b>Table Top 3-Panel Display Rental: Cost includes installation and dismantle</b>		\$ 295.00	
			
		Shipping Charge	\$ 45.00
		Subtotal	
		5% GST	
		7% PST	
		Total	

**FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY FAX, EMAIL OR MAIL**

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7 GST #122206394

Phone: (250) 361-1015 Fax: (250) 361-1030 alisonc@victoriaconference.com



# TELEPHONE SERVICE REQUEST

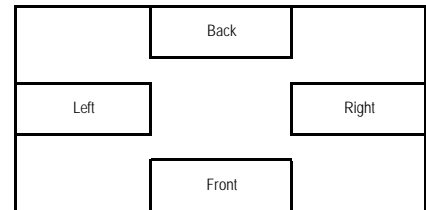
## Victoria Conference Centre

*Please read the entire form carefully, including the Terms and Conditions. By completing this form you understand and agree to the guidelines set below.*

Event Name:	Event Date:
Contact Name:	Company Name:
Address:	City:
Province/State:	Postal/Zip Code:
Telephone Number:	Fax Number:
Email Address:	Room/Location: <span style="float: right;">Booth #:</span>
In-Service Date:	Time:
Disconnect Date:	Time:

Please indicate the approximate location of service placement within the booth with an X and note any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of service(s). If a location is not provided two days before 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.

**Please note: there will be a \$50 setup/installation fee to change line location once on site.**



SERVICES REQUIRED	QUANTITY	ADVANCED RATE	STANDARD RATE	TOTAL
		14 days prior to show move-in	Less than 14 days to show move-in	
Telephone Line with Single Line Handset <input type="checkbox"/> Long Distance	# of Lines	\$150.00	\$200.00	
Telephone Line for Standard Computer Modems/Fax/Interac/Conference Call (line only) <input type="checkbox"/> Long Distance (required for Interac and toll free)	# of Lines	\$125.00	\$175.00	
Speaker Phone (for up to four (4) people)	# required	\$175.00	\$225.00	
Conference Line - must order conference call unit from Sharp's Audio-Visual 250.361.1095	# of Lines	\$125.00	\$150.00	
Deposit for Long Distance *deposit waived for VCC contracted clients; unused portion will be refunded within 30 days		\$50.00	\$50.00	

<b>PAYMENT INFO:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<b>Subtotal:</b>	
Cardholder's Name:	<input type="checkbox"/> Bill to Master Account	<b>5% GST:</b>
Credit Card Number:	Expiry Date:	<b>7% PST:</b>
Cardholder's Signature:	Date:	<b>AMOUNT PAYABLE:</b>

<b>PAYABLE TO:</b>	Amount payable is subject to prevailing taxes and is payable in Canadian Funds
Victoria Conference Centre 720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA <a href="http://www.victoriacentre.com">www.victoriacentre.com</a>	Phone 250.361.1000 Fax 250.361.1099 GST Registration #R122206394

I hereby authorize the Victoria Conference Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges including lost or stolen equipment and additional labour charges which may exceed the amount payable made herewith.

**VCC Technician Labour Rates** \*Telus service requires a VCC technician for coordination and connection within VCC  
 Monday through Friday 08:00 to 17:00 - \$70.00 per hour (minimum 2 hour call-out)  
 Weekends & Evenings 17:00 to 08:00 - \$90.00 per hour (minimum 2 hour call-out)

INTERNAL USE ONLY	10/04	VCC Event Manager _____	VCC Event # _____
ASSIGNED PHONE NUMBER(S):	361- _____	361- _____	
	361- _____	361- _____	

Client Services  
 Facility Operations  
 Sharp's A/V  
 Diagram Location

# TELEPHONE SERVICE REQUEST

Victoria Conference Centre

## TERMS AND CONDITIONS

1. Telephone system, cabling and equipment are property of the Victoria Conference Centre.
2. Conference and/or trade show requests for more than ten (10) telephone lines, telephone lines with handsets, or special services which require coordination with an outside provider (eg. TELUS) must be received a minimum of thirty (30) days in advance of the scheduled in-service date.  
  
**Victoria Conference Centre contracted client is responsible for the additional VCC Technician Labour costs related to the coordination of these special services.**
3. Complete information must be provided on the Telephone Services Request form to ensure prompt processing of your order; incomplete information will delay processing.
4. Conditions for processing service request forms:
  - (a) Payment for service and the deposit for long distance access must accompany service requests. (Contracted VCC clients will be invoiced for services rendered.)
  - (b) Unused portions of a deposit will be refunded by mail within 30 days following the disconnect date.
5. A \$50.00 cancellation fee will apply for all orders cancelled within 48 hours of the scheduled installation time; credit will not be given for service installed and not used.
6. Equipment management:
  - (a) **If service is required before 08:00 or after 17:00** it is the client's responsibility to confirm arrangements with the Victoria Conference Centre by contacting the VCC Event Manager listed on the request form.
  - (b) The customer will be fully responsible for the safe-keeping and prompt return of the telephone equipment to the Facility Operations Office at the Victoria Conference Centre on the date and time specified for disconnection.
7. It is understood that if the Victoria Conference Centre must change a pre-assigned telephone number the customer has no recourse for compensation against the Victoria Conference Centre. Every effort will be made to maintain the originally assigned number.
8. Only Victoria Conference Centre personnel are authorized to modify system wiring or cabling.
9. Material and equipment furnished by the Victoria Conference Centre for this service order shall remain property of the Victoria Conference Centre.
10. The Victoria Conference Centre is not liable for any indirect, special or consequential damages arising out of this agreement even if Sharp's Audio-Visual has been advised of the possibilities thereof, including but not limited to loss of profits, loss of business revenue, failure to realize expected savings or any claim against the customer by a third party.
11. If you require special data circuits or centrex lines, contact TELUS a minimum of fourteen (14) days in advance of the event. Please advise the Victoria Conference Centre as soon as possible if these services have been arranged.

01/08



Victoria Conference Centre  
720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA  
Phone 250.361.1000 Fax 250.361.1099 Toll Free 1.866.572.1151  
[www.victoriainconference.com](http://www.victoriainconference.com)







## Exhibitor Shipments

Event Name: Financial Executives International Canada Conference

Event Date: June 10 & 11, 2010

Freight Handler: Events on the Move

### The Victoria Conference Centre will not accept Exhibitor Shipments

All Exhibitor Shipments that arrive before **Wednesday, June 9, 2010** will be **refused and redirected to Events on the Move at the shippers expense.**

Exhibitors that chose not to ship with **Events on the Move** are responsible to contract Events on the Move for **Materials Handling Services** once the shipment arrives at the Victoria Conference Centre during the scheduled move-in time on **Wednesday, June 9, 2010.**

Exhibitors will be notified during the event that they need to make arrangements with **Events on the Move** for shipping out after the event.

The Victoria Conference Centre will not be responsible for providing weigh bills, contacting courier services or providing storage.

Exhibitors that chose not to use the services of **Events on the Move** and contact another shipping company for pick up **must stay with their shipment until it is picked up.**

If the shipment is not picked up by the end of the move-out day and the exhibitor is no longer in their booth, the shipment will be redirected to offsite storage via **Events on the Move** at the exhibitor's expense.

Exhibitor's will be contacted for payment and shipping instructions by **Events on the Move.**

**Thank you for your attention to this important information**



## EVENTS ON THE MOVE

Customs & Freight Logistics

# Welcome to the Financial Executives International Canada Conference

### The following pages contain important information pertaining to:

- **Freight Forwarding and Shipping**
- **Customs Brokerage**
- **Material Handling**
- **Advance Warehousing**

For your upcoming event in Victoria, Events on the Move has been selected the official supplier for shipping, customs brokerage, material handling and advance warehousing. We are a freight forwarder and customs broker based out of Vancouver and specialize in the meetings and events industry. We are a great resource to help plan for your shipping into the event. Please contact our operations team for any shipping or customs inquiries. Just send in your Service Order Form and we will take care of the rest.

#### ***Shipping Procedures***

Once Events on the Move picks up your shipment from your office or warehouse anywhere around the world, you won't need to worry about the logistics of getting your product into the show.

#### ***Customs Brokerage***

Events on the Move will handle all aspects of Canada Customs brokerage on your behalf. Working with Events on the Move makes your international shipping seamless and stress free. It's really very easy, just pack up your shipment and we will take care of the rest. We complete all the paperwork, bill of lading and all your Customs documentation for you.

#### ***Material Handling***

Events on the Move will provide material handling services and deliver your goods to your booth, as well as storage of any empties during the event.

#### ***Advance Warehouse***

Shipping early saves money. If you are able to send your shipment two or three weeks in advance, you can take advantage of the free advance warehouse when using our shipping services and save a LOT of money on transportation charges.

#### ***Return Shipping***

Don't worry about planning the return shipping. Events on the Move will complete your bill of lading and supply your shipping labels.

#### ***Requesting Services***

Fax or email the "Service Order Form" and Events on the Move will take care of the rest.

#### ***Contact information***

Events on the Move Customs and Shipping  
605-1125 Howe Street  
Vancouver, BC V6Z 2K8  
t. 604-647-0130 f. 604-647-0136 toll free 1-877-355-1116

***We look forward to working with you soon!***





## Your Shipping Services

Total Number of Pieces to be picked up	Approximate weight	Date ready for pick up (Earlier the better)

Indicate the dimensions of your shipment and brief description of goods. This will determine the most appropriate method for shipping your product.

Number and description of containers	Weight	Length	Width	Height
e.g. 4 red plastic cases	45 pounds approx info is okay	18 inches	18 inches	42 inches



## Where are we picking this up from?

Company Name		Contact Name	
Address			Tel Number
City	State/Province	Postal Code / Zip Code	

Any comments on Pick up Location? (ie. Lift gate, residential...)
---



**After the Show:**  Return my shipment to the pick up address **OR:**  Return my shipment to the address below

Company Name		Contact Name	
Address			Tel Number
City	State/Province	Postal Code / Zip Code	

Is there a date that you require your materials back before? If not, leave this blank and your materials will be sent economy service:

\_\_\_\_\_

Day                      Month                      Year                      Time



### Your Customs Brokerage Services

**Customs Brokerage: Check this box if your shipment originates from outside Canada**

Any materials coming into Canada require customs clearance. All non-Canadian exhibitors must complete the attached **Commercial Invoice** for clearance.



### Your Peace of Mind - Cargo Insurance

**YES – Please Insure My Shipment**       **NO – Cargo Insurance is NOT Required**

You must check one of these boxes and initial here! \_\_\_\_\_

If you are requesting Cargo Insurance, please complete the following application:

Indicate Currency for Limits and Premium: Canadian Dollars       US Dollars

#### For shipment value over \$1000. Indicate Trip coverage required:

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way **Maximum Limit \$50,000	\$500.00	\$	.0075	\$
<input type="checkbox"/> Outbound: One Way **Maximum Limit \$50,000	\$500.00	\$	.0075	\$
<input type="checkbox"/> Round Trip **Maximum Limit \$50,000	\$500.00	\$	.0113	\$
			Premium Total: (Minimum Premium \$ 75)	\$
			Administration Fee:	\$ 50
			<b>Total Payable:</b>	\$

CLAIMS: Report all claims to  
Eagle Underwriting (Pacific) Inc.  
Phone: (604) 683-0506 Fax: (604) 683-0588

Subject to the terms and conditions of Open Cargo Policy #50V0030

\*\*Maximum Limit \$ 50,000. Coverage is available for limits in excess of \$ 50,000 upon application and authorization of the Underwriters. Contact your Events on the Move representative if excess limits are required.

#### For shipment value under \$1000. Indicate Trip coverage required:

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way	\$250.00	\$	.0075	\$
<input type="checkbox"/> Outbound: One Way	\$250.00	\$	.0075	\$
<input type="checkbox"/> Round Trip	\$250.00	\$	.0013	\$
			Premium Total: (Minimum Premium \$ 75)	\$
			Administration Fee:	\$ 50
			<b>Total Payable:</b>	\$

CLAIMS: Report all claims to  
Eagle Underwriting (Pacific) Inc.  
Phone: (604) 683-0506 Fax: (604) 683-0588

Subject to the terms and conditions of Open Cargo Policy #50V0030

<b>Administration Use</b>	<b>Open Cargo Policy Number 50V0030</b>	<b>Certificate Number:</b>
---------------------------	---	----------------------------





**Material Handling Services and on-site Receiving – check appropriate boxes below:**

**Material Handling – Required** (please note that if Material Handling is the only service required by Events on the Move, payment **MUST** be by credit card)

Material handling - sign for your goods upon arrival to the facility, unload them from the carrier, deliver to your booth, store empty containers during show, load goods onto outbound carrier at show close.

Yes! I will be using Events on the Move for my shipping. (see discount pricing)  
**If not, specify carrier, tracking number & total # of pieces to be shipped** \_\_\_\_\_

Choose the appropriate rate schedule. Fill in the weight in pounds.

Shipping Method	Shipment weight	Multiply by cents/lb	Charge
<b>DISCOUNT!!</b>			
Shipping with Events on the Move transportation	lbs	x 0.45	\$
Shipping with alternate carrier	lbs	x 0.65	\$
Total (minimum charge = 200 lbs)			\$
Total Due			\$

Carriers must arrive with an official weight ticket. EM reserves the right to re-weigh or estimate shipments arriving without a ticket

**LOCAL CARTAGE IS COMPLIMENTARY IF YOU SHIP WITH EVENTS ON THE MOVE**

Local Cartage – applied to Advance Warehouse shipments (minimum 100 lbs). This rate is for regular daytime service. A surcharge will apply for weekend or evening service.	lbs	x 0.85	\$
--	-----	--------	----

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT**

It is agreed by you that the goods as described are SUBJECT TO THE TERMS AND CONDITIONS AT THE END OF THIS TRANSPORTATION DOCUMENT. The exporter, importer, sender, receiver, owner, consignee, transferor and transferee (all of whom are collectively referred to as “Exhibitor”) agrees TO WAIVE ANY AND ALL CLAIMS that they may have in the future against Events on the Move Enterprises Inc. (“EM”), and their carriers, truckers, forwarders, customhouse brokers, agents, warehousemen, stevedores, representatives, employees or others as may be required to transport, store, handle and deliver the Exhibitor’s materials, (all of whom are hereinafter collectively referred to as the “RELEASEES”) and TO RELEASE THE RELEASEES from any and all liability for any loss, damage, destruction, delay, disappearance, theft and expense DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE RELEASEES may suffer as a result of the failure of the RELEASEES to safeguard or protect the Exhibitor’s materials from loss, damage, destruction, delay, disappearance, theft and expense of delay including loss of profit, business interruption, or any collateral costs which may result. THE EXHIITOR’S ATTENTION IS DRAWN TO THE NOTICE CONCERNING EVENTS ON THE MOVE ENTERPRISES INC’S LIMITATION OF LIABILITY.

**Exhibitors from outside Canada to complete this form**

Shipping from: (address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMERCIAL INVOICE FOR CUSTOMS PURPOSES**

Financial Executives International Canada Conference

This must be completed and printed onto your **company letterhead**. You can use the exact wording below by photocopying this onto your letterhead.

Company Federal Tax ID Number  
(US exhibitors only)

Description of Item	Country of origin	Number of items	Value	Currency

I declare that the above mentioned items are for trade show purposes only and are not intended for resale and that there are no additional items to declare. I have fully disclosed all contents of shipment.

\_\_\_\_\_  
Name Company Position (Title)

\_\_\_\_\_  
Company Name Telephone

\_\_\_\_\_  
Signature X Date

**TERMS AND CONDITIONS OF SERVICE**  
**(Please Read Carefully)**

All shipments to or from the Exhibitor will be handled by EM and the RELEASEES on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms and conditions.

**CHOOSING ROUTES AND AGENTS**

EM and the RELEASEES shall have complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by EM and the RELEASEES to an Exhibitor that a particular person or firm has been selected to render services as to the materials shall not be construed to mean that EM or the RELEASEES warrants or represents that such person or firm will render such services.

**SERVICES RENDERED BY RELEASEES**

EM is authorized to select RELEASEES as may be required to transport, store, deal with and deliver the goods, all of whom shall be considered agents of the Exhibitor. The goods may be entrusted to such parties subject to all conditions of this transportation document, and to all rules, regulations, requirements and conditions (including limitations of liability for loss, damage, expense or delay), whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such RELEASEES and others. EM undertakes only to use reasonable care in the selection of RELEASEES and others to whom it may entrust the goods for transportation, cartage, handling, delivery and/or storage or otherwise.

**INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES**

The Exhibitor agrees to indemnify and hold harmless the RELEASEES against any claim or legal action taken against the RELEASEES, including but not limited to for fines, penalties, liquidated damages and/or other money due arising from a shipment of materials of the Exhibitor assessed by any carrier, country, governmental agency or other person against the shipment because of the failure, or alleged failure, of the Exhibitor to comply with any laws, rulings, requirements of any country or governmental agency including but not limited to, increased duty, liquidated damage, penalty, fine or expense, together with reasonable expenses, including attorneys fees in connection with defending the claim or action and obtaining reimbursement from the Exhibitor, resulting from any act, inaccuracy or omission or any failure to make timely presentation even if not due to any negligence or fault of the Exhibitor. The confiscation or detention of any Exhibitor's materials by any country or governmental authority shall not affect or diminish the liability of Exhibitor to EM and the RELEASEES to pay all charges or other money due promptly on demand.

**SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT**

Exhibitor shall provide weight and measurements for its shipments to EM or the RELEASEES as the case may be. Shipments are subject to reweighing and remeasurement by EM or the RELEASEES at their discretion. If dimensional weights apply under tariff rules, dimensions shall be shown as follows, Length x Width x Depth = Cubic Inches (or applicable unit measurement.) If the weight or measurements of the Exhibitor's materials as delivered are different from Exhibitors representations, or if pick-up or delivery time or location is changed by Exhibitor, EM and its RELEASEES reserve the right to refuse pick up or delivery or vary rates, charges and fees of shipment.

**EXHIBITOR'S DUTY TO FURNISH AND WARRANT THE ACCURACY OF CUSTOMS INFORMATION**

On an import or an export, at a reasonable time prior to the shipment or arrival of any Exhibitor materials to Customs, the Exhibitor shall furnish to EM in the proper language, form, and number, all invoices and documentation that may be useful and/or required by the laws and regulations of the countries of destination and entry. The Exhibitor shall be bound by and warrant the accuracy of all invoices, documents and information furnished to EM by the Exhibitor or its agents for export, import or other purposes. It is the Exhibitor's responsibility to know and comply with all classification, valuation, marketing and other Customs requirements, laws, regulations and rulings, enforced by any country or governmental agencies having jurisdiction over a shipment. Where a bond is required by a country or governmental agency to be given for the production of any document or the performance of any act, the Exhibitor shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by EM and/or the RELEASEES as principal, it being understood that EM and the RELEASEES entered into such undertaking at the request and on behalf of the Exhibitor, and the Exhibitor shall indemnify and hold EM and the RELEASEES harmless for the consequences of any breach of the terms of the bond.

**SERVICES RENDERED BY EM**

When EM carries, stores or otherwise physically handles the Exhibitor's materials, including in the performance of any local pick up or delivery service, and loss, damage, destruction, disappearance, and/or theft occurs during such activity, EM assumes no liability, unless at the time of the loss, damage, destruction, disappearance and or theft of the Exhibitor's materials, EM had actual custody or control of the Exhibitor's materials and the damages alleged to have been suffered are proven to be caused by the gross negligence or wilful misconduct of EM, its officers or employees, in which event the limitation of liability set forth in paragraph 7 shall apply. It is specifically declared that EM shall not be responsible for loss damage, destruction, disappearance, and/or theft of the Exhibitor's materials after the materials have been delivered to the Exhibitor's booth, nor shall EM be responsible for loss, damage, destruction disappearance and/or theft before the materials are picked up from the Exhibitor's booth for reloading after the show. The condition, count and content of the materials found at the time of local pick up or delivery or in the booth at the time of the actual removal as determined by EM or the RELEASEES shall be final and binding and the right is reserved by EM and the RELEASEES to alter the Exhibitor's transportation documents to reflect the actual condition, count and contents of the Exhibitor's materials.

**LIMITATION OF LIABILITY FOR SERVICES RENDERED BY EM**

EM and the RELEASEES do not know of the quality, condition, contents and value of the goods stored except as declared and described on the face of this transportation document by the Exhibitor. EM does **NOT** insure goods described on this transportation document. Without limiting the generality of the foregoing it is specifically declared that: all goods are handled at the Exhibitor's risk of loss, damage or delay in delivery caused by or through the inaccuracies, obligations or absence of marks numbers, address or description, act of God, acts of terrorism, irresistible force, enemies of the Queen, civil or military authorities, insurrection, riot, strikes, picketing or any other labour trouble, water, stream, fire, frost vermin, heating or corruption, deterioration, drainage, dampness, rust, decay, collapse of the building, inevitable accident, depreciation or perishing by elapse of time, changes in temperature, contact with odours from other goods, inherent defects, lack of any special care or precaution, injury to articles insufficiently protected or arising from the nature of the goods, loss in weight, insufficient cooperage, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of EM or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of EM, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case EM may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. EM shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that EM shall not

**TERMS AND CONDITIONS OF SERVICE Con't**

be liable to any extent whatsoever for any actual, potential or assumed loss of business, loss of profit, loss of revenues or for any collateral costs which may result from any loss, damage, destruction, disappearance, theft and or delay in delivery to an Exhibitor's materials which may make it impossible or impractical to exhibit.

**GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY**

EM shall have a general lien on any and all property, materials, and documents relating thereto, of the Exhibitor, in its possession, custody or control or en route, for all claims, for charges, expenses or advances incurred by EM in connection with any shipment of the Exhibitor and if such claim remains unsatisfied for thirty days (30) after demand for its payment is made, EM may sell at public auction or private sale, upon ten days written notice, sent by certified or registered mail with return receipt requested from Exhibitor, all the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due to EM. Any surplus from such sale shall be transmitted to the Exhibitor, and the Exhibitor shall be liable for any deficiency in that sale.

**CONSTRUCTION OF TERMS AND VENUE**

This agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the law of the Province of British Columbia and no other jurisdiction. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

**WARSAW CONVENTION**

International air carriage is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International carriage by Air signed at Warsaw October 12, 1929.

**LANGUAGE**

The parties confirm their express desire that this Agreement be drafted in the English language. Les parties par les présentes confirment leur volonté expresse que la présente convention soit rédigée en langue anglaise.

**Cargo Insurance Coverage Information – Subject to the terms and conditions of Open Cargo Policy #50V0030**

**Transportation Floater Form – All Risks**

**Subject to:** Replacement Cost, 100% Co-insurance , Locked Vehicle Warranty, Canadian Funds; Used or Damaged Goods subject to: Domestic Transportation Floater – “Named Perils” and settlement is subject to Actual Cash Value

**Geographical Limits:** Ports and/or places in Canada, USA, Europe and Asia. Excluding: Afghanistan, Angola, Cuba, Ethiopia, former Yugoslavia, former Soviet Union, Iran, Iraq, Lebanon, Nicaragua, Nigeria, Somalia, Uganda and any other country where their local legislation decrees insurance must be effected locally, unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**Excluding:** Jewellery, precious metals, bank notes, securities, works of art, valuable papers, dangerous goods, antiques, glass, fresh and frozen foods, confectionery, asbestos tiles, furs, live animals, bulk commodities, perishable goods, microprocessor chips, cellular phones, computer parts and other similar items unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**IMPORTANT NOTICE:** As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning various risk characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. It is agreed that the information contained herein shall be the basis of the contract. The above information is intended to be descriptive only all terms and conditions are subject to the actual policy wording (available on request).

**CLAIMS AGAINST CARRIERS:** It is strongly recommended that, when you receive cargo from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods, or if the damage is not apparent, then within three days. This notice of claim may be (a) in the form of endorsement on the delivery receipts of (b) by letter. The notice in writing need not be given if joint survey is held AT TIME OF DELIVERY (i/e/ surveyor for carrier and consignee being present.) When the actual loss or damage is later determined from an examination of the Filing claims against the carrier:

- 1) DOES NOT affect the claim on your policy;
- 2) WILL protect any rights you have under the Bill of Lading
- 3) CAN reduce your premium, since good recoveries make for better claims experience