

**CONGRESS /  
FENCECRAFT  
2008  
MANUAL**

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# Congress/Fencecraft 2008 Show Facts

**Show Dates & Hours:**            **Tuesday, January 8, 2008**            **9:00 am - 5:00 pm**  
   **Wednesday, January 9, 2008**            **9:00 am - 5:00 pm**  
   **Thursday, January 10, 2008**            **9:00 am – 4:00 pm**

**Move-In Dates:**                    **Saturday, January 5, 2008**            **10:00 am – 5:00pm**  
   **Sunday, January 6, 2008**            **9:00 am - 4:00 pm**  
   **Monday, January 7, 2008**            **7:00 am - 7:00 pm**

All exhibits must be complete by 8:00 pm, Monday, January 7, 2008

**Move-Out Dates:**                    **Thursday, January 10, 2008**            **4:00 pm - 12:00 am**  
   **Friday, January 11, 2008**            **7:00 am - 2:00 pm**

All exhibits must be removed by 2:00 pm, Friday, January 11, 2008.

**Show Produced By:**            **Landscape Ontario Horticultural Trades Association**  
7856 Fifth Line S, RR 4, Station Main  
Milton ON L9T 2X8  
TEL : 905-875-1805            EMAIL: showinfo@locongress.com  
FAX: 905-875-3942            WEB: www.locongress.com  
TOLL FREE : 1-800-265-5656

**In Partnership With:**            **Canadian Fence Industry Association**  
24 Cadetta Rd  
Brampton ON L6P 0X4  
TEL: 905-798-7566            EMAIL: cmarra@romafence.com  
FAX: 905-794-0276

**Show Management:**            **Paul Day, C.D.E., Show Manager**  
   **Linda Nodello, Show Coordinator**  
   **Lorraine Ivanoff, Sales Coordinator**  
   **Pat Hillmer, Conference Coordinator**  
   **Brian Lofgren, Congress Chair**  
   **Brian Cocks, Congress Vice-Chair**  
   **Tony DiGiovanni, Exec. Director, Landscape Ontario**  
   **Bob Tubby, President, Landscape Ontario**  
   **Norm Legare; Past-President, C.F.I.A.**  
   **Christina Marra, President, C.F.I.A.**

**Show Location:**                    **Toronto Congress Centre**  
650 Dixon Road  
Toronto ON M9W 1J1 Canada  
TEL: 416-245-5000            FAX: 416-245-4923

**Show Management Forms Are To Be Sent To:**  
**Landscape Ontario- Congress / Fencecraft 2008**  
7856 Fifth Line S, RR 4,  
Milton ON L9T 2X8 Canada  
TEL : 905-875-1805            FAX: 905-875-3942  
EMAIL: showinfo@landscapeontario.com

# SHOW MANAGEMENT 2008



Paul Day, C.D.E.  
Garden Expo  
Show Manager



Christina Marra  
President  
CFIA



Linda Nodello  
Show Coordinator



Pat Hillmer  
Conference  
Coordinator



Lorraine Ivanoff  
Sales Coordinator



Brian Lofgren  
Congress 2008  
Chair



Tony DiGiovanni  
C.H.T.; LO  
Executive Director



Bob Tubby  
C.L. P.; LO  
President

# Congress/Fencecraft 2008 Exhibitor Check List

By using this exhibitors' checklist, you can eliminate most of the problems that could confront you when your exhibit is set up at the show. This is designed as an average list. Please read it carefully and add or delete items according to your particular needs.

## 8 to 12 weeks in advance of the show

- Read your exhibitor's manual thoroughly and highlight key areas.
- Request Conference brochures (*Refer to General Information section*). **Deadline: November 16, 2007**
- Book advertising space in the Show Issues of trade magazines. (*Refer to Supplier Reply Forms section*). **Deadline: December 12, 2007**
- Send in Feature Areas Donation form (*Refer to Suggested Forms section*).
- Provide Show Guide Listing information. (*Refer to Suggested Forms section*). **Deadline: October 26, 2007**
- Review and complete Safety Release Form (*Refer to Required Forms section*). **Deadline: November 28, 2007**
- Request exhibitor badges (*Refer to Required Forms section*). **Deadline: December 3, 2007**
- Send in Move-In form (*Refer to Required Forms section*). **Deadline: December 3, 2007**
- Review corporate objectives and tailor exhibit theme accordingly. (*Refer to Exhibiting Steps To Success under Booth Planning section*)
- Check inventories of available literature and/or prepare new literature for booth distribution.
- Check availability of promotional samples and products for display. Arrange promotional activities.
- Check booth construction materials and schedule. (*Refer to Exhibit Rules & Regulations and Booth Planning section*)
- Use Free/VIP Passes to invite your customers and prospects. Please indicate your company name in the box provided.
- Make Hotel Reservations. (*Refer to Accommodations section. See hotel reply forms*). **Deadline: December 28, 2007**
- Use Congress / Fencecraft 2008 brochures to invite your customers and prospects to the show. (*Refer to Conference Brochures under General Information section*)
- Arrange for adequate extension of your business insurance for the show or purchase new liability insurance (minimum \$2,000,000) and **buy snow insurance**. (*Refer to Supplier Reply Forms section*) **Deadline: December 1, 2007**
- Contact Commerce Trade Show Logistics Group if your shipments are coming from outside of Canada. (*Refer to the Supplier Reply Forms section*).

## 4 to 8 Weeks in Advance of Show

- Order booth furnishings and services from Stronco Show Services. (*Refer to Supplier Reply Forms section*) **Deadline: December 21, 2007**
- Order electrical services (including power drop) from Showtech Power & Lighting. (*Refer to Supplier Reply Forms section*) **Deadline: December 21, 2007**
- Order audio-visual services from CCR Solutions (*Refer to Supplier Reply Forms section*) **Deadline: December 15, 2007**
- Send in Booth Cleaning Form and payment to the Toronto Congress Centre. (*Refer to Supplier Reply Forms section*). **Deadline: December 21, 2007**
- Order telephone services from Bell Canada. (*Refer to Supplier Reply Forms section*). **Deadline: December 21, 2007**

## Congress/Fencecraft 2008 Exhibitor Check List Continued

- Order high-speed Internet services from AVW TELAV.  
*(Refer to Supplier Reply Forms section). Deadline: December 21, 2007*
- Order in-booth food & beverage service from Toronto Congress Centre. *(Refer to Supplier Reply Forms section). Deadline: December 28, 2007*
- Request transportation and storage services from Lange Transportation. *(Refer to Supplier Reply Forms section) Deadline: January 4, 2008*
- Arrange for shipping of literature, equipment and display units.
- Make sure invitations to visit booth (give booth number) are included in all correspondence with customers.
- Order Signage/Banners from Stronco Show Services. *(Refer to Booth Furnishings under Supplier Reply Forms section). Deadline: December 21, 2007*
- Order Lead Retrieval System from CONEXSYS. *(Refer to Supplier Reply Forms section). Deadline: December 28, 2007*

### **10 Days in Advance of Show**

- Prepare for set up of booth.
- Prepare tool kit for all items necessary to set up booth and perform emergency repair of display units and equipment.
- Check supply of order books, scratch pads, business cards, pencils, sales manuals, tape, screws and tacks.
- Check that you booked your Move-In date and time.** *(Refer to Required Forms section)*  
**Deadline December 3, 2007**
- Ensure staff has exhibitor badges
- Telephone customers to invite them to the show.
- Hold a pre-show meeting with booth personnel to review objectives, responsibilities and the lead retrieval system.
- Plan post-show follow-up activities.
- Pack a First-Aid kit.
- Ensure that everyone has the necessary personal protection equipment (safety shoes, hard hats and glasses) for move-in and move-out

### **During Move-In at Show**

- Review exhibitors' manual for items pre-ordered from Stronco Show Services and Showtech Tech Power & Lighting. *(Refer to Supplier Reply Forms section).*
- Pick up exhibitor badges at the Exhibitor's Desk located in the main registration area in Hall 'F'. The Exhibitor's Desk will be open from noon to 5pm on Monday, January 7<sup>th</sup>.



# Exhibitors Most Asked Questions

1. **What are the hours of the show?**  
9:00 am - 5:00 pm each day on Jan. 8th & 9th and 9:00 am - 4:00 pm on Jan. 10th. Exhibitors will be allowed on the show floor 1/2 hour before the show opens and 1/2 hour after it closes.
2. **What are the move-in dates and times?**  
Saturday, January 5, 2008 10:00 am - 5:00 pm  
Sunday, January 6, 2008 9:00 am - 4:00 pm  
Monday, January 7, 2008 7:00 am - 7:00 pm
3. **What are the move-out dates and times?**  
Thursday, January 10, 2008 4:00 pm - 12:00 am  
Friday, January 11, 2008 7:00 am - 2:00 pm
4. **Do I have to schedule a move-in time?**  
Yes. Please refer to the required form section. There is a vehicle marshalling yard for all vehicles over 5 tons. (*Refer to Booth Planning Section*)
5. **Can I drive my truck right onto the main floor?**  
No. The vehicle is only allowed on the show floor if it is part of your display.
6. **Will forklifts be available for move-in and move-out?**  
Yes, at no charge, except for spotting purposes. If you require the use of a forklift in your booth please order the service through Lange (*Refer to Supplier Forms Section*)
7. **Where can trucks park during the show days?**  
A designated area behind the Doubletree International Plaza Hotel will be set-up from Jan. 4th - 11<sup>th</sup> inclusive. There will be a charge of \$30 per day for all trucks regardless of size.
8. **Where can I pick up my exhibitor's badge?**  
Badges will be mailed to exhibitors on December 28, 2007. All other exhibitor badges can be picked up at the Exhibitor's Desk after 12:00pm Monday, Jan. 7th. The desk is located at the main registration area, Hall 'F'.
9. **What does my exhibitors badge entitle me to?**  
An exhibitors badge allows you to enter the trade show all 3 days, plus the Tailgate Party at the International Plaza Hotel, Wednesday, January 9, 2008. ***Please note that there is a separate charge for the conference seminars.*** Exhibitors are entitled to 1 complimentary conference pass if they have less than 400ft<sup>2</sup> of booth space and 2 complimentary conference passes if they have more than 400ft<sup>2</sup> of booth space.
10. **How many exhibitor badges is my company entitled to?**  
A maximum of 5 badges per 10'X10' booth. Additional badges can be purchased for \$10 each.
11. **How many Free/VIP passes is my company entitled to?**  
15 passes per 10'X10' booth.
12. **Can I order booth furnishings and electrical services on-site?**  
Yes, but there will be an additional cost and delay for ordering on-site.
13. **Will security be available on a 24-hour basis?**  
Yes. However, Landscape Ontario, the Canadian Fence Industry Association and the Toronto Congress Centre will not assume any responsibility for lost, stolen or misplaced materials. Exhibitors are urged to contact their insurance company to ensure that their exhibits and products are insured during this period. Normally, this can be done by placing a rider on your existing business contents insurance or by purchasing a new liability insurance policy. Landscape Ontario suggests the services of Nacora Insurance Brokers.
14. **Where is the Show Office?**  
The Show Office is located in aisle 800 in the north building, south wall of Hall 2 and will be operational from January 5th - January 11th.
15. **Do I have to wear safety equipment during move-in and move-out?**  
Yes. (*Refer to Safety Release Form, under Required Forms section*)

## Congress/Fencecraft 2008 Program at a Glance

### Tuesday, January 8, 2008

7:30 AM	Registration Opens
9:00 AM	Show Doors Open
10:00 AM-3:30 PM	<b>Conference Seminars</b>
4:45 PM	<b>Awards of Excellence</b> , at the Doubletree International Plaza Hotel; Plaza Ballroom (Ticketed Event)
5:00 PM	Show Closes

### Wednesday, January 9, 2008

7:30 AM	Registration Opens
7:30 AM – 9:30 AM	<b>Annual General Meeting</b> , at the Doubletree International Plaza Hotel; International Ballroom (full breakfast at 7:30am)
9:00 AM	Show Doors Open
10:00 AM- 3:30 PM	<b>Conference Seminars</b>
5:00 PM	Show Closes
5:00 PM	<b>Tailgate Party XII</b> , at the International Ballroom, Doubletree International Plaza Hotel (show badge for entry)

### Thursday, January 10, 2008

7:30 AM	Registration Opens
9:00 AM	Show Doors Open
10:00 AM – 2:30 PM	<b>Conference Seminars</b>
4:00 PM	Show Closes

# Congress Conference

Don't miss out!  
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## Education Tracks

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  - Toronto IPM Symposium
  - Irrigation Day
  - Marketing Workshop
  - Working Smarter Program



## Trade Show

- One of top 5 horticultural shows in North America
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- Over 250 new products
- Over 8 acres of exhibits
- FREE parking

Canada's International Horticultural Lawn and Garden  
Trade Show and Conference **January 8-10, 2008** Toronto Congress Centre

For more information, contact 1-800-265-5656 or 905-875-1805

An initiative of



Proud to welcome



[www.locongress.com](http://www.locongress.com)

# You're already registered for the Conference



## But you need your badge to get in.

Each exhibitor is entitled to a complimentary full three-day conference pass for the duration of the show. To save you time, we will pre-register you for the conference.

In early December you will receive a red conference badge in the mail. The badge will list only your company name so different staff members can attend a conference session with the badge.

A second free pass is available to booths over 400 square feet. To receive the extra free pass, please go to the show office on-site.

**Different Badge Colours:** Your **Exhibitor** badge will be green and your complimentary **Conference** badge will be red.

# Four decades of rock 'n' roll



## Tailgate Party XII

**5:00 pm to midnight**

**Wednesday January 9, 2008**

For your listening pleasure, a tribute to four decades of rock – 50's with Elvis, 60's with Mick Jagger, 70's with Billy Joel and 80's with Madonna.

Come and relax at the annual Tailgate Party.

Hosted by the Congress Committee  
Doubletree International Plaza Hotel,  
International Ballroom  
*Congress badge required for entry.*

## Congress/Fencecraft 2008 Conference Brochures Request Form

Congress 2008 Conference is Canada's premier educational event for the horticultural trade. As an exhibitor you are entitled to one (1) complimentary full three-day conference pass which will be mailed to you in December.

Over 35 hours of in-depth seminars and top-notch, internationally acclaimed speakers ensure that all industry interests are covered. The complete speaker lineup is featured in the Conference Brochure, which can be viewed at [www.locongress.com](http://www.locongress.com).

Resolve to make 2008 great! Plan to attend the largest and best networking event of the year. Meet the top architects, contractors, designers, growers and retailers in an informative, face-to-face environment. Learn together – grow together.

A limited number of promotional conference brochures are being made available to exhibitors for distribution to key customers on a first-come, first-served basis. Order your conference brochures today!

**? Yes!**

***I want to invite the brightest and best in the horticultural trades to the biggest educational and networking event of 2008.***

***Send me \_\_\_\_\_ Congress 2008 Conference Brochures (50 Maximum).***

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

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

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Deadline for requesting brochures is November 16, 2007**

**Pat Hillmer – Conference Coordinator  
Email: [pat@landscapeontario.com](mailto:pat@landscapeontario.com)**

Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB : [www.locongress.com](http://www.locongress.com)

## Congress/Fencecraft Free/VIP Passes/Email Your Customers

Fifteen (15) Free/VIP Passes have been allocated to each 10x10 booth. These will be mailed to your company when full booth payment is received.

**Free/VIP** passes are valid for pre-registration and on-site registration for the **Trade Show Only**. **There is a separate charge for conference sessions.**

**NOTE:** We recommend that exhibitors stress the **importance of pre-registration** to their customers. **Customers who pre-register by December 19, 2007 will have:**

- badges mailed prior to the show
- eligibility to win valuable prizes
- no waiting in line
- more time to see the show

Save customers time send the passes before November 14, 2007  
**Indicate your company name in the box provided on the pass**

**Thank you for the complimentary VIP Passes for Congress 2008. I want to invite more customers to Canada's largest lawn and garden trade show.**

**?** *Send me \_\_\_\_\_ Congress 2008 VIP Passes*

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_  
TEL: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Deadline for requesting additional VIP Passes is November 2, 2007**

**Linda Nodello – Show Coordinator**

Tel: 1-800-265-5656 ? Fax: 905-875-3942 ? Email: [lnodello@landscapeontario.com](mailto:lnodello@landscapeontario.com)

## E-MAIL YOUR CUSTOMERS

Visit [www.locongress.com](http://www.locongress.com) and click on **Email Your Customers** to send an email to your customers inviting them to your booth at Congress. The process is:

1. Fill in your company name
2. Add your own email address and booth number
3. Cut and paste or type in a list of customers' email addresses. Invalid email addresses are automatically discarded.
4. Send the email with the template message or customize the text with a personalized message. Your booth number and company name are automatically generated at the bottom of the email when it is sent.

Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB : [www.locongress.com](http://www.locongress.com)

<p><b>Congress/Fencecraft 2008</b></p> <p><b>Due Dates for Show Management Forms</b></p>
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<u>October 1/07</u>	Submission of Supplementary Show Guide Listings
<u>October 24/07</u>	Submission of New Product Showcase Form
<u>October 24/07</u>	Submission of Show Special Form
<u>October 26/07</u>	Submission of Show Guide Listing
<u>November 2/07</u>	Submission of Order Form for Additional VIP Passes
<u>November 5/07</u>	Submission of Plant Material Form for Permit To Import Into Canada
<u>November 14/07</u>	Distribute Free/VIP Passes to Customers Indicating Your Company Name In The Box Provided
<u>November 16/07</u>	Submission of Request for Conference Brochures
<u>November 19/07</u>	Submission of Promotion Plan for Award Consideration
<u>November 28/07</u>	Request for Safety Release Form Returned
<u>December 3/07</u>	Request For Move-In Time <u>All Exhibitors Must Fill Out This Form And Return It To Landscape Ontario. You Will Be Contacted Only If There Is A Problem With Dock Space.</u>
<u>December 3/07</u>	Request For Exhibitor Badges 5 Badges/ Per 10 X 10 Booth <b>Additional Badges Please Include \$10.00 / Badge Payment</b>
(If you signed up for booth space after this date, please fill out your required forms immediately and return). <u>Exhibitors will receive their badges prior to the show if in by the due date.</u>	
All other exhibitor badges can be picked up <u>at the Exhibitor's Desks after 12:00 pm Monday, January 7th.</u> The Exhibitor's Desk is located in the main registration area.	
<u>December 4/07</u>	Reserve advertising space in <i>Landscape Trades and Horticulture Review – Official Congress 2008 Issues</i>
<u>December 10/07</u>	Confirmation of Garden Feature Donations Or Loans
<u>December 12/07</u>	Reserve advertising space in Congress 2008 Show Guide

Congress/Fencecraft 2008  
**Additional Deadlines Continued**

<u>December 14/07</u>	Advance Notice to Lange Transportation For Individual Pieces That Exceed 3000lb Or Requires Special Handling Or Equipment
<u>December 14/07</u>	Lange Transportation's Deadline for The Pre-Show Price For Security Cage Orders
<u>December 15/07</u>	CCR Solutions Advanced AV Order Deadline
<u>December 21/07</u>	Bell Canada's Deadline for Telephone Service Installation Bookings
<u>December 21/07</u>	Stronco Show Services Advance Price Deadline on Booth Furnishings, Signage And Banners
<u>December 21/07</u>	Showtech Power & Lighting's Deadline For The Advance Price
<u>December 28/07</u>	Hotel Reservation Deadline
<u>December 28/07</u>	CONEXSYS Advanced Rate Lead Retrieval Deadline
<u>December 28/07</u>	Toronto Congress Centre's Deadline for the Pre-Show Price For Booth Cleaning
<u>January 4/08</u>	Lange Transportation's Deadline for the Pre-Show Price For Advance Show Receiving And After Show Warehousing

# Congress/Fencecraft 2008 Exhibitor Badge Request Form

**Deadline: All Exhibitors Must Return This Form By December 3, 2007**

Please send this form directly to CONEXSYS Registration

Fax: 1-800-628-8838 or (905) 405-9870 Phone 1-800-661-5319 or (905) 405-8415

e-mail to [mandy@conexsysregistration.com](mailto:mandy@conexsysregistration.com)

or

Register your staff on-line at [www.conexsysregistration.com/locongress.com/exhibitor.htm](http://www.conexsysregistration.com/locongress.com/exhibitor.htm)

EXHIBITOR NAME: \_\_\_\_\_

BOOTH NO. \_\_\_\_\_

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

COMPANY NAME: *(if different than exhibitor name)* \_\_\_\_\_

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

PROV/STATE: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX:(\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### **EXHIBITOR BADGES REQUIRED**

(Please print name)

- ◆ A maximum of 5 badges per 10 X 10 booth is allowed.
- ◆ **Additional badges can be purchased for \$10.00 each**

EXHIBITING STAFF	EMERGENCY CONTACT	TELEPHONE

\$10.00 per badge will be charged for requests received after December 3, 2007, including badges requested on-site. Badges will be mailed to the exhibitors on December 29, 2007. All other exhibitor badges can be picked up at the Exhibitor's Desks after 12:00 pm Monday, January 7, 2008. The Exhibitor's Desk is located in the registration area, Hall F.

**Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)**

# Congress/Fencecraft 2008 Move-In Time Request Form

**Deadline: All exhibitors must return this form by December 3, 2007**  
**Fax: 905-875-3942 or EMAIL: [Inodello@landscapeontario.com](mailto:Inodello@landscapeontario.com)**

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Shipper (If Different Company Name): \_\_\_\_\_

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

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Tel: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

EXHIBITOR APPOINTED  
CONTRACTOR (if applicable): \_\_\_\_\_

E.A.P. CONTACT NAME (if applicable): \_\_\_\_\_

E.A.P. CONTACT NUMBER (if applicable): \_\_\_\_\_

Please complete and fill in this form and fax/mail back prior to **December 3, 2007, even if you do not require a loading dock.**

**1. Please Check:**

- Will require the use of a loading dock
- Will need a forklift with an extension.
- Will hand carry in our own products using the loading bay at Door 7
- Will be driving in equipment to remain on the show floor i.e. trucks on display
  - If you want to drive-in onto the show floor you must move in Saturday, January 5<sup>th</sup>.  
***A Vehicle Marshalling Yard is used for move-in / move-out***

**2. Circle the hour of preferred move-in time.** Times will be assigned on a first come, first served basis.

**Saturday, January 5, 2008:**

**10am 11am 12pm 1pm 2pm 3pm 4pm Other: \_\_\_\_\_**

**Sunday, January 6, 2008:**

**9am 10am 11am 12pm 1pm 2pm 3pm Other: \_\_\_\_\_**

**Monday, January 7, 2008:**

**7 am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm Other: \_\_\_\_\_**

- 3. Our estimated unloading time will take \_\_\_\_\_ minutes/ \_\_\_\_\_ hours.**  
Your move-in time is automatically confirmed, unless we call you to make other arrangements.  
(Backdrop and side rail drapery is supplied for each booth at no charge).

Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL : [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)

## Congress/Fencecraft 2008 Safety Release Form

On behalf of \_\_\_\_\_ (*contracted exhibiting company*), I the undersigned, acknowledge that I have read and understand the health and safety requirements for Congress/Fencecraft event scheduled for January 8 – 10, 2008. Accordingly, as an Exhibitor, I agree that our company and any company appointed contractors will comply with and abide by all statutes and regulations including, but not restricted to the Occupational Health and Safety Act. I will also cooperate with Show Management in the enforcement of safe working conditions.

In the event of a charge, prosecution, or any legal proceeding arising out of or related to the Occupational Health and Safety Act, as an exhibitor, I agree to be liable for the actions of my staff and contractors as it applies to the situation.

I also confirm that as an Exhibitor, our company maintains, and will maintain at the time of Congress/Fencecraft 2008 adequate insurance to cover against any losses, damages to persons or property, arising out of any accidents or mishaps which may occur before, during or after the January 8 – 10, 2008 event attributable to the Exhibitor's negligence in setting-up or dismantling its exhibit.

We understand that **Personal Protective Equipment (PPE) is mandatory** for all personnel involved **in the set-up and dismantling of the show**. Safety shoes are required for all personnel. Other personal protective equipment (hardhats, gloves, safety glasses, ear protection, etc.) must be worn, as required by the Occupational Health and Safety Act.

A Material Safety Data Sheet (MSDS) is required for any controlled products (hazardous materials) under the Hazardous Products Act (Canada). These hazardous materials are to be determined by criteria specified under the Federal Controlled Products Regulations.

I, \_\_\_\_\_  
*Print Name of Exhibitor or Contractor*

Representing: \_\_\_\_\_  
*Print Company Name of the Exhibitor*

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

Signature: \_\_\_\_\_  
*(I have authority to bind the exhibiting company listed above)*

**MOVE IN WILL NOT BE PERMITTED UNTIL THE  
SHOW ORGANIZER RECEIVES THIS FORM BY NOVEMBER 28, 2007**  
Please fax completed form to Congress/Fencecraft 2008  
Landscape Ontario at **905-875-3942** or email: **lorraine@landscapeontario.com**

# Innovation Matters and Drives Sales

**Spark interest in your new product and generate "PR" – For Free!**

Are your new products a cut above, exceptional in design, ten times better than the competition's, and innovative enough to change the market?

If your answer is a resounding "YES!" then you'll want to display those new products in the New Product Showcase at Congress/Fencecraft 2008.

**Drive Sales by offering New Products, Show Specials, On-Line Profile and Free VIP passes to your customers.**

Demonstrate to horticultural and landscape owners and decision-makers that your products, show specials and new products, unveiled January 8-10, 2008, will boost market share and drive customers to their businesses.

Truly innovative product creates an industry buzz motivating aficionados to see, touch and test the products that you'll display and demonstrate at Congress/Fencecraft 2008. Be sure to share the news of your company, products and offers with FREE show promotions.

## 1 Free On-Line Marketing Opportunity

List your company profile and product categories on [www.locongress.com](http://www.locongress.com)



## 2 Free Show Guide Listing

List your company in the Official Show Guide

## 3 Free New Product Showcase Display & Listing

Submit 5 New Products for display in the New Product Showcase. List new products as part of Official Show Guide. Receive a uniform company and booth number sign for



your booth. *New products must be newly introduced within the last six months and available for sale by the Spring of 2008.*

## 4 Free Show Special Sign, Mention in Attendee E-Newsletter and Flyer

Offer Show Specials to attendees and receive a Show Special sign for your booth, mention in a pre-show attendee E-Newsletter and on-site flyer.

## 5 Free VIP passes

Send free VIP passes to prospective customers encouraging them to visit your booth.

## 6 New Product Listing in Landscape Trades

The Editors of Landscape Trades magazine will consider the new product entries you submit for future publication.



For information call 1-800-265-5656  
**Congress/Fencecraft 2008**

Lorraine Ivanoff

[lorraine@landscapeontario.com](mailto:lorraine@landscapeontario.com)

7856 Fifth Line S. RR 4, Milton, ON L9T 2X8

Tel: 905-875-1805 x366 Fax 905-875-3942

[www.locongress.com](http://www.locongress.com)

**Landscape Trades**

Allan Dennis

[adennis@landscapeontario.com](mailto:adennis@landscapeontario.com)

Tel: 905-875-1805 x320 Fax 905-875-0183

[www.hort-trades.com](http://www.hort-trades.com)



# CONGRESS 2008

Canada's International Horticultural  
Lawn and Garden Trade Show and Conference  
FEATURING FENCECRAFT 2008

Produced by:  
LANDSCAPE ONTARIO  
7856 Fifth Line South, RR 4  
Milton ON Canada L9T 2X8  
Phone 905-875-1805  
Fax 905-875-3942  
showinfo@locongress.com  
www.locongress.com

## Dear Congress/Fencecraft Exhibitor:

In the show guide, we list multiple companies who are represented exclusively in the same booth number. This helps attendees who only know the product name they are looking for and do not have the 2-3 days it takes to see all of Congress.

If your company has not already completed this supplementary form and represents numerous other companies **exclusively** and you wish to expand your presence at Congress, **please fill out this form, by printing clearly the company names** to include as A, B, C, booths.

**Fax by October 1, 2007 to:**  
**Landscape Ontario Special Events Department (905) 875-3942 or**  
**Email: [Inodello@landscapeontario.com](mailto:Inodello@landscapeontario.com)**

## Supplementary Show Guide Listing: Congress 2008 / Fencecraft 2008

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

Booth Number (S): \_\_\_\_\_

Please Print Clearly The Company Name (S).

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

Landscape Ontario will not assume responsibility for those companies listed who are not represented exclusively. It is the sole responsibility of the exhibitor.

**Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;**  
**TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656**  
**EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)**

**Congress/Fencecraft 2008**  
**NEW PRODUCT SHOWCASE**

**DISPLAY YOUR PRODUCT – INCREASE YOUR EXPOSURE**

The New Product Showcase is one of the most popular features at Congress. A panel of judges selects outstanding entries to appear in the Showcase. Attendees vote on their favorite new product. The winning product is honoured with the Congress People's Choice Award and a FREE 10' X 10' booth in Congress 2009. To be eligible ***new products must be newly introduced within the past six months and available for sale by the spring of 2009.*** You are invited to submit up to a maximum of **five entries**.

LO will provide uniform company name and booth number signs for the product in the New Product Showcase and for your booth.

A notification of acceptance will be sent to companies selected to display products in the New Product Showcase.

To have your product reviewed by the judges, simply submit this form by **October 24, 2007** along with a 70-word product description and electronic photo or illustration. If your product is accepted, you will be required to bring a minimum of two samples to the show, for display in the New Product Showcase and in your booth. Indicate below if you would also like your new product listed in the Show Guide and reviewed by the publishers of *Landscape Trades* for inclusion in future issues of the magazine.

Product must be delivered to the New Product Showcase no later than 12 noon on Monday, January 7th and picked up at 4:30 pm on Thursday, January 10th; LO will not take responsibility for any new product not reclaimed by 4:30 pm.

Return by October 24th - FAX: 905-875-3942/EMAIL: [lorraine@landscapeontario.com](mailto:lorraine@landscapeontario.com)

Product Name: \_\_\_\_\_

Product Name: \_\_\_\_\_

Product Name: \_\_\_\_\_

Product Name: \_\_\_\_\_

Product Name: \_\_\_\_\_

**New Product Showcase**  **Show Guide**  **Landscape Trades New Products Issue**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

TEL: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)

## Congress/Fencecraft 2008 SHOW SPECIAL FORM

**Attract Buyers to Your Booth with Show Specials**

Buyers use **Congress/Fencecraft** to source bargains, deals and savings to meet their customer needs and reap a profit for their retail operation. Help attract these savvy buyers by making **Show Specials** available in your booth – **January 8 – 10, 2008 only** at Congress/Fencecraft – Canada’s International Horticultural Lawn and Garden Trade Show and Conference. Reinforce your company image and partnership with retailers by offering them Show Specials that will generate sales with their customers.

Sign up today for the **Show Specials** and receive ultimate show exposure with a **sign** in your booth, Show Special **E-newsletter to pre-registered attendees** to be distributed in early December and in an on-site flyer.

Please return this form, along with the name/brand name of the Show Special product, a photo of product, and a brief description of the product to the Landscape Ontario office.

Return by **October 24, 2007** - FAX: 905-875-3942/EMAIL: [lorraine@landscapeontario.com](mailto:lorraine@landscapeontario.com)

**Yes!** I partner with retailers/wholesalers and plan on offering these **Show Specials**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

TEL: ( \_\_\_\_\_ ) \_\_\_\_\_ FAX: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Name/Brand of Product	Description of Product

**Email a description, photo or illustration in (jpeg, tiff or eps file) to [lorraine@landscapeontario.com](mailto:lorraine@landscapeontario.com)**

Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)

**Congress/Fencecraft 2008**  
**Feature Area Donations or Loans**

**Deadline: All exhibitors must return this form by December 10, 2007**

**Donation Or On Loan For Enhancement Of The Show**

Garden accessories, flowers, and nursery stock, benches, trellis, etc. (on loan) are required for the **Various Feature Areas** located throughout the show.

We will recognize all companies at the show for the loan of their products and for the purpose of enhancing our horticultural trade show and conference. In addition, these companies will also be considered for review in a future issue of **Horticulture Review**.

Please send this form, along with a brief description and/or pictures of the product, to the Landscape Ontario office. Confirmation will be made by December 10<sup>th</sup> and arrangements for delivery at that time as well.

**Fax completed form back to Congress 2008 at Landscape Ontario. Attention: Linda Nodello - Fax: 905-875-3942 or email: [lnodello@landscapeontario.com](mailto:lnodello@landscapeontario.com)**

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

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

Booth No: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Donation**

**Loan**

**Description of product:**

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Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)



*Target your customers*

## The official Congress 2008 Show Guide

**Enhance your impact at Congress, Canada's largest horticultural trade show, with a print ad in the Congress Show Guide!**

### Congress 2008 Show Guide advertising rates

	<i>Four colour</i>	<i>Black/white</i>
Outside back cover	\$2,284	
Inside covers	\$2,188	
Full page	\$1,903	\$1,227
2/3 page	\$1,618	\$944
1/2 page	\$1,524	\$848
1/3 page	\$1,279	\$603
1/4 page	\$1,149	\$473

**Space close: Dec. 12, 2007**

**Material due: Dec. 14, 2007**

Agency discount: 15% to accredited agencies supplying finished material only. No other discounts apply.

**Space is available to Congress exhibitors only!**  
**Book today:**  
**space closes Dec. 12.**

Extend your booth presence beyond the show with an ad in the official Congress on-site **Show Guide**.

Congress attracts interested, motivated buyers — drive your message home with a print ad in the official **Show Guide**. All attendees receive a copy of the **Show Guide** at registration, and more will be distributed throughout the show.



**Steve Moyer**, SALES MANAGER, PUBLICATIONS  
**1-800-265-5656, ext. 316**  
**stevemoyer@landscapeontario.com**



**One  
great  
show!**



Call about  
INSERTS  
Great marketing value

# Landscape Trades and Horticulture Review

## **TWO** great advertising opportunities!

These advertisers know the value of Landscape Trades:



JOHN DEERE



STIHL®



Husqvarna



**Landscape Trades**  
**January 2008 Special**  
**Congress Issue: Official**  
**Congress Show Guide**

Special issue with bonus distribution at Congress, one of the top five North American green industry shows and 50 fastest-growing shows on the continent! This big issue's extensive editorial coverage serves all hort sectors. Its timing is perfect to influence buying decisions for the upcoming season!

**Horticulture Review**  
**January 2008**  
**Special Congress Issue**

Be seen in the biggest issue of the year! *Horticulture Review* is Landscape Ontario's avidly read association magazine, and goes to industry leaders across the province. Plus, extra copies are printed for bonus distribution at Congress.

**TWO Congress issues**  
**TWO great opportunities • Book today!**

**Steve Moyer**, Advertising Sales Manager  
**1-800-265-5656, ext. 316**

Fax 905-875-0183 • [stevemoyer@landscapeontario.com](mailto:stevemoyer@landscapeontario.com)

Advertising insertion order:

**ACT NOW for the Congress 2008 official show issues!**

# **Landscape Trades and Horticulture Review**

Please reserve ad space in *Landscape Trades*:

Ad size \_\_\_\_\_ Colour \_\_\_\_\_

Please reserve ad space in *Horticulture Review*:

Ad size \_\_\_\_\_ Colour \_\_\_\_\_

Please call to discuss my advertising strategy.

Company name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

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

**Fax to 905-875-0183**

Contact: Steve Moyer Advertising Sales Manager

1-800-265-5656, ext. 316

E-mail: [stevemoyer@landscapeontario.com](mailto:stevemoyer@landscapeontario.com)

## **Landscape Trades**

Congress issue advertising rates:

AD SIZE	RATE
Full page .....	\$1675
2/3 page .....	1295
1/2 page .....	1170
1/3 page .....	845
1/4 page .....	675
1/6 page .....	600

### **Colour charges:**

Four colour .add \$830  
Spot colour .add \$390



**Space deadline:** Oct. 30, 2007

## **Horticulture Review**

Congress issue advertising rates:

AD SIZE	RATE
Full page .....	\$860
2/3 page .....	670
1/2 page .....	530
1/3 page .....	420
1/4 page .....	345
1/6 page .....	280

Please call for cover position rates.



**Space deadline:** Dec. 4, 2007

### **Discount structure:** (both publications)

- 20% Active LO member
- 15% Associate LO member or accredited agency
- 10% Active CNLA member

Only one discount per ad; combined discounts will not be considered. All ads are booked according to the terms and conditions of our current rate card.

# Exhibit Rules & Regulations

## **1. Show Management**

The words "Show Management" as used herein refers to the Landscape Ontario Horticultural Trades Association and the Canadian Fence Industry Association, their employees and agents. The enforcement and interpretation of the following rules and regulations is the responsibility of Show Management.

## **2. Space Rental**

The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with standard coloured backdrop and siderail drapery. This colour cannot be replaced. **No carpet or electrical is provided, however, a floor covering is to be provided by the exhibitor.**

## **3. Cancellation of Display Space**

Display space may be canceled up to 90 days prior to the opening dates of the exposition without penalty (except for a \$150.00 administration fee); however, a cancellation charge equal to one-third the cost of the space will be made by Show Management for space canceled from 90 days to 60 days prior to the opening date of the exposition; one-half the cost of the space if canceled from 60 days to 30 days prior to the opening date; and full cost of the space if canceled within 30 days of the opening date of the exposition.

## **4. Use of Space & Restrictions**

The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and /or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in this contract, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits that, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighboring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles; corridors, feature areas or other designated common areas of the facilities. All exhibitors must comply with the booth configurations set by Show Management.

## **5. Exhibitors Visiting Booth Space Not Contracted To Their Company** - Exhibitors are not welcome into other exhibitor's booth space, unless invited. Such visits are only permitted if a staff person representing the booth occupied is present.

## **6. Children Under 16 Years Of Age** - Children under 16 may not be on show floor during move-in or move-out.

## **7. Installation, Exhibit Hours and Dismantling**

Dates and hours for installation, exhibiting and dismantling will be as specified by Show Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits shall be staffed at all

times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon his display prior to the official closing. Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management. All exhibits must be removed by 2:00 pm, Friday, January 11, 2008 and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit not removed by the conclusion of the exhibition and charge the expense to the exhibitor.

**8. Materials Handling and Safety Regulations**

Manned forklifts and dollies will be provided free of charge during official move-in and move-out hours for material handling to the booth site only; not for spotting during setup.

**Exhibitors needing forklifts for spotting or assembly should contact Lange**

**Transportation at (905) 362-1290.** Exhibitors should have their representatives on hand to supervise unloading and placing of exhibit material. Exhibitors are not allowed to operate their own forklifts. It is the responsibility of the exhibitor to ensure that all employees or its agents wear proper protective equipment during move-in and move-out periods.

**9. Fire Regulations**

All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to CSA or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

**10. Electrical Safety Code Requirements**

All exhibitors must comply with the Ontario Electrical Safety Code requirements. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

**11. Damage to Property**

Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors' property and shall indemnify the facility management, Show Management, and/or the official service contractors against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitors use of exhibit space.

**12. Care of Buildings**

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. The floor is polished concrete and the floor load is unlimited.

**13. Security**

Show Management will employ reputable guards on a 24-hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damage, howsoever caused, of goods, exhibits, or other materials owned, rented or leased by the exhibitor. Landscape Ontario will be using Release Forms to allow exhibitors to remove small items (ie; PC's) from the show floor during and after show hours. The forms (available at the Show Office) must be signed by the exhibitor and Show Management before security will allow the item to be removed.

**14. Exhibitor Badges**

Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show.

**15. Food and/or Alcoholic Beverages**

The preparation and/or serving of food or beverage of any kind without the written permission of Show Management and the Toronto Congress Centre are prohibited. Serving of alcoholic beverages on the exhibit floor is prohibited.

**16. Liability and Insurance**

Neither the Landscape Ontario Horticultural Trades Association nor any of its officers, directors, employees or agents, nor owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing Association, individuals and firms from, and agrees to indemnify it against, any or all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

It is the responsibility of each exhibitor to have the proper insurance for the event including:

- a) **\$2,000,000 Comprehensive General Liability**
- b) Toronto Congress Centre, Landscape Ontario, the Canadian Fence Industry Association & related companies as additional named insured
- c) Cross Liability Clause
- d) Products and Completed Operations Liability

NOTE: Our official supplier, Nacora Insurance Brokers Ltd, specialize in Exhibitor Liability Insurance. Please refer to the Nacora form in this package.

**17. Exclusive Rights**

Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the express written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so immediate remedial action can be taken.

**18. Entry to Show**

Show Management reserves the rights to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the Show.

**19. Selling at the Show**

Exhibitors who wish to sell their products during the show must issue a receipt to the buyer in order to allow the purchaser to carry out the product during the show. Release forms are available to exhibitors at the show office.

**20. Soliciting by Non-Exhibitors**

Soliciting by non-exhibitors is strictly prohibited. Please report any such occurrences immediately to Show Management so that appropriate action can be taken.

**21. Exhibitor Meeting Rooms**

Exhibitors wishing to reserve a private meeting room must contact the show office to request a specific time.

# CONGRESS/FENCECRAFT 2008

## Booth Configuration

**Standard Booths:** (One or more standard units in a straight line)

**Backwalls:** 8 feet maximum height permitted including signage

**Sidewalls:** 4 feet maximum height for the first 4 feet in from the aisle, maximum 8 feet in height for the remaining depth.

**All display fixtures over 4 feet in height and placed within 10 feet of an adjoining exhibit, must be confined to that area of the exhibitor's space, which is at least 4 feet from the aisle line.**

**Peninsula Booth:** (aisles on three sides)

**Backwalls:** 4 feet maximum height for the first 4 feet in from each aisle, maximum 8 feet height for the remaining width; 12' if center justified

**Sidewalls:** 4 feet maximum height

**Island Booths:** (aisles on all sides)

**Backwalls:** if located at any edge to be a maximum of 8 feet; 12 feet if centre justified.

### **Aisle Carpeting:**

The aisle carpet will be green.

### **Drapery:**

**Booth drapery is supplied at no charge.** Drapery is alternating green and white. Other colours may be available upon request at an additional charge. Please contact Stronco Show Services for stock availability.

### **Intent of Rules**

If a portion of an exhibit booth extends above 8 feet high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space should also be able to effectively use as much of the floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4 feet and within 10 feet of a neighbouring exhibit accomplish both of these aims.

### **Enforcement of Rules**

**No exhibit will be permitted which interferes with the exhibit of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated.**

A marshal will be on staff during move-in to monitor the construction of booths. **Where an exhibitor's display is built beyond limitations, Show Management will have the exhibitor alter, remove or rearrange any or all of the display so that it complies with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense.**

These restrictions have been designed, not to curb creativity of design, but to ensure that the overall appearance of the show will be clean, clear and uncluttered.

# CONGRESS / FENCECRAFT 2008 SAFETY POLICY

Landscape Ontario and the Canadian Fence Industry Association are committed to ensuring that the show floor is a safe work zone. This requires the cooperation of all involved.

Landscape Ontario and the Canadian Fence Industry Association advises all exhibitors that you must adhere to the following safety policy during move-in and move-out. Please note that the Toronto Congress Centre is a site that is under the Occupational Health and Safety Act and consequently you must follow all the safety regulations and procedures that are outlined in the ACT and by the facility.

The Toronto Congress Centre, Landscape Ontario and the Canadian Fence Industry Association are responsible for safety at the show and are subject to Ministry of Labour (MOL) inspections at any time during move-in or move-out. Violations can be subject to write up orders that may include asking the exhibitor to fix or repair something immediately, an order to comply and a fine, or a fine and an order to close your booth operation and or the entire show. Each exhibitor should review the show safety rules and regulations for set up and tear down, make sure that each and every show employee is aware of and understands that Policy. It is important that correct procedures, rules and equipment are used at all times. Each exhibitor is responsible for his own Health and Safety Policy for Congress 2008 / Fencecraft 2008.

Your Exhibitor Show Policy should include the following elements:

- All employees should know and understand that they are subject to the Occupational Health and Safety Act and its contents
- Each employee should have their own appropriate Personal Protection Equipment (PPE) with them at all times including: safety shoes / boots (steel toe), eye protection, ear protection, gloves, hardhat, etc. PPE must be worn when working around equipment and for performing specific tasks as required.
- Children under 16, by law, are not permitted on the show floor during move-in or move-out.
- All employees should be trained and qualified for all tasks performed.
- Each employee must be adequately trained for any equipment operation and should understand that each person is responsible for each other's safety.
- Please consult the "Act" for specific safety recommendations.
- All sub-contractors must follow the exhibitor's Safety Policy and that of Landscape Ontario, Canadian Fence Industry Association and the facility.

We ask you to pay very careful attention to this very important subject. The show floor will be monitored for safe practices. Non-compliance of any safety-based requests will be documented and addressed appropriately. Also if you are using a sub contractor (Exhibitor Appointed Contractor) to do work for you at the show, it is your responsibility to make sure they are following your Safety Policy and that you have copied them on this notice.

\*Note: See the Safety Release Form that is to be signed and returned to Show Management within the 4-8 weeks of the show date.

## SAFETY SHOES

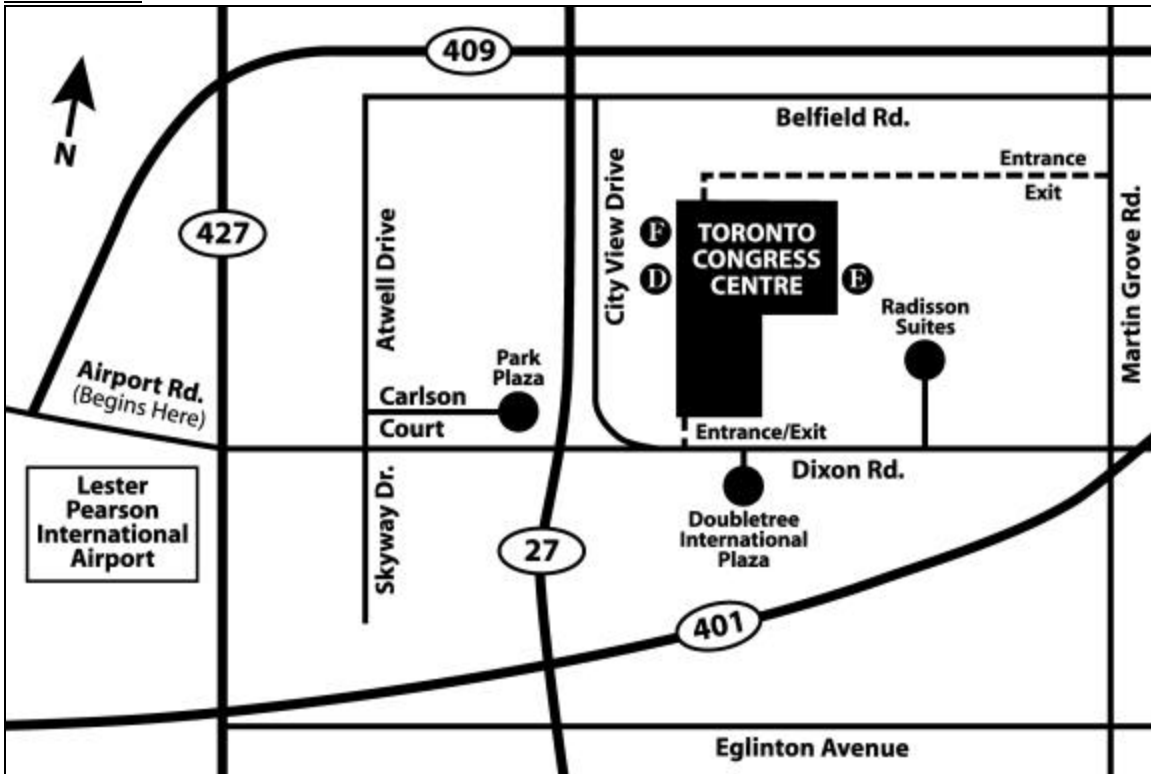
Safety shoes are mandatory for all personnel involved in the set-up and tear down of the show.

# Facility Overview

**Location:**

**Toronto Congress Centre**  
650 Dixon Rd.  
Toronto ON Canada M9W 1J1  
TEL: 416-245-5000 FAX: 416-245-4923

**Directions:**



The Toronto Congress Centre is conveniently located 1/4 mile west of Highway 401 on Dixon Road and at the NE corner of Highway 27 and Dixon Road.

## Map to the Toronto Congress Centre

650 Dixon Road, Toronto, Ontario, M9W 1J1

**Facility**

15 Loading Bay Doorways  
Height 14' Width 18'

Drive-In Door  
Height 14' Width 18'

Main Floor  
Weight Capacity – unlimited

Ceiling Height- 16' See Booth Configuration page for height restrictions of booths

# Parking

## **Trucks:**

There is no room at the Toronto Congress Centre for 24' and 40' trailers to be parked for the duration of the show. However, arrangements have been made at the Doubletree International Plaza Hotel across the street for truck parking during the week at \$30/day regardless of truck size. The International Plaza Hotel can accommodate up to 10-24' trailers and 5-40' trailers. To reserve a spot, please contact the Catering Department at the Doubletree International Plaza Hotel at (416) 244-1711 EXT 7924.

## **Exhibitors:**

The exhibitor parking area will be set up on the west side of the building (outside) in order to allow visitors and guests the closer parking areas. This allows your customers the easiest access to the registration areas.



Toronto Congress Centre  
650 DIXON ROAD, TORONTO, ONTARIO, CANADA M9W 1J1  
TEL (416) 245-5000 FAX (416) 245-3/066

### Vehicle Marshalling

**A marshalling area has been established in the northwest parking lot to facilitate move-in and move-out of events at the Toronto Congress Centre.**

#### Procedures

- **All vehicles 5 tons and over will use the entrance/exit off Martin Grove Rd., north of Dixon Rd.**
- **An attendant will be posted to direct drivers to the marshalling area.**
- **The marshalling attendant will assign the order of vehicles based on arrival or on a pre-arranged priority listing provided by show management.**
- **As space becomes available, the driver will be directed to the loading docks.**
- **The loading dock attendant will direct the driver to their assigned dock.**
- **A dock master will be on site to control traffic flow in and out of the loading docks.**

\* No vehicles are to be left on site overnight \*

# **CONGRESS/FENCECRAFT 2008**

## **Move-In Procedures**

### **Move-In Dates:**

**Saturday, January 5, 2008**

**10:00 am – 5:00 pm**

- If you want to drive-in onto the show floor with a vehicle or equipment over 10' in height – you must move in Saturday, January 5<sup>th</sup>. These vehicles and/or equipment must be part of your display and not just for delivery.

**Sunday, January 6, 2008**

**9:00 am – 4:00 pm**

**Monday, January 7, 2008**

**7:00 am - 7:00 pm**

- **All exhibits must be complete by 8:00 pm, Monday, January 7, 2008. Aisle carpet will be laid after 8:00 pm and absolutely no dollies will be permitted in the exhibit area.**

### **Move-In Schedule:**

Please fill out the enclosed move-in schedule form and indicate whether or not you will require a tow motor. (refer to MOVE-IN TIME REQUEST FORM)

### **Access To The Loading Docks**

The loading docks are located on the west side of the Toronto Congress Centre. The easiest route is Highway 401 to Dixon Road West, 1/4 mile to the Toronto Congress Centre.

**Or**

You may take Highway 427 to 27 North and exit at Dixon Road East.

For all vehicles over 5 tons, refer to Vehicle Marshalling Yard information. These vehicles must use the entrance/ exit off Martin Grove Rd, north of Dixon Road.

### **Material Handling**

Show Management will provide personnel to assist in the unloading of trucks and transportation of materials to booths. However, it is strongly recommended that each exhibitor bring sufficient help of his or her own. This enables a more efficient move-in by speeding up time required at the docks.

Forklifts and dollies will be available during move-in at no charge, except if needed for spotting. Capacity of forklifts is 5,000 and 8,000 lbs.

# Move-Out Procedures

## **Move-Out Dates:**

Thursday, January 10, 2008

4:00 pm - 12:00 am

Friday, January 11, 2008

7:00 am - 2:00 pm

**All exhibits must be removed by 2:00 pm, Friday, January 11, 2008.**

## **Dismantling Exhibits:**

No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon his display prior to the official closing. Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management.

**Move-Out Times:** There is no schedule for move-out.

**Aisle carpets must be removed before dollies and forklifts are allowed into the exhibit area.**

**No trucks will be allowed access to the loading area until after 5:00pm on Thursday, January 10, 2008.**

***For all vehicles over 5 tons - refer to the Vehicle Marshalling Yard Information***

## **Procedure for Move-Out:**

Once your exhibit is completely down and packed, please have it moved to the loading dock area. Report to the supervisor on the loading docks that you are ready to load. Your truck will be allowed access to the loading area at that time.

## **Removal of Exhibits:**

All exhibits must be removed by 2:00 pm, Friday, January 11, 2008 and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit not removed by the conclusion of the exhibition and charge the expense to the exhibitor.

## **Security Tips for Move-Out:**

- Remove small cartons and open cases of product from the Show area immediately after the close of the show.
- Have proper exhibitor identification on all goods.
- Remain with merchandise until removed from the floor.
- Do not leave booths unattended.
- Report to Show Office when who will pick up and shipments if you are going to leave the shipment unattended.

## **CONGRESS/FENCECRAFT 2008 Best Promotion Award**

Landscape Ontario is pleased to announce the return of the Best Promotion Award that will be presented to the exhibitor who best promotes their participation at the show **prior** to the event.

If you believe that you qualify for this prestigious award, please forward a detailed plan of what you have done by November 19, 2007 to:

**Attention: Congress Chair  
c/o Landscape Ontario  
7856 Fifth Line S  
Milton ON L9T 2X8  
Canada  
FAX: 905-875-3942  
EMAIL: [showinfo@landscapeontario.com](mailto:showinfo@landscapeontario.com)**

The Committee will decide who the winner will be based on the overall promotion plans that are submitted, including:

- 1) Mentioning your booth number in magazine ads, website, direct mail, etc.
- 2) Validating your passes before they are sent out
- 3) You decide?

**The award will be presented on the show floor.**

## CONGRESS/FENCECRAFT 2008 Booth Awards

Each year, Landscape Ontario presents the most outstanding exhibits with an award. The following is a list of what the judges will be looking for, the maximum points that will be awarded, and the categories that will be used. **The awards will be presented on the show floor.**

This year the judging will be conducted by Show Managers in the Exposition Industry who have an average of 10 years Show Management Experience.

<b>Criteria</b>	<b>Points</b>	<b>Includes but not limited to</b>
Design/Visual Impact	<b>25</b>	lighting, focal point, traffic patterns, symmetry
Quality of Exhibit	<b>15</b>	cleanliness, safety, construction
Client Identification	<b>15</b>	signage, staff identification, gimmicks to advertise the company
Product Presentation	<b>20</b>	promotional materials, layout, unique techniques, visual aides display techniques, visual aides
Booth Personnel	<b>25</b>	appearance, knowledge of product, willingness to answer questions
<b>TOTAL</b>	<b>100</b>	

### **Categories**

- a) 100 square feet, excluding heavy equipment
- b) Between 100 and 400 square feet, excluding heavy equipment
- c) Over 400 square feet, excluding heavy equipment
- d) Heavy equipment
- e) Small equipment
- f) Best of show

## CONGRESS/FENCECRAFT 2008

# Certificate of Liability Insurance

As you may know, as an exhibitor, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the exhibitors, the attendees, the show organizer and yourself.

**The Show Management's insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance.**

**Landscape Ontario; show management of Congress 2008 and Fencecraft 2008** has appointed Nacora Insurance Brokers Ltd. as the recommended insurance contractor for exhibitors. As per Nacora, the results from a nationwide survey, has clearly indicated **A CRITICAL FACT** - some of the Exhibitors surveyed were in shows without insurance or with inadequate coverages.

**There are two (2) ways to arrange the required insurance.**

**OPTION A: Your own Insurance Company**

- You can have your insurance company prepare a certificate of Insurance which must have the following: **Horticultural Trades Association Inc. o/a Landscape Ontario, Canadian Fence Industry Association and Toronto Congress Centre** listed as an additional Insureds
- *Dates of the show: **January 8 - 10, 2008 Plus Move In and Move out dates.***
- *Event name **Congress 2008 and Fencecraft 2008***

**MINIMUM LIABILITY REQUIREMENTS**

- Comprehensive General Liability of \$2,000,000
- Products and Completed Operations Liability
- Cross Liability clause

**RECOMMENDED LIABILITY REQUIREMENTS**

- Bodily Injury and Property Damage Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Severability of Interest Clause

**OPTION B: With Nacora Insurance Brokers Ltd.**

*The "Globex" form and list of coverages are included in this package for your convenience. Save time order on-line at: [www.exhibitorsinsurance.com](http://www.exhibitorsinsurance.com) Go to exhibitors application on-line and scroll down to **Congress 2008 and Fencecraft 2008***

*Show Management must receive a copy of your certificate of Insurance by  
**December 1, 2007***

## **Crossing the U.S.A. Border To Exhibit in Canada**

### **North American Free Trade Agreement**

Under chapter 16 of NAFTA, citizens of Canada, the United States and Mexico can gain quicker, easier temporary entry into the three countries to conduct business activities or investments.

NAFTA applies to four specific categories of business people: business visitors, professionals, intra-company transferees, and traders and investors.

A business visitor:

- must be entering Canada to take part in an international business activity listed in appendix 1603.A.1 of chapter 16 of NAFTA (these activities include technical or scientific research, ***attendance at a convention or trade fair, sales of products or services for an enterprise located in the United States or Mexico—but not delivery at the time—and after-sales service***);
- cannot be seeking to join the domestic labour market—in other words, the principal source of remuneration remains outside Canada; and does not need a work permit.

## **Temporary Residents Visa Required for International Companies Exhibiting in Canada**

To visit Canada and work at Congress/Fencecraft, you are required to submit an application for a *Temporary Resident Visa*. A Visa Officer from the Canadian Embassy or Canadian Consulate located in your country will assess your application to decide if you and your company representatives meet the requirements of the Immigration and Refugee Protection Act. The web site for Citizenship and Immigration Canada, located at [www.cic.gc.ca](http://www.cic.gc.ca) has a list of international offices and provides information on the process of applying for a visa.

Show Management will provide you with a personalized letter of invitation to submit with your visa application. All applicants for *Temporary Resident Visa* must satisfy Citizenship and Immigration Canada (CIC) that you are participating in Congress/Fencecraft and demonstrate that you:

- Are in good health (a medical exam may be required)
- Do not have a criminal record
- Do not pose a threat to Canada's national security
- Have a valid passport or travel documents
- Have enough money to support yourself during your visit to Canada
- Will voluntarily arrive and leave Canada on the dates specified for Congress/Fencecraft (between January 4, 2008 and January 14, 2008)

Visa Officers do not guarantee that every applicant will receive a visa. Some applicants will be required to attend an interview with a Visa Officer before a final decision is made.

# Exhibiting Steps To Success

## **1. Corporate Objectives**

When a decision has been reached to enter a trade show it is important that a list of objectives be compiled. This gives everyone a clear picture of the intention of the effort. Failure to communicate management objectives to the sales staff is one of the first errors companies make. This results in a disappointing performance for all. Never assume the staff understands why they are there.

### **A list of objectives may read as follows:**

1. To make sales.
2. To develop a list of qualified leads for future follow-up.
3. To complete a mailing list.
4. To introduce a new product.
5. To build a corporate image.
6. To provide market research.
7. To attract new dealers and distributors.
8. To maintain continuing contact with present customers.
9. To determine your market position.

## **2. Accountability**

Make sure that the booth personnel are aware that they are accountable for their time at the show. Working the exhibit has, for a lot of sales people, meant just showing up at the booth and putting in their allotted time.

Whatever your objectives are you must qualify them and give the staff a specific goal. The goals must be set by the hour, by their shift, or by their time at the entire show. Whatever works best for your company. The important thing is the booth staff must know what is expected of them.

## **3. Boothmanship**

Boothmanship is the art of presenting yourself to prospects at a trade show. Boothmanship can't just be reduced to a list of do's and don'ts as listed below. Boothmanship is also an attitude.

### **Do's**

- |   |  |
|---|--|
| <input type="checkbox"/> Know your product or service       | <input type="checkbox"/> Know your prospects needs                                   |
| <input type="checkbox"/> Relate your product to their needs | <input type="checkbox"/> Know your competition                                       |
| <input type="checkbox"/> Be carefully groomed               | <input type="checkbox"/> Work hard   |
| <input type="checkbox"/> Be enthusiastic                    | <input type="checkbox"/> Be aware of "negative" body language                        |
| <input type="checkbox"/> Know the show                      | <input type="checkbox"/> Work with all prospects, even those not from your territory |
| <input type="checkbox"/> Be nice to "lookers"               | <input type="checkbox"/> Be ready to talk (and demonstrate)                          |
| <input type="checkbox"/> Be able to talk costs              | <input type="checkbox"/> Keep your booth clean, neat and attractive                  |
| <input type="checkbox"/> Be confident                       | <input type="checkbox"/> Know your way around the booth                              |

### **Don'ts**

- |  |   |
|--|---|
| <input type="checkbox"/> Have bad breath | <input type="checkbox"/> Chat with other salespeople in the booth |
| <input type="checkbox"/> Smoke           | <input type="checkbox"/> Ignore a prospect                        |
| <input type="checkbox"/> Wander away     | <input type="checkbox"/> Be overly aggressive                     |
| <input type="checkbox"/> Drink           | <input type="checkbox"/> Tire yourself out at night               |
| <input type="checkbox"/> Sit             | <input type="checkbox"/> Underestimate your visitors              |
| <input type="checkbox"/> Be rude         | <input type="checkbox"/> Eat Read                                 |
| <input type="checkbox"/> Fake it         |   |

### **Know What Your Visitors Want**

- |  |   |
|--|---|
| <input type="checkbox"/> Alert booth personnel           | <input type="checkbox"/> Less high pressure         |
| <input type="checkbox"/> Technically qualified personnel | <input type="checkbox"/> Better literature          |
| <input type="checkbox"/> More information                | <input type="checkbox"/> Highlights of "What's New" |

#### **4. Sales Techniques**

##### **Openings**

- Make eye contact/watch your body language.
- Ask an open-ended question.
- Get a conversation started.

##### **Qualifying**

- Try to qualify these points:
  - Persons Name
  - Their company
  - Their position
  - The time frame of their purchase

##### **Presentation**

Demonstrate whenever possible.

##### **State a "Feature"**

A feature is something that makes your product special. Something that makes your product different from the others.

##### **State the "Benefit" of that feature**

Benefits are what your clients and prospects like about your products. The "benefits" can be perceived differently by every client and prospect.

##### **Ask for a "Response"**

After you have stated the feature and the benefit of that feature ask the prospect for their opinion of that benefit. Then listen to their response. The responses will lead you along and make it possible to determine your prospects needs.

##### **Closing**

The "close" in trade show selling is the moment when you complete your objective. If your objective is make a sale, then the close is the moment that you "ask for the order". If your objective is "qualifying a lead" then the close is asking for the information required to complete a proper follow-up.

##### **Follow-up**

A complete and proper follow-up depends upon the quality of the information that is recorded. A follow-up should be completed within 10 days of the show. Show Management will be using a lead retrieval system to assist you in this process. (See CONEXSYS information under "Show Services")

**\*70% of exhibiting companies do not follow up on a direct show lead.**

#### **5. Pre-Show Publicity**

A pre-show publicity campaign, large or small, should be established to encourage old and valued customers, as well as new prospects, to visit you at the show. You may choose to:

- \_\_\_\_\_ develop press kits and news releases regarding new or featured products
- \_\_\_\_\_ advertise in trade magazines and journals
- \_\_\_\_\_ send flyers out with invoices and statements
- \_\_\_\_\_ direct mail to target markets
- \_\_\_\_\_ have each sales person telephone their ten best prospects and personally invite them to the show, then follow-up this with a letter giving the details of your booth location and schedules

#### **6. Post-Show Evaluation**

It is a good idea to have the salespeople who participated in the show fill in a show evaluation form. Encourage general comments. The salespeople on the floor are the first to sense whether things are good or bad. Ask them and listen.

**This report "Steps to Success" was developed using materials from the Trade Show Bureau.**

## Congress/Fencecraft 2008

# FREE On-Line Marketing Opportunity

Don't miss your opportunity to market your company on the Congress website. Landscape Ontario in partnership with the Canadian Fence Industry Association is pleased to offer our exhibitors FREE on-line marketing through the show's floor plan.

This is your chance to have your company's profile and product categories available to potential buyers on-line. When people click on your booth location they will be able to view this information. Check it out.

Go to [www.locongress.com](http://www.locongress.com) and view the 2008 Floor Plan and Exhibitors List, then click on a booth number to view the information.

### **HOW TO ENTER YOUR PROFILE & PRODUCT CATEGORIES:**

#### **Step 1**

To enter your listing on the Congress website, use the following link [http://s31.a2zinc.net/clients/ezlandscape/congress2008/public/e\\_Login.aspx](http://s31.a2zinc.net/clients/ezlandscape/congress2008/public/e_Login.aspx) to take you to the Congress floor plan.

#### **Step 2**

Use your password to login

#### **Step 3**

Edit your online profile (company description), contact information, product categories, show specials and new products. (TIP: *To spell check your company profile listing, type it in Word first then paste it in the profile listing space.*)

Your password has been sent to you in your initial confirmation letter.

Should you need this information, please contact Linda Nodello ([lnodello@landscapeontario.com](mailto:lnodello@landscapeontario.com)) or follow the instructions above.

The website will give you the option to have your password emailed to you.

Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)

**Congress/Fencecraft 2008**  
**Show Services Contact List**

**Booth Furnishings/  
Signage / Banners**

Gilles Bouchard

**Stronco Show Services**

1510 Caterpillar Rd, Unit B  
Mississauga ON L4X 2W9  
TEL: 905-270-6767 FAX: 905-270-6771  
EMAIL : gilles.b@stronco.ca

**Electrical / Water /  
Mechanical Services**

**Showtech Power & Lighting**

5675 McLaughlin Rd  
Mississauga ON L5R 3K5  
TEL: 905-283-0550 FAX: 905-283-0551

**Audio-Visual Services**

Bruce Ferry

**CCR Solutions**

1040 Islington Ave  
Toronto ON M8Z 6A4  
TEL: 416-675-2480 X 225 FAX: 416-675-6997  
EMAIL: brucef@ccrsolutions.com

**Telephone Service**

Attn: Tradeshow Desk

**Bell Canada**

Tom Davies Square  
Flr 2 - 200 Brady St  
Sudbury ON P3E 3L9  
TEL: (800) 414-8424 FAX: 866-242-3131  
EMAIL: tradeshow@bell.ca

**High Speed Internet**

Brian D'Souza

**AVW- TELAV Audio Visual Solutions**

650 Dixon Rd.  
Toronto, ON M9W 1J1  
TEL: 416-240-7838 FAX: 416-240-1750  
EMAIL: dsouza@avwtelav.com

Congress/Fencecraft 2008

## Show Services Contact List Continued

**Booth Cleaning/  
Food Services /  
Provision of Ice**  
Mike Russell

**TORONTO CONGRESS CENTRE**  
650 Dixon Road  
Toronto ON M9W 1J1  
TEL: 416-245-5000 FAX: 416- 245-3066  
EMAIL: [mrussell@torontocongresscentre.com](mailto:mrussell@torontocongresscentre.com)

The Toronto Congress Centre has an exclusive contract for food and beverages in the building. If you are planning any type of food or beverage service from your booth, it will be necessary to make appropriate arrangements with the Toronto Congress Centre.

**Lead Retrieval System:**  
Mandy Thomas

**CONEXSYS**  
7050B Bramalea Rd, Ste 34  
Mississauga ON L5S 1S9  
TOLL FREE: 1-800-661-5319  
TE L : 905-405-8415 FAX : 905-405-9870  
EMAIL: [mandy@conexsysregistration.com](mailto:mandy@conexsysregistration.com)

Landscape Ontario has hired CONEXSYS for registration and lead retrieval. This technology using bar code scanning will allow exhibitors and show management to capture prospect and attendance information

**Shipping /  
Overnight Storage**  
Rosemarie Berra  
Greg Smith

**LANGE TRANSPORTATION**  
3965 Nashua Dr  
Mississauga ON L4V 1P3  
TEL: 905-362-1290 FAX: 905-362-1285  
TOLL FREE: 1-800-668-5687  
EMAIL: [gregs@langeshow.com](mailto:gregs@langeshow.com)

**Truck / Equipment  
Washing Service**  
Rosemarie Berra  
Greg Smith

\*Note: available Saturday,  
January 5<sup>th</sup> only

**LANGE TRANSPORTATION**  
3965 Nashua Dr  
Mississauga ON L4V 1P3  
TOLL FREE: 1-800-668-5687  
TEL: 905-362-1290 FAX: 905-362-1285  
EMAIL: [gregs@langeshow.com](mailto:gregs@langeshow.com)

**Customs Broker**  
Andrew Gillespie

**COMMERCE TRADE SHOW LOGISTICS  
GROUP LTD**  
3405 American Dr, Unit 7  
Mississauga ON L4V 1T6  
TEL: 905-673-5445 FAX: 905-673-2574  
TOLL FREE: 1-888-827-7469  
EMAIL: [andrewg@commercetradeshows.com](mailto:andrewg@commercetradeshows.com)

**Congress/Fencecraft 2008**  
**Show Services Contact List Continued**

**Importing Plant Material**

Johanne Coulombe

**CANADIAN FOOD INSPECTION AGENCY**

59 Camelot Court, Unit R  
Nepean, ON K1A 0H9  
TEL: 613-225-2342 FAX: 613-228-6605  
WEB: <http://www.inspection.gc.ca>

**Safety Shoes**

Mike Ervin

**MISTER SAFETY SHOES**

6 – 2300 Finch Ave W  
Toronto ON M9M 2Y3  
TEL: 416-746-3000 FAX: 416-991-0206  
EMAIL: [mike@mistersafetyshoes.com](mailto:mike@mistersafetyshoes.com)  
[www.mistersafetyshoes.com](http://www.mistersafetyshoes.com)

**Insurance**

John Neofotistos (Neo)

**NACORA INSURANCE BROKERS LTD**

80 Tiverton Ct, Ste 801  
Markham On L3R 0G4  
TEL: 905-307-0307 EXT 234 FAX: 905-307-1307  
EMAIL: [john.neo@nacora.com](mailto:john.neo@nacora.com)

## Congress/Fencecraft 2008

# Permit to Import Plant Material

The Agriculture Canada requirements for displaying imported plant material at Congress / Fencecraft are as follows;

1. **A phytosanitary certificate is required for plant material regardless of origin. Either a State or Federal official at the point of origin may issue this certificate.**
2. **A “Permit to Import” is required for the importation into Canada of plants, plant parts (including seeds) and other regulated material from all countries.**

Landscape Ontario is applying for the “Permit to Import” on behalf of our exhibitors. We will require a specific description of the types of plants and plant parts (including seeds) that you will be importing for Congress / Fencecraft 2008. Please send this information ATTENTION: LINDA NODELLO **by November 5, 2007** to (fax) 905-875-3942 or email: [nodello@landscapeontario.com](mailto:nodello@landscapeontario.com)

All plant material to be imported must be listed as to common name, scientific/botanical name (genus & species) and type (i.e. seeds, rooted cuttings, bare root plants, plants in soil or other growing media, clonal rootstock, seedlings, etc). If the plant has been genetically altered/modified, please provide a description of the novel traits and /or DNA inserts.

A copy of the “Permit to Import” will be sent to each of the exhibitors prior to the show. This permit number must be presented to Customs and/or CFIA inspectors at the time the material enters Canada. The permit number must be marked on all containers and shipping papers.

### **Plant Material Requiring an Import Permit**

Please view the following website for a list of propagative plant material and other commodities that require an import permit if originating (i.e. place of propagation) from the Continental United States <http://www.inspection.gc.ca/english/plaveg/internat/d-94-141ste.shtml>

### **Prohibited Plants & Plant Material**

For a list of prohibited plants & plant material from countries *other than the* Continental United States please see the website below:

<http://www.inspection.gc.ca/english/plaveg/oper/prohibintere.shtml>

# Plant Materials Form

**FAX: 905-875-3942 or EMAIL: [Inodello@landscapeontario.com](mailto:Inodello@landscapeontario.com)**

**Attention: Linda Nodello**

Deadline: exhibitors (who are importing material into Canada) must return this form by  
**November 5, 2007**

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Shipper (If Different Company Name): \_\_\_\_\_

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

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Tel: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Country and Place of Propagation or Production: \_\_\_\_\_

Country and Place of Export (if different from company address): \_\_\_\_\_

Place of Entry Into Canada: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

**Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)**

**Plant Material Information:**

<b>Type Of Plant (Plant Material)</b>	<b>Scientific/ Botanical Name</b>	<b>Plant Type</b>	<b>Novel Traits And/Or DNA Inserts</b>
Common Name	(Genus & Species)	(i.e. seeds, rooted cuttings, bare root plants, plants in soil or other growing media, clonal rootstock, seedlings)	(if genetically modified)

<b>Type Of Plant (Plant Material)</b>	<b>Scientific/ Botanical Name</b>	<b>Plant Type</b>	<b>Novel Traits And/Or DNA Inserts</b>
Common Name	(Genus & Species)	(i.e. seeds, rooted cuttings, bare root plants, plants in soil or other growing media, clonal rootstock, seedlings)	(if genetically modified)

**Exhibitor Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Landscape Ontario; 7856 Fifth Line S, RR 4, Milton ON L9T 2X8;  
 TEL : 905-875-1805 ; FAX : 905-875-3942 ; TOLL FREE : 1-800-265-5656  
 EMAIL: [showinfo@locongress.com](mailto:showinfo@locongress.com) WEB: [www.locongress.com](http://www.locongress.com)**

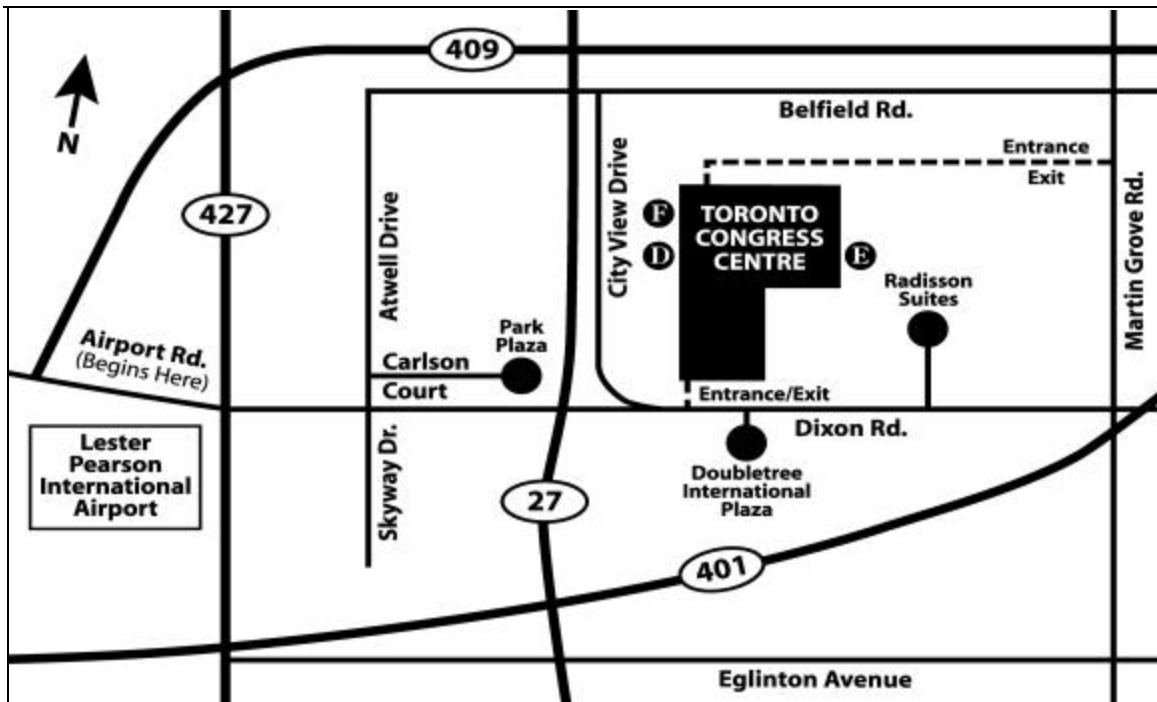
## Congress/Fencecraft 2008 Accommodation

### Hotel Information

- |  |   |
|--|---|
| <p>1. <b>Doubletree International Plaza Hotel (Host)</b><br/>655 Dixon Rd<br/>Toronto ON M9W 1J3<br/>TEL: 416-244-1711 FAX: 416-244-7281</p> | <p>\$115.00 Single or Double<br/>\$205.00 Suite - fax to (416) 244-9584<br/>* includes shuttle</p>          |
| <p>2. <b>Radisson Suite Hotel Toronto Airport</b><br/>640 Dixon Rd<br/>Toronto ON M9W 1J1<br/>TEL: 416-242-7400 FAX: 416-242-9888</p>        | <p>\$121.00 One-Bedroom Suite Single or Double<br/>\$141.00 Business Class Suite<br/>* includes shuttle</p> |
| <p>3. <b>Crowne Plaza Toronto Airport</b><br/>33 Carlson Court<br/>Toronto ON M9W 6H5<br/>TEL: 416-675-1234 FAX 416-675-3436</p>             | <p>\$108.00 Single or Double<br/>* includes shuttle<br/>* breakfast discount</p>                            |

**“Landscape Ontario Congress” or “Canadian Fence Industry Association Fencecraft”** must be specified to receive the special group rate. Note: The room blocks will be released by December 28, 2007. Guests booking rooms after this date may not receive the special group rate.

Shuttle bus service from all hotels listed above will be provided to and from the Toronto Congress Centre daily. Times of shuttle service are posted in the lobby at each hotel.



**Doubletree International Plaza Hotel  
Reservation Form**

**Congress / Fencecraft 2008  
January 8 - 10, 2008  
Toronto, Ontario**

**Personal Information**

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

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

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

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

**Travel Information**

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

**Type of Room** *(Please Circle)*

Single

Double - 1 bed

Double - 2 beds

Sharing with: \_\_\_\_\_

Non-Smoking Room Preferred

**Method of Payment**

Cash

Cheque

Credit Card#: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holder's Name (printed): \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

1 Night's Deposit is required for guaranteed late arrival (after 4:00 pm)

**Please fax this information sheet to the hotel:**

Doubletree International Plaza Hotel  
655 Dixon Rd  
Toronto ON  
M9W 1J3  
(416) 244-1711 tel  
(416) 244-7281 fax

*\$112.00 Single/Double*

NOTE: The room block will be released by December 28, 2007. Guests booking rooms after this date may not receive the group rate of \$112.00

**CONGRESS/  
FENCRAFT  
2008  
SUPPLIER  
REPLY FORMS**

# EXHIBITOR

## Rules & Regulations

### Access

The Licensor, its employees and agents shall, at all times, have free access to the Toronto Congress Centre Ltd., ("TCC") providing such access does not interfere with the purposes for which the license is granted. The Licensor shall provide the Licensee with a list of names of authorized personnel who shall be provided with identification badges at the expense of the Licensee to identify personnel who shall be given access free of charge.

### Additional Rules & Regulations

The Licensor may issue additional rules and regulations. These additional rules and regulations shall be binding upon the Licensee.

### Adhesive Tape

All adhesive products must be removable without damage to the building finishes. **Charges will apply for all tape damage and/or adhesive removal at a rate of \$ 30.00 per hour.**

### Advance Receiving

TCC has limited space available on the loading docks for receiving materials in advance of your shows scheduled move-in date. This service must be arranged through Lange Transportation. Please see the Advance Receiving/Post Event Storage Order form or contact the Account Representative at (905) 362-1290 or 1-800-668-5687. In addition, Lange will arrange for materials to be left behind at the end of the event, for up to 21 days after your show/event has moved out.

### Alcohol

Alcohol may only be consumed in those areas of the facility licensed and designated as alcohol consumption areas and must be obtained from TCC.

### Ceiling Hangers

No items can be hung or suspended from the ceiling without the express written permission of TCC. If such permission is granted, items must be suspended by the exclusive supplier, Showtech Electric.

## Exhibits

All exhibits must be brought into the Centre via the designated move-in doors from the loading docks on the West side of the building.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors.

Exhibits may only be installed in the designated licensed area as laid out in the event floor plan.

TCC will not accept advance exhibit shipment unless arrangements have been made with TCC 's designated warehouse.

Exhibits left in the premises after the designated move-out period will be removed and put into storage by TCC 's designated warehouse and will only be returned upon receipt of a storage charge which will cover time, labour, and rental space.

The Licensor will not be held responsible for the admission of any exhibits which do not come within the dimensions, weight or loading capacity of the entrances.

## Garbage

Garbage will be removed from the show floor and the building by the official contractor at the Licensee's expense. The official cleaning contractor and TCC management are the only people authorized to operate the garbage compactor.

## Loading Docks

TCC is equipped with 15 truck level loading docks with automatic dock levelers and trailer lights. The truck docks are fully covered, secured and heated in winter. In addition, there are two pick up level docks and unlimited drive in access. The operation of the loading bays' overhead doors is restricted to the dock manager .

## Materials Handling

TCC equipment may be operated by the Centre's personnel only.

All forklifts and heavy loading devices must be operated by a trained operator approved by the Licensor. Damages resulting from the improper operation of such equipment will be the responsibility of the operator and/or the Licensee.

Designated Entrances - All persons, articles, exhibits, fixtures, displays and property of any kind shall be brought into and out of the building only at and through those entrances and exits as the Licensor may designate from time to time. Certain aisles may be designated by the Licensor as non-freight aisles during move-in and move-out.

## Merchandise Removal

Show security is the responsibility of the Licensee. However, TCC can assist the Licensee in establishing an authorization system to allow exhibitors and others to remove merchandise from the show floor. If there is no established system in place, security should be advised to obtain and report any persons removing merchandise from the show. No goods/dollies may be passed through any glass or pedestrian doors.

## **Motorized Vehicles**

Vehicles powered by an internal combustion engine must contain at least three quarters (3/4) tank of fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shut.

Vehicles must have drip pans underneath them and pads under all tires. All vehicles entering the exhibit area and/or the Centre must be clean and dry.

All floor areas of the Centre must be covered and protected with heavy duty plastic sheeting prior to vehicles entering the Centre, at the Licensee's expense.

No motorized vehicles are allowed to operate in the Centre unless special permission to do so has been granted by building management.

## **Prohibited Acts**

The Licensee and exhibitors shall not:

- a. Allow any article to be brought into nor any act done within the Centre which conflicts with rules of the Toronto Fire Department or any relevant governmental authority, or which will render void or increase the premiums on the insurance policies held by the Licensor, nor injure or deface any part of TCC, nor permit anything to be done by their agents or employees by which TCC may in any manner be injured marred or defaced.
- b. Admit or permit any child under the age of 16 to TCC during any move-in or move-out times of the event.
- c. Commit any nuisance or knowingly do or permit to be done anything which may result in the creation or commission of a nuisance, or annoy, harass or interfere with users of any other part of TCC.
- d. Permit nails, hooks, screws or tacks to be driven into any part of TCC or equipment contained therein, nor permit or make any alterations of any kind to the Toronto Congress Centre or its equipment.
- e. Cause or produce to be caused or produced therein. or to emanate there from any unusual, noxious or objectionable noises, smell or lights in any part of TCC.
- f. Use any part of TCC thereof for lodging or sleeping.
- g. Do or permit to be done anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, elevators, electrical, plumbing, gas, compressed air or air conditioning systems, or portions thereto in TCC, nor do or permit to be done anything which may interfere with free access to passage thereto or to the public areas adjacent thereto, or to the street or sidewalks adjoining.

## **Parking**

Exhibitor parking will be designated by TCC. TCC reserves the right to charge for parking.

## **Propane**

TCC has an exclusive supplier for all propane used on site, Lange Ltd. This ensures safety and compliance on site. All service contractors, show managers, exhibitors, etc., must arrange their propane through Lange Ltd.

### Excluded Areas for Exhibits

Exhibits are prohibited in all lobby areas, designated concession areas and in all other areas specified by the Licensor.

### Storage

All items for storage during an event must be stored in the proper storage area. The storage area is the responsibility of the Licensee at their expense. Storage is prohibited on the loading dock area.

### Rigging

No item may be suspended from any ceiling without the written permission of TCC management. Any items to be suspended may only be suspended by the official contractors (Showtech Electric) or by a subcontractor approved by TCC.

In order to obtain TCC's approval it is necessary to supply the following information.

- a. Type of item to be hung
- b. Exact weight
- c. Length of truss or frame dimensions
- d. Number of attachment points and their position
- e. Type of rigging to be used

### Set-Up Instructions

TCC does not restrict exhibitors from carrying in their own material (through specified doors) or from setting up their own exhibits. No wheeled vehicles, whether powered or not, are to be driven in the facility without permission from TCC management except to transport goods in and out. All vehicles must be removed immediately, once unloaded.

No children under the age of 16 years are allowed on site during move-in or move-out. During show hours they must be under the supervision of parents or guardians.

Licenses and exhibitors are requested to bring their own tools, ladders, brooms, dollies and other required items to erect their exhibits. TCC does not loan any of these items. All labour requirements for the set up and tear down of an event are the responsibility of the Licensee, the exhibitors and their service contractors.

### Shipping and Receiving

Goods to be shipped to TCC must be scheduled to arrive at the facility during the specific move-in period only. Personnel authorized by the Licensee must be present to receive the shipment of goods.

Exhibitors must ensure that the **"Third Party Billing"** box has been marked after TCC address on their Waybill, and their company name, the receiver and booth number is clearly indicated. Otherwise the shipment will be refused.

**No goods can be accepted By TCC staff prior to the scheduled move-in period. Storage space is not available, nor will TCC be held responsible for goods shipped in advance.**

## Signs, Decorations & Adhesives

Signs and decorations may not be brought into the Centre without prior approval from TCC. Given such approval signs and decorations may only be hung and/or secured by the designated people [Showtech] using the restricted hardware materials.

The client will remove all signs and decorations within the license period at their expense. Failure to remove decorations will result in additional fees and/or TCC removing the decorations at the client's expense.

TCC reserves the right to remove any signs or decorations that are found objectionable.

Signage may be posted only on the regular billboards provided by the facility for the period of time designated by the Licensor.

"Confetti" is not permitted in any area of TCC.

*Exterior signs and banners may not be fastened to the building superstructures.*

*Temporary exterior directional information, shuttle bus signs, etc., must be approved in advance by TCC.*

Signs, banners and similar materials may not be nailed, stapled, hung, or attached to ceilings, walls, or painted surfaces except by permission of TCC. Failure to comply will result in a charge of \$75.00 minimum per occurrence to the Licensee.

The only tapes authorized for use on exhibit hall FLOORS are;  
Doublestick V (2-sided tape), Rainbow (1-sided 7ml vinyl), masking tape, #618 Suretape (cloth duct tape), #174 high-adhesion double-faced tape. Floor tape removal is the responsibility of the Licensee at their expense. Any residual floor tape left on the trade hall floors after move out will be removed by TCC at a rate of \$ 30 per hour.

Acceptable WALL adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces.

## Smoking

Smoking is strictly prohibited throughout the facility.

## Sound System

No sound system can be brought into the facility without prior written permission from TCC.

## Space Allocation

Any event will be restricted to the area designated by the signed agreement.

## Telephones

There are a number of pay telephones located throughout the facility as well as on the show floor. The telephones on the show floor are permanent fixtures that move within a 60 foot radius of their position.

Private telephone arrangement for shows or events held in the facility must be made directly with Bell Canada and/or a cellular phone supplier.

TCC telephone numbers may not be published as an official show or convention number and are reserved for the exclusive use of TCC.

## Water





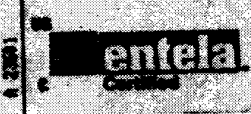









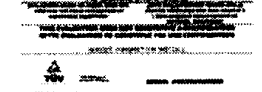


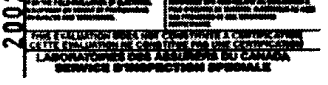
If water is required, it must be coordinated with the Event Manager. TCC's technical contractor must hook up, fill and drain all water set-ups. The cost of water is based on volume and technical work involved.

## HYDRO - PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

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

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **MUST BE APPROVED**. At Trade Shows, unapproved electrical equipment will only be permitted when the Electrical Safety Authority gives permission.

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-11 shows all approved certification marks or Field Evaluation markings accepted in Ontario.

<b>Canadian Standards Association (CSA)</b>	  	<b>ELECTRICAL SAFETY AUTHORITY (ESA)</b>	
<b>Entela</b>	 	<b>Met Laboratories Inc. (MET)</b>	
<b>Intertek Testing Services</b>	  	<b>OMNI Environmental Services Inc.</b>	
<b>Quality Auditing Institute</b>	 	<b>TUV Rheinland</b>	 
<b>Underwriters Laboratories Inc. (UL)</b>		<b>Underwriters' Laboratories of Canada (ULC)</b>	 

**Note:**

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.
2. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. The Electrical Safety Authority will permit equipment to be shown as stated in Rule 2-022(5) of the Ontario Electrical Safety Code for specific equipment and for a determined period of time.

Please complete the *application form* to receive a written permission to show unapproved electrical equipment. This should be forwarded with a cheque or credit card authorization to the Electrical Safety Authority's Customer Service Centre. Permission to show should be displayed with the equipment during the entire show, and does not provide

permission to energize unapproved electrical equipment. A fee of \$45.00 will be administered for this service. Your



## APPLICATION FOR PERMISSION TO SHOW

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

Fax: 1 (800) 667-4278

*or*

Mail to: The Electrical Safety Authority  
 Customer Service Centre  
 P.O. Box 24143  
 Pinebush Postal Outlet  
 Cambridge, ON N1R 8E6

For more information call: 1-800-434-0172

**Please provide the following information** ⬇

COMPANY INFORMATION	
COMPANY NAME: _____	ATTENTION: _____
MAILING ADDRESS: _____	
CITY: _____	PROVINCE: _____
POSTAL/ZIP: _____	COUNTRY: _____
PHONE: _____	FAX: _____

SHOW INFORMATION	
NAME OF SHOW: _____	
SHOW LOCATION: _____	
ADDRESS: _____	
SHOW DATES: Starting: _____	Ending: _____
BOOTH #: _____	CONTACT AT SHOW: _____

LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN			
Quantity	Manufacturer	Description	Model

The Fee for Permission to Show is \$45.00 + \$3.15 GST = \$48.15  
 Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

- CHEQUE *or*
- CREDIT CARD

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

VISA  *or* MasterCard

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

CardHolder Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print clearly)

FORM1001A (01/03)



## TCC FIRE REGULATIONS

### Exhibits & Displays in Public Buildings

## Fire Regulations

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

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Event Logistics staff of TCC and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. **All Exhibitors must have these requirements in their possession during booth occupancy.**

The requirements apply to the following:

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

## Prohibited Materials, Processes, Equipment and Booth Configurations

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

1. Acetate fabrics, corrugated paper box board, no-steam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and/or foamcore
4. Fireworks (permit)
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Smoking in posted "No Smoking" area
10. Fueling of motor vehicles
11. Liquefied petroleum or natural gas
12. Wood matches with "all surface" strikes
13. Hazardous refrigerants such as sulfur dioxide and ammonia
14. Cellulose nitrate motion picture film
15. Portable heating equipment
16. Flammable liquids or dangerous chemicals
17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association).

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650 Dixon Road, Toronto, Ontario, Canada M9W 1J1 Tel: (416) 245-5000 Fax: (416) 245-3046 [www.torontocongresscentre.com](http://www.torontocongresscentre.com)



### **Materials, Processes and Equipment Requiring Special Permit For Use**

The use of the following materials, processes or equipment is subject to approval from TCC Event Logistics. If any materials, processes or equipment requiring approval are to be used the Exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by Show Management to TCC who will review and return the request with their approval, rejection or limitations.

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees.

### **Acceptable Booth Configuration**

The following booth configuration will be acceptable:

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

The following booth configuration will require approval from TCC Event Logistics. A description of the booths requiring approval shall be submitted to the Show Management who in turn will submit the description to TCC for their approval. TCC Event Logistics will discuss these configurations with the Toronto Fire Prevention Division:

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

### **Acceptable Materials for Booth Construction**

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

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

### **Interior Finishes and Furnishings**

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

- |                                  |  |
|----------------------------------|--|
| ? Drapes                         | ? Split wood   |
| ? Hangings                       | ? Textiles   |
| ? Curtains                       | ? All other decorative materials including plastic.                                |
| ? Drops                          | ? Paper, cardboard or compressed paperboard less than ¼" thick is considered paper |
| ? Christmas trees                |  |
| ? Artificial flowers and foliage |  |
| ? Ruscus                         |  |

## Limitations

1. Made from noncombustible materials, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process
3. Corrugated cardboard can be used only if fire retardant treated at the factory
4. Plastics can be used only if approved by the TCC .

**Note:** *It is necessary to flameproof textiles, paper and combustible merchandise on display for sale but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour weave or texture.*

Booth Wallpaper is permissible if pasted to walls or wall board backing.

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

1. Cut off a small piece of the material (1 ½' wide x 4" long) and hold it with a pair of pliers;
2. Hold a wooden match ½" below the bottom of the material 12 seconds;
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant;
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

## Obstructions

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

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

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

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

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

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

## **Combustion Engines**

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

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

## **Electrical Equipment & Connection**

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario. Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removal from TCC property.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA you must complete an application to the Electrical safety Authority.

The application procedure for Electrical equipment approval is included in each Exhibitor Kit as part of the **TCC Exhibitor Rules & Regulations**. It is the responsibility of Show management to ensure each exhibitor receives a copy of the Exhibitor Rules & Regulations.

## **Portable Spotlights**

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

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

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

## Procedures During Setup and Dismantling of Shows

No smoking is allowed during the setup or dismantling of shows. TCC is a No Smoking facility.

Show Management must have the approval of the TCC Event Logistics for commencement of setup or dismantling of shows.

Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition floor is prohibited.

Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during setup and dismantling must be adhered to.

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

The following equipment and operations are prohibited during show setup and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight
2. Tools and equipment powered by flammable fuels, except materials handling equipment
3. Electrically powered tools and equipment other than those listed by ULC or labeled or listed by CSA, or by a nationally recognized testing laboratory
4. Portable heating equipment
5. Welding, cutting or blazing equipment without special permission from the TCC
6. Painting with flammable or volatile paints and finishes
7. Smoking in all posted "No Smoking" areas and where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety.

## Ceiling Suspended Items

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

## Emergency Procedures

The Toronto Congress Centre is equipped with sophisticated fire protection equipment including: automatic sprinkler, smoke and heat detection, fire alarm and public address system. Upon arrival, you should familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher.

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

## TCC BOOTH CLEANING ORDER FORM

Event: Congress / Fencecraft 2008

Dates: January 8-10, 2008

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov :	
Postal/Zip Code:	Phone #:	Fax #:	
<b>*Rates include taxes, vacuuming and nightly garbage removal*</b>			
Date of First Cleaning:			
Dates of Additional Cleaning (more than one day ordered)	2:	3:	4:

Booth Size	Days of Cleaning			
	1 Day	2 Days	3 Days	4 Days
10' x 10' (100 sq.ft).	\$21.20	\$38.16	\$57.24	\$76.32
10' x 20' (200 sq ft)	\$42.40	\$76.32	\$114.48	\$152.64
10' x 30' (300 sq ft)	\$63.60	\$114.48	\$171.72	\$228.96
20' x 20' (400 sq.ft).	\$84.80	\$152.64	\$228.96	\$305.28
20' x 30' (600 sq ft)	\$127.20	\$228.96	\$343.44	\$457.92
20' x 40' (800 sq ft)	\$169.60	\$305.28	\$457.92	\$610.56
30' x 30' (900 sq ft)	\$190.80	\$343.44	\$515.16	\$686.88
901 sq ft +	\$212.00	\$381.60	\$572.40	\$763.20

ALL ORDERS MUST BE PAID IN FULL AT LEAST ONE WEEK PRIOR TO MOVE IN DATE. A 25% SURCHARGE WILL BE ADDED TO ALL ORDERS RECEIVED AFTER THIS DATE.

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:			Expiry:	
Card Issued To:				
Signature:				

**Return Application To:**  
 Attention: "Mike Russell"  
 Fax: (416) 245-3046

Ref: <Bkg-BEONumber1> -Congress Booth Cleaning Form.doc

650 Dixon Road, Toronto, Ontario, Canada M9W 1J1 Tel: (416) 245-5000 Fax: <Mis-CurrentUserFax> www.torontocongresscentre.com



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## EXHIBITOR BOOTH MENU

### Exhibitor Express Lunch

Choice of one deluxe sandwich, one whole piece of fruit,  
two homemade cookies & one bottled water  
Minimum of 10 Lunches per Order  
14.00 per Exhibitor Express Lunch

### Assorted Sandwich Platter

Roast beef, egg, tuna, ham and cheese, smoked turkey  
Served on Ace Bakery bread  
(24 pieces)  
75.00 per Order

### Vegetable Platter

Carrots, celery, sweet peppers, cauliflower, broccoli, mushrooms, spiced kalamata olives  
with artichoke and garlic dip  
(20 portions)  
75.00

### Fresh Fruit Platter

Sliced seasonal fresh fruit & berries with yogurt dip  
(20 portions)  
90.00

### International Cheese Presentation

Danish blue, gruyere, cambozola, edam and havarti jalapeno  
Served with water crackers and fruit garnish  
(20 portions)  
175.00

### Hot Hors D'Oeuvres

Coconut Breaded Shrimp	33.00
Thai Spiced Vegetable Spring Rolls	31.00
Bourbon Basted Beef Brochettes	33.00
(per dozen)	

### Cold Hors D'Oeuvres

Smoked Salmon Rolls	33.00
California Rolls	32.00
Smoked Chicken Pita	32.00
(per dozen)	

*\*\*Applicable taxes and service charge additional\*\**

## Healthy, Salts & Sweets

Assorted Whole Fresh Fruit  
1.75 piece

Mixed Nuts  
18.00 per pound

Bowl of Potato Chips or Bowl of Pretzels  
12.00 per bowl

Deluxe Home Baked Cookies  
24.00 per dozen

Mini French Pastries & Fruit Tarts  
39.00 per dozen

## Non-Alcoholic Beverages

Freshly Brewed Coffee and Fine Teas  
2.95 per Person

Assorted Canned Soft Drinks  
2.25 per can

Perrier Mineral Water  
3.75 per Bottle

Chilled Bottled Juices  
3.00 per Bottle

## Host Bar

Available from 11:00 a.m.

Beer 4.50 per Bottle

Wine 5.25 per Glass

Premium Liquor 1-oz- 5.25

Perrier & Bottled Water, Soft Drinks, Juices 2.50

A set up charge of 95.00 per Host Bar will apply this Fee includes the Bartender  
Host Bar alcoholic drinks are subject to 10% Liquor Commission Tax, 6% GST and a 15% Gratuity Charge

NOTE: Liquor provisions on the Show Floor are subject to the  
Discretion of Show Management

*\*\*Applicable taxes and service charge additional\*\**

## EXHIBITOR BOOTH MENU ORDER FORM

**Event:**

**Dates:**

The Toronto Congress Centre is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold our HACCP accreditation, it is imperative that we monitor and control all food products being served on-site. Food deliveries to your booth will be picked up within a two-hour time period in order to maintain our HACCP standards in providing safe food products. If you have any questions or concerns, a HACCP qualified employee will be available to assist you.

Please contact your Event Logistics Manager of the Toronto Congress Centre at (416) 245-5000, for all your Exhibitor Booth Catering needs. The Exhibitor Booth Menu items are available for delivery to Exhibit Booths on the Show Floor only.

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov :	
Postal/Zip Code:	Phone #:	Fax #:	
Delivery Date(s):			
Signature:			

**All charges must be paid in full at least one week prior to first booth delivery date. On site orders will be accepted up to 48 hours prior to the delivery date.**

Day/Date:	Time of Delivery:	Menu Item:	Price Per Guest/Item:	# of Guests or Items	Total:

**\*PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged :
Card Number:		Expiry:		
Card Issued To:				
Signature:				

**Return Order Form To:** Attention: "Mike Russell" Fax: (416) 245-3046  
Email: [mrussell@torontocongresscentre.com](mailto:mrussell@torontocongresscentre.com)

*The*  
**STRONCO GROUP**  
*of Companies*



**PLEASE MAIL OR FAX YOUR ORDER TO:**

1510 Caterpillar Road Unit "B"  
Mississauga, ON L4X 2W9

Phone 905.270.6767 Fax 905.270.6771  
Toll Free 1.800.665.2621

[www.stronco.com](http://www.stronco.com)

**EXHIBITOR ORDER FORMS**

*The*  
**STRONCO GROUP**  
*of Companies*

Dear Exhibitor,

As the Official Show Supplier, Stronco Show Services is your single source for all of your exhibit needs.

The Stronco Group is the largest Canadian, independently owned, trade show & event services contractor. Our standard of excellence is exceeded only by our commitment to our customers. Stronco Show Services can supply you with everything you will need to make your exhibiting experience a positive one.

- Logistic Services
- Modular System Exhibit Booths
- Installation and Dismantle Service
- Special Exhibit Packages
- Furnishings
- Carpet
- Plants and Floral Arrangements
- Custom Signage, Graphics & Banners

Our team of professionals can reduce the time you spend on your exhibit. If you leave the details to Stronco Show Services we can eliminate unproductive pre-show activities. No time is wasted organizing, finding supplies, shipping and contracting for labour. We have fully experienced staff on-site at the show for advice and help with the details.

Early order discounts are available to all exhibitors that place their orders by mail or fax before the advance discount deadline shown on your order forms.

For assistance or cost estimate, please contact Exhibitor Services @ (905) 270-6767



**SERIES 100**

- 101 - Arm Chair, Black Upholstered
- 102 - Sled Base Chair, Grey Upholstered
- 103 - Executive Chair, Black Fabric
- 104 - Round White Pedestal Table 30"H
- 105 - Round White Pedestal Table 18"H
- 106 - Counter Stool, Grey Fabric

**SERIES 200**

Draped Tables  
(See enclosed order form for sizes & colours)



**SERIES 300**

- 301 - Easel
- 302 - Sign Holder holds sign 22"x28"
- 303 - Draw Drum
- 304 - Rotating Literature Rack 8- Pockets holds 8 1/2" x 11" Brochures
- 305 - Rotating Literature Rack 16 - Pockets holds 8 1/2" x 11" Brochures
- 306 - Fire Extinguisher
- 307 - Water Cooler
- 308 - Card Riser Shelves 24" 2-step
- 309 - Waste Basket
- 310 - Smoker Stand
- 311 - Bar Fridge
- 312 - Literature Pouches holds 8 1/2" x 11" Brochures
- 313 - Radius Display- (six 4' x3' Fabric Panels with Three 3' x 16" Fabric Header Panels)
- 314 - Radius Shelves
- 315 - Table Top Radius Display (Fabric Panels 27" x 28" x 27" x 35"H)

**CARPETING**

Choose from five different carpet colours  
(See enclosed order form for sizes)



**SERIES 400**

Plants & Accessories  
(see enclosed order form)





**S E R I E S 5 0 0**

- 501 - Acrylic Ballot Box 21" Square x 36" High
- 502 - Glass Display Case -(25% View) 42"Lx41"Wx21"D
- 503 - Glass Display Case -(50% View) 42"Hx21"Wx21"D
- 504 - Backlit Light Boxes (Prices available upon request)

**S E R I E S 6 0 0**

- 601 - Computer Stand - 41"H
- 602 - Computer Table -29"Hx21"Wx41"L
- 603 - Counter Storage Unit -42"Hx42"Wx18"D (White Only, Locking Doors extra)



**S E R I E S 7 0 0**

- 701 - Bag Stand Holder
- 702 - Display Rack - 67"H x 33"W (24" Slatwall/ 24" Grid)
- 703 - Grid Panels - 2'x7' - 4"sq. Grid (Can be attached together in many configurations)
- 704 - Multi Max Pegboard Shelving Unit 8'Hx40"W (Hardware not included) Holes are 1/4" diameter, 3 shelves incl.

**S E R I E S 8 0 0**

- 801 - U-shaped Counter Open Back - 41"H
- 802 - 28" Square Pedestal 36"H
- 803 - Custom Storage Counter 41"H x 41"W (Choice of Panel Colours for all Series 8 Items)



**C U R T A I N S**

Choose from nine different curtain colours



**STRONCO  
SHOW  
SERVICES**





**The Show People - Established 1952**

1510 Caterpillar Rd., Unit B  
 Mississauga, ON L4X 2W9 Canada  
 Tel: (905) 270-6767 Fax: (905) 270-6771  
 Toll Free in North America: 1-800-665-2621  
 Visit our website: [www.stronco.com](http://www.stronco.com)

DEADLINE DATE:

**DECEMBER 21, 2007**

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROV./STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008** BOOTH #  
 DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

**SERIES 100**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
102	_____	Side Chair, Grey Fabric	\$ 29.00	\$ 35.00	\$ _____
103	_____	Executive Chair, Black Fabric	\$ 59.00	\$ 75.00	\$ _____
104	_____	Round White Pedestal Table 30" High	\$ 61.00	\$ 76.00	\$ _____
105	_____	Round White Pedestal Table 18" High	\$ 54.00	\$ 67.00	\$ _____
106	_____	Counter Stool, Grey Upholstered	\$ 42.00	\$ 53.00	\$ _____
107	_____	Steno Chair (Shown in the 600 Series)	\$ 46.00	\$ 58.00	\$ _____

**SERIES 200 TABLES (See enclosed order form for sizes and available colours)**

**SERIES 300 MISCELLANEOUS ITEMS**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
301	_____	Easel	\$ 31.00	\$ 39.00	\$ _____
302	_____	Sign Holder	\$ 42.00	\$ 53.00	\$ _____
303	_____	Draw Drum	\$ 72.00	\$ 88.00	\$ _____
304	_____	Rotating Lit. Rack (8 Pockets)	NOT AVAILABLE		\$ _____
305	_____	Rotating Lit. Rack (16 Pockets)	NOT AVAILABLE		\$ _____
306	_____	Fire Extinguisher	\$ 30.00	\$ 36.00	\$ _____
307	_____	Water Cooler Inc. 3 Bottles & Cups	\$ 287.00	NOT AVAILABLE	\$ _____
308	_____	Card Riser Shelves	\$ 33.00	\$ 40.00	\$ _____
309	_____	Waste Basket	\$ 11.00	\$ 13.00	\$ _____
310	_____	Smoker Stand	\$ 26.00	\$ 33.00	\$ _____
311	_____	Bar Fridge	\$ 182.00	\$ 227.00	\$ _____
312	_____	Literature Pouches	\$ 22.00	\$ 29.00	\$ _____
313	_____	Radius Display	\$ 664.00	\$ 831.00	\$ _____
314	_____	Radius Shelves	\$ 29.00	\$ 35.00	\$ _____
315	_____	Table Top Radius	\$ 224.00	\$ 282.00	\$ _____

**SERIES 400 Carpeting (See enclosed order form for sizes and available colours)**

**SERIES 500 Plants & Accessories (See enclosed order form)**

**DRAPERY**

QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
_____	3' High Drapery	\$ 7.00/LIN FT.	\$ 8.50/LIN FT.	\$ _____
_____	8' High Drapery	\$ 7.50/LIN FT.	\$ 9.50/LIN FT.	\$ _____
_____	12' High Drapery	\$ 8.50/LIN FT.	\$ 10.50/LIN FT.	\$ _____

(Please check colour)

- RED 
  GREEN 
  WHITE 
  GOLD 
  SILVER 
  BLACK 
  BURGUNDY 
  GREY 
  BEIGE 
  BLUE

OTHER GOODS AND SERVICES (PLEASE INDICATE): \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER**

- CHEQUE ENCL. 
  VISA 
  MASTERCARD 
  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
----------	--------	--------	-------

- \*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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- \*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.

**BOOTH FURNISHINGS - SERIES 100 / 300**

04-06-03+10T  
Rev 6-22-04

GST # R129612164



**STRONCO  
SHOW  
SERVICES**

**The Show People - Established 1952**

1510 Caterpillar Rd., Unit B  
Mississauga, ON L4X 2W9 Canada  
Tel: (905) 270-6767 Fax: (905) 270-6771  
Toll Free in North America: 1-800-665-2621  
Visit our website: [www.stronco.com](http://www.stronco.com)

DEADLINE DATE

**DECEMBER 21, 2007**

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

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

CITY: \_\_\_\_\_ PROV./STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008**

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

DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

**SERIES 200 TABLES**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
<b>DRAPED TABLES</b>					
201	_____	4'L x 24"W x 30" High	\$56.00	\$69.00	\$ _____
202	_____	6'L x 24"W x 30" High	\$72.00	\$88.00	\$ _____
203	_____	8'L x 24"W x 30" High	\$85.00	\$106.00	\$ _____
204	_____	4th Side Draped Please Add	\$26.00	\$32.00	\$ _____
(Please check colour)					
<input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> WHITE <input type="checkbox"/> GOLD <input type="checkbox"/> SILVER <input type="checkbox"/> BLACK <input type="checkbox"/> BURGUNDY <input type="checkbox"/> BLUE <input type="checkbox"/> BEIGE <input type="checkbox"/> PURPLE					

**WOODEN TABLES**

205	_____	4'L x 24"W x 30" High	\$29.00	\$35.00	\$ _____
206	_____	6'L x 24"W x 30" High	\$29.00	\$35.00	\$ _____
207	_____	8'L x 24"W x 30" High	\$29.00	\$35.00	\$ _____

**RAISED TABLES**

208	_____	4'L x 24"W x 42" High	\$78.00	\$98.00	\$ _____
209	_____	6'L x 24"W x 42" High	\$91.00	\$114.00	\$ _____
210	_____	8'L x 24"W x 42" High	\$106.00	\$132.00	\$ _____
(Please check colour)					
<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> GREEN <input type="checkbox"/> SILVER <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD					

**BOOTH CARPETING**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
403	_____	10' x 10'	\$141.00	\$175.00	\$ _____
404	_____	10' x 20'	\$252.00	\$316.00	\$ _____
(Please check colour)					
<input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD <input type="checkbox"/> GREY <input type="checkbox"/> BLACK <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY					
Other sizes cut and laid @ \$2.17 sq. ft. On-Site - \$2.72 sq. ft.					
_____ x _____ = _____ sq. ft x \$2.17 \$ _____					
Underpadding @ \$1.00 sq. ft. - NOT AVAILABLE					
ON-SITE _____ x _____ = _____ sq. ft. x \$1.00 \$ _____					
Visqueen @ \$0.40 sq. ft - NOT AVAILABLE ON-SITE ( EXHIBITOR IS RESPONSIBLE FOR REMOVAL OF PLASTIC)					
_____ x _____ = _____ sq. ft. x \$0.40 \$ _____					
Custom Colours Available (Call a Customer Service Representative for Prices) <i>A colour will be selected for you if not indicated.</i>					

OTHER GOODS AND SERVICES (PLEASE INDICATE): \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
_____	_____	_____	_____

- 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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- 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.

**TABLES & CARPETS - SERIES 200 / 400**

04-06-03+10T  
Rev 6-22-04

GST # R129612164



**STRONCO**  
**SYSTEM**  
**EXHIBITS**

**The Show People - Established 1952**

1510 Caterpillar Rd., Unit B  
Mississauga, ON L4X 2W9 Canada  
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Toll Free in North America: 1-800-665-2621  
Visit our website: [www.stronco.com](http://www.stronco.com)

DEADLINE DATE:

**DECEMBER 21, 2007**

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ PROV. / STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008**  
DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

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

**SERIES 500**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
501	_____	Acrylic Ballot Box	\$ 114.00	\$144.00	\$ _____
502	_____	Glass Display Case - (25% View)	\$204.00	\$254.00	\$ _____
503	_____	Glass Display Case - (50% View)	\$287.00	\$359.00	\$ _____
504	_____	Backlit Light Boxes	PRICES AVAILABLE UPON REQUEST		\$ _____

**SERIES 600**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
601	_____	Computer Stand	\$122.00	\$152.00	\$ _____
602	_____	Computer Table	\$ 64.00	\$ 80.00	\$ _____
603	_____	Counter Storage Unit (White Only, Locking Doors Extra - Add \$10.00)	\$110.00	\$138.00	\$ _____

**SERIES 700**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
701	_____	Bag Stand Holder	\$ 99.00	\$123.00	\$ _____
702	_____	Display Rack	\$223.00	N/A	\$ _____
703	_____	Grid Panels - 2'x7' - 4"sq. Grid (Can be attached together in many configurations)	\$ 72.00	\$89.00	\$ _____
704	_____	Multi-Max Pegboard Shelving Unit	\$341.00	\$410.00	_____

**SERIES 800**

ITEM #	QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
801	_____	U-shaped Counter Open Back	\$376.00	N/A	\$ _____
802	_____	20" Square Pedestal	\$122.00	\$152.00	\$ _____
803	_____	Custom Storage Counter (Locking Doors Extra - Add \$10)	\$160.00	\$200.00	\$ _____

My choice of colour is: \_\_\_\_\_

**MISCELLANEOUS**

QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
_____	Extra Shelving	\$30.00	\$35.00	\$ _____
_____	Velcro (Bag of 100 Dots)	\$30.00	\$35.00	\$ _____

OTHER GOODS AND SERVICES (PLEASE INDICATE): \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
_____	_____	_____	_____

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**BOOTH FURNISHINGS - SERIES 500 / 600 / 700 / 800**



## 100 SHOW STOPPER SERIES

- S1 Single Black Leather Chair
- S2 2 Seater Black Leather Loveseat
- S3 3 Seater Black Leather Couch (not shown)
- S4 Iron / Granite Coffee Table 18 High
- S5 Iron / Granite End Table 36 High
- S6 Black Coffee Table 42 dia. (not shown)
- S7 Table Lamp

¥ LIMITED QUANTITIES OF 3 SEATER SOFA

## 200 SHOW STOPPER SERIES

- S8 Mahogany Boardroom Table 48 W x 72 L
- S9 Black Leather Swivel Chairs



## 300 SHOW STOPPER SERIES

- S10 Fabric Lounge Chair
- S11 Fabric 2 Seater Sofa
- S12 Iron / Granite Coffee Table 18 H
- S13 Iron / Granite End Table 22 H
- S14 Table Lamp



## 400 SHOW STOPPER SERIES

- S15 Black Leather Lounge Chair
- S16 Iron / Granite End Table 22 H

## 500 SHOW STOPPER SERIES

- S17 Black Leather Bistro Stool
- S18 Black Bistro Table 36 dia. x 42 H
- S19 Black Fabric Bistro Stool



600 SHOW STOPPER SERIES

- S20 Black Leather Sled Base Chair
- S21 Black Meeting Table 36 dia.

700 SHOW STOPPER SERIES

- S22 Black Leather High Back Executive Chair
- S23 Black Leather Sled Base Chair
- S24 Grey Executive Desk 36 x 72



800 SHOW STOPPER SERIES

- S25 Grey Office Screens 60 H x 60 W
- S26 Grey Fabric Deluxe Steno Chair
- S27 Grey Computer Table 24 x 45 (Keyboard Optional)

900 SHOW STOPPER SERIES

- S28 Grey Fabric Deluxe Steno Chair
- S29 Black Fabric Lowback Office Chair
- S30 Grey Fabric Drafting Stool



1000 SHOW STOPPER SERIES

- S31 Black Leather Wing Chair
- S32 Iron / Granite Coffee Table 18 H





**STRONCO  
SHOW  
SERVICES**

**The Show People - Established 1952**

1510 Caterpillar Rd., Unit B  
Mississauga, ON L4X 2W9 Canada  
Tel: (905) 270-6767 Fax: (905) 270-6771  
Toll Free in North America: 1-800-665-2621  
Visit our website: [www.stronco.com](http://www.stronco.com)

DEADLINE DATE:

**DECEMBER 21, 2007**

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROV./STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE#: \_\_\_\_\_ FAX: \_\_\_\_\_  
 NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008**  
 DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE** BOOTH #

**\*\* 100 Show Stopper Series**

ITEM #	QTY	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
S1	_____	Single Black Leather Chair	172.00	216.00	\$ _____
S2	_____	2 Seater Black Leather Loveseat	249.00	311.00	\$ _____
S3	_____	3 Seater Black Leather Couch (not shown)	287.00	359.00	\$ _____
S4	_____	Iron / Granite Coffee Table 18" High	84.00	105.00	\$ _____
S5	_____	Iron / Granite End Table 36" High	72.00	88.00	\$ _____
S6	_____	Black Coffee Table 42" dia. (not shown)	64.00	80.00	\$ _____
S7	_____	Table Lamp	33.00	41.00	\$ _____

**\*\* 200 Show Stopper Series**

S8	_____	Mahogany Boardroom Table 48" W x 72" L	191.00	239.00	\$ _____
S9	_____	Black Leather Swivel Chair	77.00	97.00	\$ _____

**\*\* 300 Show Stopper Series**

S10	_____	Fabric Lounge Chair	134.00	168.00	\$ _____
S11	_____	Fabric 2 Seater Sofa	185.00	231.00	\$ _____
S12	_____	Iron / Granite Coffee Table 18" H	84.00	105.00	\$ _____
S13	_____	Iron / Granite End Table 22" H	72.00	88.00	\$ _____
S14	_____	Table Lamp	33.00	41.00	\$ _____

**\*\* 400 Show Stopper Series**

S15	_____	Black Leather Lounge Chair	102.00	128.00	\$ _____
S16	_____	Iron / Granite End Table 22" H	72.00	88.00	\$ _____

**\*\* 500 Show Stopper Series**

S17	_____	Black Leather Bistro Stool	59.00	75.00	\$ _____
S18	_____	Black Bistro Table 36" dia. x 42" H	109.00	136.00	\$ _____
S19	_____	Black Fabric Bistro Stool	52.00	64.00	\$ _____

**\*\* 600 Show Stopper Series**

S20	_____	Black Leather Sled Base Chair	64.00	80.00	\$ _____
S21	_____	Black Meeting Table 36" dia.	77.00	97.00	\$ _____

**\*\* 700 Show Stopper Series**

S22	_____	Black Leather High Back Executive Chair	84.00	105.00	\$ _____
S23	_____	Black Leather Sled Base Chair	64.00	80.00	\$ _____
S24	_____	Grey Executive Desk 36" x 72"	102.00	128.00	\$ _____

**\*\* 800 Show Stopper Series**

S25	_____	Grey Office Screens 60" H x 60" W	52.00	64.00	\$ _____
S26	_____	Grey Fabric Deluxe Steno Chair	51.00	63.00	\$ _____
S27	_____	Grey Computer Table 24" x 45" (Keyboard Optional)	64.00	80.00	\$ _____

**\*\* 900 Show Stopper Series**

S28	_____	Grey Fabric Deluxe Steno Chair	51.00	63.00	\$ _____
S29	_____	Black Fabric Lowback Office Chair	77.00	97.00	\$ _____
S30	_____	Grey Fabric Drafting Stool	66.00	83.00	\$ _____

**\*\* 1000 Show Stopper Series**

S31	_____	Black Leather Wing Chair	185.00	231.00	\$ _____
S32	_____	Iron / Granite Coffee Table	72.00	88.00	\$ _____

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_  
 EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
_____	_____	_____	_____

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I have read and understand the Terms & Conditions of my agreement with Stronco  
 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**SHOW STOPPER SERIES**

04-06-03+10T  
Rev 6-22-04

GST # R129612164



**STRONCO  
SHOW  
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DEADLINE DATE:

**DECEMBER 21, 2007**

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

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

CITY: \_\_\_\_\_ PROV. / STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008**

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

DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

**LIVE GREEN PLANTS**

QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
<b>Floor Plants</b>				
_____	2' to 5' tall	<b>\$55.00</b>	<b>\$77.00</b>	\$ _____
_____	6' to 8' tall	<b>\$75.00</b>	<b>\$105.00</b>	\$ _____
_____	9' to 10' tall	<b>\$112.00</b>	<b>\$157.00</b>	\$ _____
<b>Table &amp; Hanging Plants</b>				
_____	Boston Fern'	<b>\$33.00</b>	<b>\$46.00</b>	\$ _____
_____	Table Plant - 10"	<b>\$33.00</b>	<b>\$46.00</b>	\$ _____
_____	Hanging Plant	<b>\$46.00</b>	<b>\$ 64.00</b>	\$ _____

**FLOWERING PLANTS & ACCESSORIES**

QTY.	DESCRIPTION	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
_____	Mums	<b>\$29.00</b>	<b>\$41.00</b>	\$ _____
_____	Park Benches	<b>\$64.00</b>	<b>\$89.00</b>	\$ _____
_____	Azalia Plants	<b>PRICE ON REQUEST</b>		\$ _____
_____	Flowering Plants	<b>PRICE ON REQUEST</b>		\$ _____
_____	Planter Boxes	<b>PRICE ON REQUEST</b>		\$ _____

OTHER GOODS AND SERVICES (PLEASE INDICATE): \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
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I have read and understand the Terms & Conditions of my agreement with Stronco

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLANT RENTAL ORDER FORM**

11-08-06

GST # R129612164



**STRONCO  
SYSTEM  
EXHIBITS**

**The Show People - Established 1952**

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DEADLINE DATE:

**DECEMBER 21, 2007**

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROV. / STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008** BOOTH #  
 DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

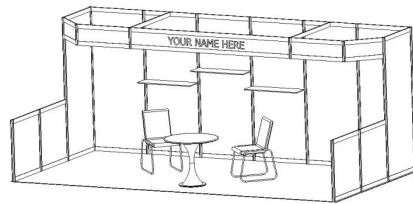
**Exhibit Package contains:**

- ▶ Attractive brushed aluminum structure
- ▶ Your choice of coloured panels
- ▶ Colour co-ordinated carpet
- ▶ Deluxe modern chairs
- ▶ 3 shelves per 10' unit
- ▶ Pedestal table
- ▶ Personalized fascia / sign
- ▶ Set-up and dismantle

SINGLE  
BOOTH



DOUBLE  
BOOTH



YOUR CHOICE OF PANEL COLOUR IS:  BLUE  LIGHT GREY  WHITE

YOUR CHOICE OF CARPET COLOUR IS:  BLUE  RED  GREY  GOLD

QTY.	MODEL #	MODULAR EXHIBIT RENTAL	PRE-SHOW PRICE	AFTER DEADLINE DATE	TOTAL
	MX1010	SINGLE (Includes 1 Fascia)	\$982.00	Not Available. Refer to Exhibits Rental Order Form	
	MX1020	DOUBLE (includes 1 Fascia)	\$1,473.00		
CUSTOMIZE YOUR EXHIBITS PACKAGE WITH BLACK ALUMINUM STRUCTURE ADD			\$176.00		

I Would Like My Fascia Sign Identification to Read: \_\_\_\_\_

My Choice of Vinyl Letter Colour is \_\_\_\_\_

PLEASE HAVE A REPRESENTATIVE CALL ME TO DISCUSS CUSTOM GRAPHICS AND LOGOS.

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL

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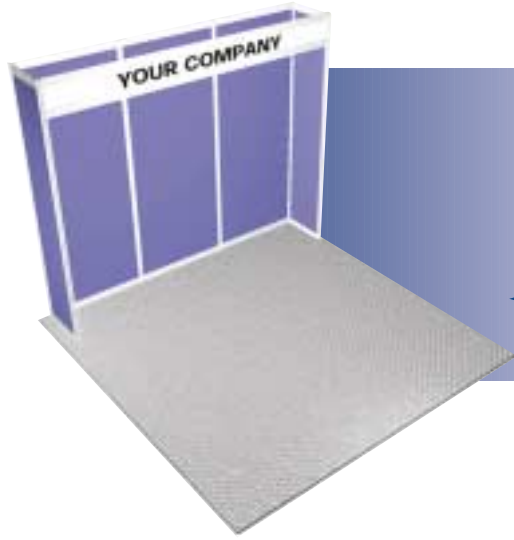
I have read and understand the Terms & Conditions of my agreement with Stronco  
 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: ELECTRICAL AND LIGHTING REQUIREMENTS NOT INCLUDED**

**SHOW SPECIAL,  
EXHIBIT RENTAL ORDER FORM**

04-06-03+10T  
Rev 02-09-07

GST # R129612164



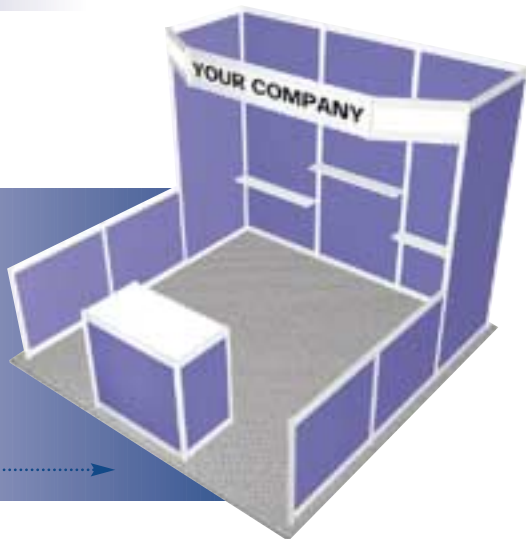
**M O D E L # 1 10' x 10'**

- 3 Panels 37" x 90"
- 2 Panels 17" x 90"
- I.D. Sign 8 1/2" x 115"



**M O D E L # 2 10' x 10'**

- 5 Panels 37" x 90"
- 4 Panels 37" x 30"
- 3 Shelves 12" x 38"
- I.D. Sign 8 1/2" x 77", 2 pcs. 8 1/2" x 25"
- 1 Lockable Storage Counter 41" High



**M O D E L # 3 10' x 10'**

- 5 Panels 37" x 90"
- 4 Panels 37" x 30"
- 3 Shelves 12" x 38"
- I.D. Sign 8 1/2" x 115"
- 1 Lockable Storage Counter 41" High



**M O D E L # 4 10' x 10'**

- 3 Panels Slatwall – Grey, Black, 37" w x 57" high / or White
- 3 Clear Acrylic Shelves
- 8 1/4" x 18" x 112" w Base w/Countertop
- I.D. Sign 8 1/2" x 77"
- 1 Lockable Storage Counter 41" High
- 4 Panels 37" x 30"



**STRONCO  
SYSTEM  
EXHIBITS**

**NOTE: ALL MODELS INCLUDE:**

- Choice of Carpet Colour
- Choice of Panel Colour
- Complete I & D
- White Fascia I.D. Sign with Block Letters in Choice of Coloured Vinyl

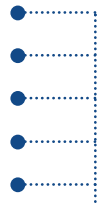
1510 Caterpillar RD, Unit B, Miss. ON. L4X 2W9 CANADA TEL: (905)270-6767 • FAX:(905)270-6771 • TOLL FREE IN NORTH AMERICA 1-800-665-2621

**The Show People - Established 1952**



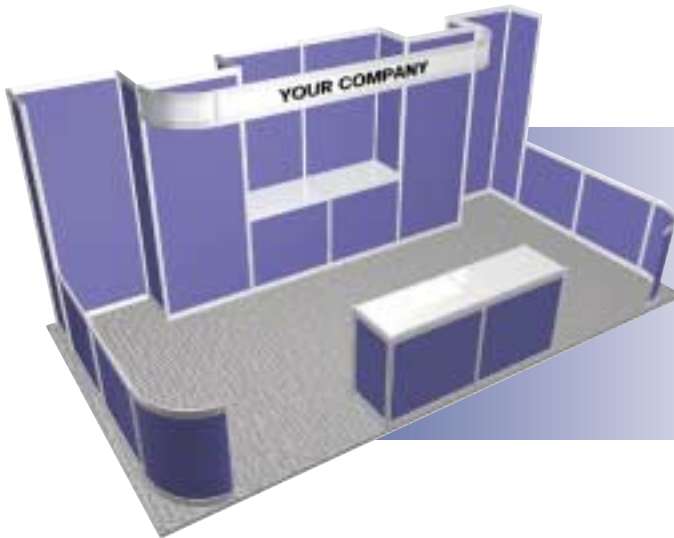
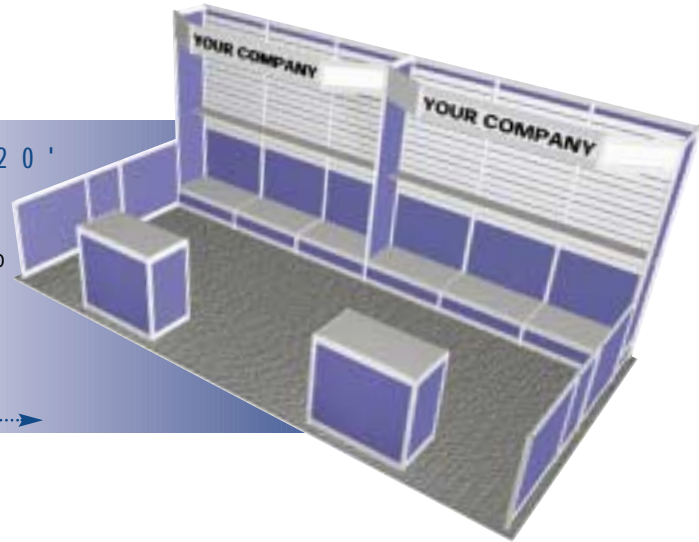
**MODEL # 5 10' x 20'**

- 10 Panels 37" x 90"
- 4 Panels 37" x 30"
- 6 Shelves 12" x 38"
- 2 I.D. Signs 8 1/2" x 115" Each
- 2 Lockable Storage Counters – 41" High



**MODEL # 6 10' x 20'**

- 6 Slatwall Panels 37" x 57"
- 3 Panels 17" x 90"
- 17" Deep x 230" Long x 8" High Base Countertop
- 2 I.D. Signs 8 1/2" x 77" Each
- 4 Panels 37" x 30"
- 2 Lockable Storage Counters 41" High
- 6 Clear Acrylic Shelves



**MODEL # 7 10' x 20'**

- 4 Panels 37" x 90"
- 4 Panels 17" x 90"
- 2 Panels 37" x 56"
- 2 Panels 17" x 56"
- 2 ID Signs 8.5" x 26" & 2 ID Signs 8.5" x 17"
- 1 ID Sign 8.5" x 115"
- 2 Built-in Counters with Storage
- 2 Lockable Storage Counters - 41" High



**MODEL # 8 10' x 20'**

- 4 Slatwall Panels
- 2 Fabric Covered Display Panels
- Large Countertop Area
- Lockable Storage
- 2 Glass Tower Displays
- 2 Backlit Graphic Panels (Graphics Extra)
- 2 ID Signs 8.5" x 77" & 2 ID Signs 8.5" x 25"
- 3 Lush Ferns



**STRONCO  
SYSTEM  
EXHIBITS**



**STRONCO**  
**SYSTEM**  
**EXHIBITS**

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**DEADLINE DATE:**

**DECEMBER 21, 2007**

COMPANY: \_\_\_\_\_  
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 CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008**  
 DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

**BOOTH #**

MY CHOICE OF EXHIBIT	PRE-SHOW PRICE	AFTER DEADLINE DATE
<input type="checkbox"/> MODEL #1	\$ 723.00	\$ 903.00
<input type="checkbox"/> MODEL #2	\$1,234.00	\$1,542.00
<input type="checkbox"/> MODEL #3	\$1,234.00	\$1,542.00
<input type="checkbox"/> MODEL #4	\$1,436.00	\$1,794.00
<input type="checkbox"/> MODEL #5	\$1,902.00	\$2,377.00
<input type="checkbox"/> MODEL #6	\$2,235.00	\$2,794.00
<input type="checkbox"/> MODEL #7	\$2,328.00	\$2,910.00
<input type="checkbox"/> MODEL #8	\$2,928.00	\$3,661.00
<input type="checkbox"/> Please have a representative call me to discuss other custom options.		

**CARPET COLOUR**  
 My Choice of Carpet Colour is:

\_\_\_\_\_ ● RED  
 \_\_\_\_\_ ● BLUE  
 \_\_\_\_\_ ● GREY

**PANEL COLOUR**  
 My Choice of Panel Colour is:

\_\_\_\_\_ ● WHITE HARDWALL  
 \_\_\_\_\_ ● GREY FABRIC  
 \_\_\_\_\_ ● BLUE FABRIC

For Model #'s 4, 6 or 8,  
 my choice of Slatwall Colour is:

BLACK  GREY

**CUSTOM COLOUR**  
 Custom Colours Also Available.

PLEASE HAVE A REPRESENTATIVE CALL ME TO DISCUSS OTHER CUSTOM OPTIONS.

I Would Like My Fascia Sign Identification to Read: \_\_\_\_\_

My Choice of Vinyl Letter Colour is \_\_\_\_\_

Please have a representative call me to discuss custom graphics and logos.

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_  
 EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
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 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: ELECTRICAL AND LIGHTING REQUIREMENTS NOT INCLUDED.**

**EXHIBIT RENTAL ORDER FORM**

04-06-03+10T  
 Rev 6-22-04

GST # R129612164



**STRONCO  
SYSTEM  
EXHIBITS**

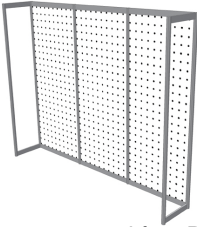
The Show People - Established 1952  
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Toll Free in North America: 1-800-665-2621  
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DEADLINE DATE

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROV./STATE: \_\_\_\_\_ POSTAL CODE/ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ TEL. #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 NAME OF SHOW: \_\_\_\_\_  
 DATE OF SHOW: \_\_\_\_\_ LOCATION: \_\_\_\_\_

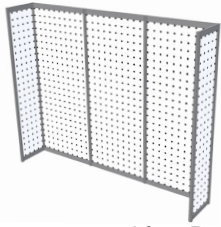
**BOOTH #**

**OPTION A**



Pre-Show: \_\_\_\_\_ After Deadline: \_\_\_\_\_

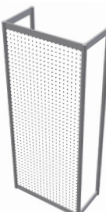
**OPTION B**



Pre-Show: \_\_\_\_\_ After Deadline: \_\_\_\_\_

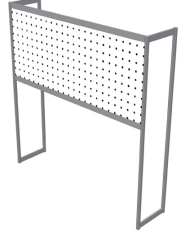
**SINGLE PANELS**  
 Available in vertical or horizontal configurations as shown below:

**VERTICAL**



Pre-Show: \_\_\_\_\_

**HORIZONTAL**



After Deadline: \_\_\_\_\_

Please Note: Hardware is not supplied with Multi-Max rental units.  
 Pegboard holes measure 1/4" in diameter.

QTY	ITEM	DESCRIPTION	ITEM TOTAL
	OPTION A	Backwall panels in pegboard	
	OPTION B	Side & backwall panels in pegboard	
	SINGLE PANEL	Horizontal	
	SINGLE PANEL	Vertical	

**PAYMENT MUST ACCOMPANY ALL ORDERS**  
 CHEQUE ENCL.  VISA  MC  AMEX  
 ACCOUNT #: \_\_\_\_\_  
 EXP. DATE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

SUBTOTAL	GST	8% PST	TOTAL

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

MULTI-MAX PEGBOARD DISPLAYS



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 Mississauga, ON L4X 2W9 Canada  
 Tel: (905) 270-6767 Fax: (905) 270-6771  
 Toll Free in North America: 1-800-665-2621  
 Visit our website: [www.stronco.com](http://www.stronco.com)

DEADLINE DATE:

**DECEMBER 21, 2007**

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROV./STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 NAME OF SHOW: **CONGRESS 2008 / FENCECRAFT 2008** BOOTH # \_\_\_\_\_  
 DATE OF SHOW: **JANUARY 8 - 10, 2008** LOCATION: **TORONTO CONGRESS CENTRE**

**LABOUR TO INSTALL EXHIBITS:**

We will require \_\_\_\_\_ men approximately \_\_\_\_\_ hours to INSTALL our exhibit.  
 Dates: \_\_\_\_\_ START TIME: \_\_\_\_\_  
 Our Representative:  Will be present  Will Not be present (Add 25% Supervision Charge)  
 Set up drawings or photos enclosed:  Yes  No  
 Copies of Other Site Service Orders are Included  
 Stronco supervision required, please add 25%

**LABOUR To DISMANTLE EXHIBITS:**

We will require \_\_\_\_\_ men approximately \_\_\_\_\_ hours to DISMANTLE and REPACK our exhibit.  
 Dates: \_\_\_\_\_ START TIME: \_\_\_\_\_  
 Our Representative:  Will be present  Will Not be present (Add 25% Supervision Charge)  
 Stronco supervision required, please add 25%

**EXHIBITS LABOUR RATES:**

- One Hour Minimum Charge.
- Straight time is from 8:00 a.m. to 4:00 p.m. weekdays at \$77.00/HR./MAN.
- Overtime is before 8:00 a.m. and after 4:00 p.m. weekdays; and all day Saturday, Sunday, excluding holidays. \$115.50/HR./MAN.
- Double time is applicable on all Holidays at \$154.00 / HR / MAN
- Labour can only be guaranteed for 8:00 a.m. or 1:00 p.m. starts. However, we will make every effort to accommodate requested times. Please report to the on-site service desk to collect your labour.

This order is placed with the specific understanding that we hereby release STRONCO I & D / 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.

**PAYMENT MUST ACCOMPANY ORDER**

CHEQUE ENCL.  VISA  MASTERCARD  AMERICAN EXPRESS  
 ACCOUNT #: \_\_\_\_\_  
 EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_

SUBTOTAL	6% GST	8% PST	TOTAL
----------	--------	--------	-------

- 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.
- 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.

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTALLATION • DISMANTLING**

04-06-03+10T  
 Rev 9-20-04

GST # R129612164

*The Signage Specialists*

**CUSTOM GRAPHICS**

Signs printed with full colour image backgrounds mounted and laminated using a wide variety of in-stock materials. Brilliant, effective signage that stands the test of time!



**BACKLIGHT PRINTS**



Full colour prints, output on back-lit media for bright, vibrant colours. Prints can be laminated with a white diffuser for rollable portability or mounted to signwhite acrylic.

**STANDARD SIGNAGE**

No job is too big or too small. For clean professional text composition with pantone accurate logo reproduction, standard signage is available.



**PRINTED BANNERS**

If you need it big, no problem! One piece banners are available from 60" wide to any length. Interior or exterior, any colour, custom finishing- hems, grommets, and/or pole pockets.



# STRONCO IMAGING

*The Signage Specialists*



Using the latest software, equipment and techniques available, our creative department offers cost effective solutions for all your design requirements.

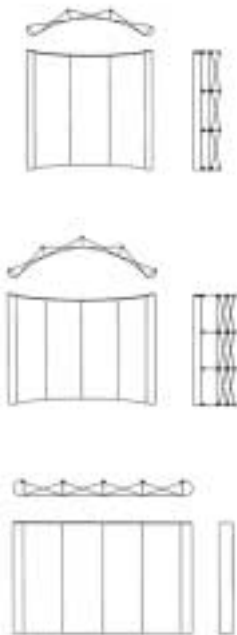
In addition, Stronco Imaging offers a higher level of quality control with in-house design and production to assure trouble free service delivered on-time. Guaranteed!

## DESIGN & PRODUCTION



Stronco Imaging offers creative services in-house at very competitive rates. Our direct involvement in the Tradeshow Industry allows our professional design team to create effective graphics that directly reflect today's trends on the show floor.

## PORTABLES



Light weight, easy to set-up & take down Portable Exhibits. Let us design custom graphics, produced on durable laminated roll stock materials. If renting is not the best solution for your company, consider owning your own custom Portable. Includes lifetime warranty on frame - contact us for pricing and sizes.

# PORTABLES & CREATIVE SERVICES





The Signage Specialists

The Show People - Established 1952

1510 Caterpillar Rd., Unit B
Mississauga, ON L4X 2W9 Canada
Tel: (905) 270-6767 Fax: (905) 270-6771
Toll Free in North America: 1-800-665-2621
Visit our website: www.stronco.com

DEADLINE DATE:

DECEMBER 21, 2007

An additional 25% will be charged on orders received after the DEADLINE DATE

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

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

CITY: \_\_\_\_\_ PROV. / STATE: \_\_\_\_\_ POSTAL CODE / ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

SHOW NAME: CONGRESS 2008 / FENCECRAFT 2008

BOOTH #

DATE REQUIRED: JANUARY 8 - 10, 2008 LOCATION: TORONTO CONGRESS CENTRE

SIGNAGE

Table with columns: QTY, SIZES, AVAILABLE SUBSTRATE PRICES (Foamcore, Styrene, PVC, Acrylic). Includes pricing for sizes 8" x 44", 14" x 22", 22" x 28", 24" x 32", 36" x 48".

Prices based upon supported supplied electronic files and upon a 3 - 4 day turn around. For earlier delivery a 35% rush charge will apply

BANNERS

Table with columns: QTY, SIZES, PRICES. Includes pricing for sizes 24" x 48", 24" x 72", 24" x 96", 36" x 72", 36" x 96", 36" x 120", 48" x 96", 48" x 120".

SCANNING & CREATIVE

35mm SLIDES & TRANSPARENCIES @ \$ 94.00
REFLECTIVE (PRINTS) @ \$ 72.00
SYSTEM TIME @ \$138.00/hr
CREATIVE SERVICES UPON REQUEST

LIST REQUIREMENTS HERE:

Back of form may also be used.

Large empty rectangular box for listing requirements.

OTHER GOODS AND SERVICES (PLEASE INDICATE): \_\_\_\_\_

PAYMENT MUST ACCOMPANY ORDER

CHEQUE ENCL. VISA MASTERCARD AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

Summary table with columns: SUBTOTAL, 6% GST, 8% PST, TOTAL

- All orders must be received and prepaid in full prior to the deadline date.
No refunds will be given on signage or graphics.
All claims/discrepancies must be settled prior to show closing.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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

S I G N S & B A N N E R S

# CONGRESS/FENCECRAFT 2008

## Certificate of Liability Insurance

As you may know, as an exhibitor, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the exhibitors, the attendees, the show organizer and yourself.

**The Show Management's insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance.**

**Landscape Ontario; show management of Congress 2008 and Fencecraft 2008** has appointed Nacora Insurance Brokers Ltd. as the recommended insurance contractor for exhibitors. As per Nacora, the results from a nationwide survey, has clearly indicated **A CRITICAL FACT** - some of the Exhibitors surveyed were in shows without insurance or with inadequate coverages.

**There are two (2) ways to arrange the required insurance.**

**OPTION A: Your own Insurance Company**

- You can have your insurance company prepare a certificate of Insurance which must have the following: **Horticultural Trades Association Inc. o/a Landscape Ontario, Canadian Fence Industry Association and Toronto Congress Centre** listed as an additional Insureds
- *Dates of the show: **January 8 - 10, 2008 Plus Move In and Move out dates.***
- *Event name **Congress 2008 and Fencecraft 2008***

**MINIMUM LIABILITY REQUIREMENTS**

- Comprehensive General Liability of \$2,000,000
- Products and Completed Operations Liability
- Cross Liability clause

**RECOMMENDED LIABILITY REQUIREMENTS**

- Bodily Injury and Property Damage Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Severability of Interest Clause

**OPTION B: With Nacora Insurance Brokers Ltd.**

*The "Globex" form and list of coverages are included in this package for your convenience. Save time order on-line at: [www.exhibitorsinsurance.com](http://www.exhibitorsinsurance.com) Go to exhibitors application on-line and scroll down to **Congress 2008 and Fencecraft 2008***

*Show Management must receive a copy of your certificate of Insurance by  
**December 1, 2007***



I - Exhibitor Company Name:				Tel:			
Type of Business:				Fax:			
Mailing address:		Unit/Ste	City	Province	Postal Code		

(\* ) Email address (PLEASE FILL IN YOUR EMAIL ADDRESS):

II - Show Organizer (Complete legal Name(s) to be added on certificate as additional insured ):

Horticultural Trades Association Inc. o/a Landscape Ontario

Address: 7856 Fifth Line South, RR4		Unit/Ste	City Milton	Province ON	Postal Code L 9 T - 2 X 8		
--	--	----------	----------------	----------------	------------------------------	--	--

Event Name: Congress and Fencecraft 2008		Unit/Ste	City Toronto	Province ON	Booth#:		
Address: Toronto Congress Centre							

Exhibitor Contact Name:				Event Date ( Includes Move In and Move Out)										
Signature _____				dd	mm	yyyy	FROM	dd	mm	yyyy	TO	dd	mm	yyyy
							08	Jan	2008		10	Jan	2008	

III - PAYMENT TERMS AND CONDITIONS

Preferred Rate (For payment received at least 14 days before the opening day of show, Premium \$72 + Fee \$103.00 + PST \$14.00) ▶	TOTAL DUE = \$189.00
Regular Rate (For payment received 13 days or less before the opening day of show Premium \$72 + Fee \$115.96 + PST \$15.04) ▶	TOTAL DUE = \$203.00

A copy of the certificate will be sent directly to (Horticultural Trades Association) on your behalf and a copy for yourself if you include your email address.

Payment by:     Card# \_\_\_\_\_ Expiry Date   /

(The payment due on the Credit Card statement will be in the name of GLOBEX RISK MANAGEMENT INC.)

Cheque  Money Order (Please make Cheque or Money Order payable to Nacora Insurance Broker s Ltd.)

Date: \_\_\_/\_\_\_/\_\_\_ Signature \_\_\_\_\_  
Name of the Credit Card Holder \_\_\_\_\_

PLEASE REMIT PAYMENT TO:

Programs Department, Nacora Insurance Brokers Ltd , 80 Tiverton Court, Suite #801, Markham, ON L3R 0G4  
Tel: 905-307-0307 ext. 222 Fax: 905 - 307 - 1234 Email: kim.libenstein@nacora.com

Note: The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Note: Completion of this application does not automatically bind coverage; This application is subject to being approved prior to binding. Premium and fee is minimum and retained. Coverage is void if payment is returned N.S.F. A full copy of this policy is available upon request or online at www.exhibitorinsurance.com

SCHEDULE OF COVERAGES

- \$25,000** Property of Every Description (At the designated booth space) – Broad Form, Subject to \$1,000 Deductible and a 90% Co-Insurance. Note: Property excluded from coverage – EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts valued at \$5,000 per item or greater.
- \$2,000,000** Comprehensive General Liability – Bodily injury and Property Damage Liability, Subject to \$1,000 BI & PD Ded – Inclusive each occurrence –Products and Completed Operations Liability \$2,000,000 annual aggregate, Employees as additional insureds, Contingent Employers Liability, Broad Form Property Damage, , Cross Liability Clause, Severability of Interest Clause.
- \$100,000** Tenants Legal Liability – Broad Form

- Coverage is subject to: Asbestos Exclusion, Mold Fungi Exclusion, Data, War, Nuclear, Property flood and earthquake exclusion. Territory Restriction – Canada. This schedule of coverage, provides all coverages for the exhibitors' own property up to \$25,000 while at the show as well as 3 days transit to and from the event.

- Ineligible Risks: Chemicals, Fertilizers, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Firearms, Pesticides, Fireworks, Computers, Alcoholic beverages, Games, Licensed or Unlicensed Motorized Vehicles- including but not limited to: Motorcycles, Watercrafts, All terrain Vehicles, and Tractors. Note: There is no Liability coverage for Vehicles in Motion.

- Insurer: Certain Lloyds Underwriters through Nacora Insurance Brokers Ltd.

By completing this application and returning it to Nacora Insurance Brokers Ltd, you agree and consent to the collection, use and disclosure of such information, including any personal information, by Nacora Insurance Brokers Ltd for the following purposes:

- Communicating with You
- Accessing your application for insurance.
- Disclosing information to Insurance Companies.
- Negotiating, maintaining or renewing insurance on your behalf.
- Providing claims assistance and service.
- Advising you of other products or services.
- Complying with regulators and legal authorities.

For more information about our privacy policies and practices or for a copy of our Privacy Policy please visit our web site www.nacora.com or Contact: Mathew Lewis, Privacy Officer, Nacora Insurance Brokers Ltd. Email: Mathew.lewis@nacora.com



AVAILABLE UPON REQUEST IS OUR

**“CUSTOMS & SHIPPING GUIDE FOR CONVENTIONS & TRADE SHOWS”  
BROCHURE**

**THIS BROCHURE CONTAINS:  
ALL APPROPRIATE CUSTOMS DOCUMENTS**

**TO RECEIVE YOUR BROCHURE, COMPLETE THIS FORM AND  
FAX TO: (905) 673-2574**

**The COMMERCE TRADE SHOW LOGISTICS GROUP LTD  
3405 American Drive, Unit 7  
Mississauga, Ontario  
L4V 1T6  
Telephone Toll Free: (888) 827-SHOW (7469)**

Send \_\_\_\_\_ copy/copies of your **“CUSTOMS & SHIPPING GUIDE FOR CONVENTIONS & TRADE SHOWS”**

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

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

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

\_\_\_\_\_ CITY STATE ZIP CODE

TEL NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

NAME  
OF EVENT: **Congress/Fencecraft 2008** DATES: **January 8-10/2008** BOOTH: \_\_\_\_\_

EVENT SITE: **Toronto Congress Centre** CITY: **Toronto, Ontario**

MAIL \_\_\_\_\_ or EMAIL (for pdf format) \_\_\_\_\_

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



**Congress/Fencecraft 2008**  
 Toronto Congress Centre, Toronto, ON  
 January 8th – 10th, 2008



Monitors - LCD - Plasma	Show Rate	Qty.	Total
17" LCD Monitor	\$ 285		
17" LCD w/Built-In DVD	\$ 435		
18" LCD Monitor	\$ 375		
20" LCD Monitor	\$ 445		
30" LCD Monitor	\$ 1,125		
42" Plasma (c/w wall-mount)	\$ 1,485		
50" Plasma (c/w wall-mount)	\$ 2,095		
61" Plasma (c/w wall-mount)	\$ 2,985		
Wall Mounts for LCD Monitors	\$ 45		
Dual Post Stand for Plasmas	\$ 145		
Plasma Speakers (pair)	\$ 115		
Monitor Cart with Skirt	\$ 75		
<b>Projectors</b>			
XGA LCD Projector (2000 Lumens)	\$ 1,185		
XGA LCD Projector (3000 Lumens)	\$ 1,485		
Tripod Screen	\$ 55		
<b>Notebooks</b>			
P3-1.2 512MB/30GB/DVD/NC/14/56K/NIC - NB	\$ 195		
P4-1.4 256MB/20GB/DVD/14/56K/NIC - NB	\$ 225		
P4-3.0 1G/30GB/DVDCdRw/Fw/WiFi/15.4/NIC - NB	\$ 285		
friendlyway Interactive Kiosk	\$ 1,265		
<b>Operating Systems and Applications</b>			
(Circle One) Win98 XP Win2K	No Charge		
(Circle One) Office 97, XP or Office 2000	\$ 25		
<b>AV Equipment</b>			
1/ 2" VHS HI-FI Player/Recorder	\$ 145		
1/ 2" Multistandard Player/Recorder	\$ 375		
DVD Player	\$ 145		
20" TV VCR Combo Unit	\$ 225		
27" Sony TV	\$ 225		
32" Panasonic TV	\$ 525		
Exhibit Audio System (2 speakers, stands, 1 Wireless Kit)	\$ 465		
Exhibit Audio System (2 speakers, stands, 1 Wired Mic)	\$ 285		
Exhibit Audio System (4 speakers, stands, 2 Wireless kits)	\$ 865		
<b>Shipping / Labour</b>			
Delivery / Set-up / Pickup (up to 3 products)	\$ 140		
Computer Configuration and Installation (hourly rate)	\$ 95		
AV Equipment Setup and Strike (hourly rate) *Minimum 1hr	\$ 48		
<b>Sub-Total</b>			
<b>GST</b>	6%		
<b>PST</b>	8%		
<b>Total</b>			

**Official Show Supplier  
 Computer & AV**

If you don't see what you are looking for on this form, give us a call because we have it, and it's in stock!  
**Order Deadline December 15<sup>th</sup>, 2008**

**Customer / Billing Information**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 email: \_\_\_\_\_

**Delivery Information**

On site Contact: \_\_\_\_\_  
 On site Contact #: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_  
 Pickup Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_

**Method of Payment**

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 (as appears on card)  
 Signature: \* \_\_\_\_\_  
 Aeroplan #: \_\_\_\_\_

**Terms and Conditions (Please contact your Rep for more details)**

Rental prices listed above are for the whole show period, based on delivery the day prior to the show. The customer is liable for loss or damage to the equipment during the show until CCR employees arrive to remove it at the end of the show.  
 All orders placed 1 week or less prior to the show start date may be subject to a 25% premium.

- Cancellations**
1. Cancellations of equipment and services must be received 2 weeks prior to the start of the show
  2. If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply

**Rental Agreement**

It is understood and agreed that the customer accepts all responsibility for the safe return all equipment listed this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

**CCR SOLUTIONS INC.**  
 1040 Islington Ave  
 Toronto, ON M8Z 6A4  
 416-675-7502  
[www.ccrsolutions.com](http://www.ccrsolutions.com)

**BRUCE FERRY**  
 416-675-2480 x 225  
 email: [brucef@ccrsolutions.com](mailto:brucef@ccrsolutions.com)



**Fax completed form to 416-675-6997**

TODAY'S DATE: \_\_\_\_\_

EXHIBITOR: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PROV. / STATE: \_\_\_\_\_ POSTAL CODE / ZIP CODE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 TEL. No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_  
 P.O. No.: \_\_\_\_\_ PST No.: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 BOOTH No.: \_\_\_\_\_  
 INSTALLATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 STARTING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 ENDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 CONTACT ON SITE: \_\_\_\_\_  
 STAYING AT: \_\_\_\_\_ TEL. No.: \_\_\_\_\_

**\* \* \* ORDER NOW \* \* \* 20% PREMIUM FOR ON-SITE ORDERS \* \* \***

QTY	EQUIPMENT AVAILABLE	Advance Order	On-Site Order	TOTAL
<b>SHOWS</b>				
	Installation Charge	\$50.00	\$60.00	
	Internet connection (5 day max)	\$175.00	\$210.00	
	Additional Internet connections (2-10) in same booth	\$100.00 ea	\$120.00	
	Additional Internet connections (11-20) in same booth	By Quotation		
	Assistance for setup	\$80/hr		
<b>MEETINGS</b>				
	Internet connection (per room 2 day max)	\$350.00	\$420.00	
	Additional days	\$150.00/day	\$180.00	
	Additional Internet connections (2-10) in same room	\$25.00 ea	\$30.00	
	Additional Internet connections (11-20) in same room	By Quotation		
	Assistance for setup	\$80.00/hr		
<small>Call for pricing on laptop, desktop, router, hub or printer rentals. AVW-TELAV is Canada's leading supplier for the rental of audio visual equipment and the Official Supplier at the Toronto Congress Centre. Please call for a quotation on all of your audio visual and computer requirements.</small>				

Prices are subject to change without notice.

**COMPLETE PAYMENT MUST ACCOMPANY ORDER.**  
 Please check one box:  Cheque enclosed  Visa  MasterCard  American Express  
 Credit Card No.: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**IT IS UNDERSTOOD AND AGREED THAT THE CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO THE EQUIPMENT UNTIL IT IS RETURNED TO THE LESSOR. PLEASE SEE ADDITIONAL TERMS BELOW.**

\_\_\_\_\_  
 DATE AUTHORIZED SIGNATURE

NAME ON CREDIT CARD (PLEASE PRINT) \_\_\_\_\_

Installation *** (See below) ***	
GST 7%	
PST	
<b>TOTAL</b>	<b>\$</b>

**IMPORTANT INFORMATION ABOUT YOUR HIGH SPEED CONNECTION**

Your laptop/PC must have an integrated 10/100 LAN Ethernet network card in order to use the high speed connection.

**CONDITIONS OF USE:**

IT IS NOT PERMITTED TO USE ROUTERS, SERVERS, SUBNETTING, IP MASKING, SWITCHES, CABLES, HUBS OR WIRELESS ACCESS POINTS WITHOUT THE EXPRESS PERMISSION OF AVW-TELAV AUDIO VISUAL SOLUTIONS. FAILURE TO ADHERE CAN RESULT IN TERMINATION OF SERVICE WITHOUT A REFUND. EACH COMPUTER CONNECTED TO THE INTERNET MUST HAVE AN IP ADDRESS ASSIGNED FOR YOUR EVENT BY AVW-TELAV AUDIO VISUAL SOLUTIONS. CANCELLATIONS WILL BE CHARGED A 15% HANDLING FEE.

For more information please contact:

**Brian D'Souza**  
**AVW-TELAV Audio Visual Solutions • 650 Dixon Rd., Toronto, ON M9W 1J1**  
**T 416.240.7838 • F 416.240.1750 • dsouza@avwtelav.com**

**RENTAL AGREEMENT**

- Please forward payment in full with your order.
- Orders must be received by no later than two (2) weeks prior to show dates.
- Written cancellation of equipment ordered must be received one (1) week prior to delivery date to avoid a minimum one (1) day charge.
- Your representative must be available at your booth on date and time specified to accept delivery of equipment. PLEASE NOTE that the equipment will NOT be left in your booth without an authorized person there to receive it.
- The equipment is your responsibility until picked up by a AVW-TELAV representative. DO NOT leave equipment unattended in the exhibit booth once the show finishes.

**SUPPLEMENTARY CONDITIONS**

**EXTENSION** To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

**INSURANCE** Insurance for the full replacement value of the equipment rented is the responsibility of the customer.

**SOFTWARE CONDITIONS**

**SOFTWARE** The customer agrees to be bound by all applicable licence and copyright laws of any of the software on the equipment.

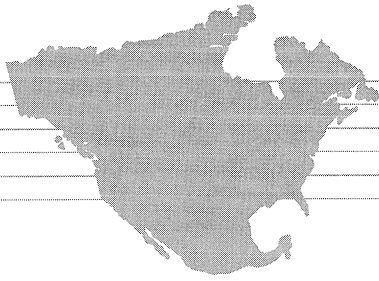
**GUARANTEES & RESPONSIBILITY LIMITATION** AVW-TELAV is not responsible for software issue and will charge the customer if it responds to problems caused by the customer's software.

**\*\*\* INSTALLATION LABOUR \*\*\***

Additional labour will be charged at our prevailing rates for installations requiring more than one-half hour.

**APPLICABLE TAXES**

Taxes are calculated in accordance with the legislation of the province where the meeting is held. If exempt from PST, please indicate number \_\_\_\_\_.



# LANGE

## OFFICIAL SHOW CARRIER LANGE TRANSPORTATION

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

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

**FOR MORE INFORMATION CONTACT US AT:**

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

**or COMPLETE OUR FORM ON THE REVERSE**

# TRANSPORTATION ORDER FORM

**CON81**

<b>PICK - UP INFORMATION</b>	PICK-UP DATE:	PICK-UP TIME:	MAIN INTERSECTION:	CONTACT NAME:
	PICK-UP COMPANY NAME AND ADDRESS:			PHONE #:
				FAX #:
	LOADING DOCK AT PICK-UP: Y N	TRACTOR CAN FIT AT PICK-UP: Y N	BLANKETS/STRAPS: Y N	E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

<b>SHOW INFORMATION</b>	CONGRESS/FENCECRAFT 2008	TORONTO CONGRESS CENTRE	JANUARY 8 - 10, 2008
	EXHIBITING COMPANY:	SHOW SITE CONTACT:	BOOTH #:
	MOVE-IN DATE:	MOVE-IN TIME:	MOVE OUT DATE:

<b>DELIVERY AFTER SHOW INFO</b>	DELIVERY DATE:	MAIN INTERSECTION:	CONTACT NAME:	
	SHIP TO NAME AND ADDRESS:		PHONE #:	
			FAX #:	
	LOADING DOCK AT DELIVERY: Y N	TRACTOR CAN FIT AT DELIVERY: Y N	BLANKETS/STRAPS: Y N	E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

**VALUATION COVERAGE**

I require valuation coverage on my goods while in the possession of Lange Transportation & Storage Ltd. A claim would be based upon the landed wholesale cost of my goods \$ \_\_\_\_\_. The rate for this coverage is 2% of the declared value of materials being insured (charged separately for move-in and move-out) with a \$20.00 minimum charge each way and a \$50.00 deductible\*. Otherwise, please just use released valuation coverage at no additional cost to me, released valuation coverage in case of loss, damage, etc. is \$0.50 per pound. Maximum released liability cannot exceed \$50.00 per piece count or total shipping charge from origin to destination.

\*Please note for extra valuation, the maximum dollar value we can offer may be capped at \$5.00 per pound (i.e. if your shipment weighs 2,000 lbs the maximum extra valuation coverage you can purchase is \$10,000). You must receive confirmation in writing if you wish to exceed the \$5.00 per pound cap.

**SIGNED:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

MASTERCARD <input type="checkbox"/>	VISA <input type="checkbox"/>	CHEQUE ENCLOSED <input type="checkbox"/>	AMERICAN EXPRESS <input type="checkbox"/>
CREDIT CARD NO: _____		CARD EXPIRY DATE: MONTH: _____ YEAR: _____	
AUTHORIZED SIGNATURE: _____		PRINT: _____	
<b>PAYOR NAME AND ADDRESS</b>			
COMPANY: _____		PURCHASE ORDER #: _____	
ADDRESS: _____		CITY: _____	
PROV/STATE: _____	POSTAL/ZIP CODE: _____	PHONE #: _____	FAX #: _____
ALL CUSTOMERS WHO DO NOT HAVE AN ESTABLISHED ACCOUNT WITH LANGE TRANSPORTATION WILL HAVE THEIR GOODS RETURNED C.O.D.			

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

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

## ADVANCE SHOW RECEIVING ORDER FORM CONGRESS / FENCECRAFT 2008 TORONTO CONGRESS CENTRE JANUARY 8 – 10, 2008

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

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. RECEIVE &amp; STORE MATERIALS IN OUR WAREHOUSE UP TO 30 DAYS PRIOR TO SHOW.</li> <li>2. PROVIDE INVENTORY CONTROL AND RECORD ANY VISUAL DAMAGE.</li> </ol> | <ol style="list-style-type: none"> <li>3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS.</li> <li>4. DELIVER MATERIALS TO SHOW SITE MATERIAL HANDLER.</li> </ol> |
|--|--|

**SHIPPING INFORMATION (WAREHOUSE)**

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

	SHIPMENTS RECEIVED ON OR BEFORE: JANUARY 4, 2008		SHIPMENTS RECEIVED AFTER: JANUARY 4, 2008		
WEIGHT	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	TOTAL
MINIMUM CHARGE	\$109.00	\$125.00	\$137.00	\$157.00	
600 – 3000 LB.	\$18.00/CWT	\$19.00/CWT	\$23.00/CWT	\$24.00/CWT	
OVER 3000 LB.	\$17.00/CWT	\$18.00/CWT	\$22.00/CWT	\$23.00/CWT	
<b>8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL</b>					
<b>FREIGHT RECEIVED AT THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%</b>					
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL PICK-UP, CUSTOMS, ETC.				<b>SUBTOTAL</b>	
<b>ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND – ADD 30% TO SUBTOTAL</b>					
<b>CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER</b>				<b>6% GST</b>	
<b>NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED</b>				<b>GST #R124 192 220</b>	<b>TOTAL</b>

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

MASTERCARD <input type="checkbox"/>	VISA <input type="checkbox"/>	CHEQUE ENCLOSED <input type="checkbox"/>	AMERICAN EXPRESS <input type="checkbox"/>
CREDIT CARD NO: _____		CARD EXPIRY DATE: MONTH: _____ YEAR: _____	
AUTHORIZED SIGNATURE: _____		PRINT: _____	

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

**SEE REVERSE SIDE FOR SHIPPING ADDRESS**

## ADDRESS TO SHIP MATERIAL TO:

**EXHIBITING COMPANY NAME  
CONGRESS / FENCECRAFT 2008  
BOOTH #  
TORONTO CONGRESS CENTRE  
C/O LANGE TRANSPORTATION  
650 DIXON RD.  
TORONTO, ONTARIO M9W 1J1**

**PLEASE NOTE:**

**THE WAREHOUSE WILL CLOSE DECEMBER 14<sup>TH</sup> AT 3:00 P.M.  
AND WILL REOPEN ON JANUARY 2<sup>TH</sup> AT 9:00 A.M.-3:00 P.M.**

**Receiving hours are only between the hours of 9:00 AM through 3:00 PM.**

**PHONE (905) 362-1290**

**FAX (905) 362-1285**

### **CONDITIONS**

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

#### **PRE-SHOW SHIPPING**

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

#### **LIABILITY**

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

#### **SHIPMENT WEIGHTS**

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

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

## AFTER SHOW WAREHOUSE ORDER FORM CONGRESS / FENCECRAFT 2008 TORONTO CONGRESS CENTRE JANUARY 8 – 10, 2008

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

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

**SHIPPING INFORMATION (WAREHOUSE)**

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #(S)		
		FAX #:			
CARRIER PICKING UP FROM LANGE:		EXPECTED PICK-UP DATE: _____ MTH    DAY    YEAR			
SHIP MATERIALS FROM LANGE WAREHOUSE TO:					
# OF PIECES:	WEIGHT:	CUSTOMS BROKER (IF APPL.):	SHOW MOVE-OUT DATE: _____ MTH    DAY    YEAR		
	<b>ORDERS RECEIVED ON OR BEFORE: JANUARY 4, 2008</b>	<b>ORDERS RECEIVED AFTER: JANUARY 4, 2008</b>			
	<b>CRATED, BOXED, SKIDDED AND MACHINERY</b>	<b>LOOSE MATERIAL</b>	<b>CRATED, BOXED, SKIDDED AND MACHINERY</b>	<b>LOOSE MATERIAL</b>	<b>TOTAL</b>
MINIMUM CHARGE	\$109.00	\$125.00	\$137.00	\$157.00	
600 – 3000 LB.	\$18.00/CWT	\$19.00/CWT	\$23.00/CWT	\$24.00/CWT	
OVER 3000 LB.	\$17.00/CWT	\$18.00/CWT	\$22.00/CWT	\$23.00/CWT	
<b>8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL</b>					
<b>FREIGHT RETURNED TO THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%</b>					
<b>NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL DELIVERY, CUSTOMS, ETC.</b>				<b>SUBTOTAL</b>	
<b>ORDERS TRAVELLING TO DESTINATIONS OUTSIDE OF CANADA OR TRAVELLING IN BOND:</b>				<b>ADD 30% TO SUBTOTAL</b>	
<b>CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER</b>				<b>6% GST</b>	
<b>NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED    GST #R124 192 220</b>				<b>TOTAL</b>	

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

MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHEQUE ENCLOSED <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/>	
CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____	
AUTHORIZED SIGNATURE: _____ PRINT: _____	
<b>PAYOR NAME AND ADDRESS</b>	
COMPANY: _____	P.O. ORDER #: _____
ADDRESS: _____	CITY: _____
PROV/STATE: _____	POSTAL/ZIP CODE: _____
PHONE #: _____	FAX #: _____

**SEE REVERSE SIDE FOR CONDITIONS**

**PHONE (905) 362-1290**

**FAX (905) 362-1285**

## **CONDITIONS**

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

### **LIABILITY**

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

### **OUTBOUND SHIPMENTS**

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

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

### **SHIPMENT WEIGHTS**

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

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 (905)-362-1290 \* 1-800-668-5687 \* Fax (905) 362-1285

## SPECIAL FORKLIFT SERVICE ORDER FORM CONGRESS / FENCECRAFT 2008 TORONTO CONGRESS CENTRE JANUARY 8 – 10, 2008

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

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

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

QTY	SERVICE	ORDERS REC. PRIOR TO DECEMBER 14, 2007			ORDERS REC. AFTER DECEMBER 14, 2007			TOTAL
		REG TIME \$105.00/H R	OVER TIME \$128.00/HR	DOUBLE TIME \$148.00/HR	REG TIME \$125.00/H R	OVER TIME \$166.00/HR	DOUBLE TIME \$170.00/HR	
		8AM-4PM MON-FRI	4PM-8AM MON-FRI ALL DAY SAT. & SUN.	HOLIDAYS	8AM-4PM MON-FRI	4PM-8AM MON-FRI ALL DAY SAT. & SUN.	HOLIDAYS	
	MAN SAFETY CAGE	MANDATORY IF A MAN WILL GO ON THE FORKS.			\$50.00			
ALL ORDERS ARE SUBJECT TO A ONE-HOUR MINIMUM FOR MOVE-IN AND A ONE-HOUR MINIMUM FOR MOVE -OUT.					ORDER SUBTOTAL			
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)					6% GST			
					TOTAL			\$

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

MASTERCARD       VISA       CHEQUE ENCLOSED       AMERICAN EXPRESS   
 CREDIT CARD NO. \_\_\_\_\_ CARD EXPIRY DATE: MONTH \_\_\_\_\_ YEAR \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**PAYOR NAME AND ADDRESS**

COMPANY: \_\_\_\_\_ P.O. ORDER #: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ POST CODE: \_\_\_\_\_

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.

# Lange

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

CON81

## SECURITY CAGE ORDER FORM CONGRESS / FENCECRAFT 2008 TORONTO CONGRESS CENTRE JANUARY 8 – 10, 2008

### STOP PILFERAGE! PROTECT YOUR VALUABLE PRODUCTS!

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

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

#### DELIVERY AND PICK-UP INSTRUCTIONS

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

QTY	DESCRIPTION	ORDERS REC. ON OR PRIOR TO DECEMBER 14, 2007	ORDERS REC. AFTER DECEMBER 14, 2007	TOTAL
	5 1/2' H X 5' L X 2 1/2' W (RENTAL)	\$115.00	\$150.00	
	LOCK (SOLD)	\$ 7.95	\$9.95	
			6% GST	
			8% PST	
<b>NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)</b>			<b>TOTAL</b>	

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

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

# Lange

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

CON81

## TRUCK WASH ORDER FORM

CONGRESS/ FENCECRAFT 2008

TORONTO CONGRESS CENTRE

JANUARY 8 - 10, 2008

### EXHIBITOR INFORMATION

EXHIBITING COMPANY:	CONTACT NAME:	PHONE:	BOOTH(S):
		FAX:	

# OF VEHICLES TO BE WASHED: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION:

APPROXIMATE TIME: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRUCK WASH & 2 MEN = \$105.00 PER HOUR**

EACH ORDER IS SUBJECT TO A ONE-HOUR MINIMUM CHARGE

CHARGES & PRICING	NUMBER OF HOURS REQUIRED
\$105.00 PER HOUR	
SUBTOTAL	
6% GST	
TOTAL	

NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED. GST #R124182220. ORDER MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE IN DAY TO BE CONSIDERED FOR A REFUND.

MASTERCARD \_\_\_\_\_ VISA \_\_\_\_\_ CHEQUE ENCLOSED \_\_\_\_\_ AMEX \_\_\_\_\_

CREDIT CARD NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT: \_\_\_\_\_

**PAYOR NAME AND ADDRESS**

COMPANY: \_\_\_\_\_ P.O. ORDER #: \_\_\_\_\_

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

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

CUSTOMER SIGNATURE \_\_\_\_\_ PRINT: \_\_\_\_\_ TITLE: \_\_\_\_\_

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD. THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.

## CANADA'S LEADING PERFORMER BEHIND THE LIGHTS IS

### CELEBRATING MORE THAN 55 YEARS OF SERVICE

As a proud member of the Toronto Congress Centre team, we would like to provide you with a brief overview of our company.

Since 1947 we have been providing temporary technical show services to a growing industry and have developed equipment designed exclusively for the show service industry. This equipment provides reliable, safe and efficient show site installation and removal. More importantly when combined with SHOWTECH'S team of highly skilled professionals you can be confident of a positive show experience.

When it comes time for your event, you want an experienced contractor working quietly on your behalf behind the scenes. We have provided this type of service to thousands of shows and, more than 2,000,000 exhibitors in every conceivable type of venue across the country. This year we will service over 3000 events in more than 30 facilities across Canada.

For more than 55 years, we have provided a comprehensive range of services and equipment for our customers.

- Temporary Power
- Power Distribution
- Exhibit Lighting
- Specialized Lighting
- Sign and Banner Hanging
- Electrical Floor Layouts
- Production & Staging Services
- Compressed Air
- Water and Drain Services
- Natural Gas
- Electronic Message Board Administrator

Our team of professionals are eager to assist you.  
Please visit our website [www.showtech.ca](http://www.showtech.ca) or contact us at  
650 Dixon Road  
Toronto, Ontario M5W 1J1

# SHOWTECH

POWER & LIGHTING

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5  
 Tel: 905.283.0550 Fax: 905.283.0551  
**TCC SITE OFFICE – Tel: 416.244.4899**  
[www.showtech.ca](http://www.showtech.ca)



## ELECTRICAL ORDER FORM

**CONGRESS 2008 / FENCECRAFT 2008**  
**JANUARY 8 – 10, 2008**  
**8641-20920**

PLEASE PROVIDE THE SERVICES LISTED BELOW:

ADVANCE PRICE: **DEC 21/07**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 CITY & POSTAL CODE: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SIGN/BANNER HANGING:** Please complete Sign/Banner Form and return prior to deadline date.

**SECTION A: RENTAL LIGHTING – GST & PST APPLICABLE**

	QTY	ADVANCE PRICE	AFTER DEADLINE	TOTAL AMOUNT
Two - 120 watt floodlights on 8ft chrome stand (L2150)	_____	\$ 102.00	\$ 138.00	_____
Three - 120 watt floodlights on 8ft chrome stand (L3150)	_____	\$ 110.00	\$ 149.00	_____
500 watt quartz floodlight on 8ft chrome stand (L500)	_____	\$ 110.00	\$ 149.00	_____
Ceiling mounted 500 watt quartz floodlight (L500C)	_____	\$ 165.00	\$ 233.00	_____
Ceiling mounted 1000 watt quartz floodlight (L1000)	_____	\$ 237.00	\$ 320.00	_____
<b>System &amp; Booth Lighting - Hard wall required:</b>				
120 watt chrome arm light fixture (L150A)	_____	\$ 57.00	\$ 77.00	_____
3ft track c/w 3-150 watt quartz floodlights - fascia required (LT3150)	_____	\$ 160.00	\$ 216.00	_____
15ft extension cord - power order required (E15)	_____	\$ 22.00	\$ 22.00	_____
			<b>Sub-Total A:</b>	_____

**SECTION B: ELECTRICAL POWER - GST APPLICABLE ONLY**

800 watt, 120 volt duplex outlet, approx. 6 amps (E800)	<i>Rear of booth</i>	_____	\$ 109.00	\$ 147.00	_____
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500)	<i>Rear of booth</i>	_____	\$ 124.00	\$ 167.00	_____
15 amp, 120 volt outlet (CS120115)	<i>Rear of booth</i>	_____	\$ 147.00	\$ 198.00	_____
24 hour, 1500 watt, 120 volt duplex outlet (E150024)	<i>Rear of booth</i>	_____	\$ 188.00	\$ 254.00	_____
<i>*Note: Overhead/undercarpet orders must include booth layout showing back of booth/aisles and outlet locations.</i>					
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500V)	<i>*Overhead print req'd</i>	_____	\$ 153.00	\$ 207.00	_____
15 amp, 120 volt outlet (CS120115V)	<i>*Overhead print req'd</i>	_____	\$ 176.00	\$ 238.00	_____
24 hour, 1500 watt, 120 volt duplex outlet (E150024V)	<i>*Overhead print req'd</i>	_____	\$ 218.00	\$ 294.00	_____
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500U)	<i>*Undercarpet print req'd</i>	_____	\$ 153.00	\$ 207.00	_____
15 amp, 120 volt outlet (CS120115U)	<i>*Undercarpet print req'd</i>	_____	\$ 176.00	\$ 238.00	_____
24 hour, 1500 watt, 120 volt duplex outlet (E150024U)	<i>*Undercarpet print req'd</i>	_____	\$ 218.00	\$ 294.00	_____

**Special Requirements – Contact SHOWTECH no later than 3 weeks prior to move-in date for Quotation.**

BUILDING VOLTAGE: 120-208-600 volts Other voltages available on request  
 Please Supply: Amp/HP/KW/Watts Volts Phase Qty Quoted Unit Price:

**To place your order.**  
 Go to our Website [www.showtech.ca](http://www.showtech.ca). Click the “On-Line” icon.  
 Enter Login 2008 and Password 20920. Place your order!

Sub-Total B: \_\_\_\_\_  
 Sub-Total A & B: \_\_\_\_\_  
 6% GST on A & B: \_\_\_\_\_  
 8% PST on A only: \_\_\_\_\_

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

**TOTAL AMOUNT PAYABLE:** \_\_\_\_\_

**PLEASE NOTE:** ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED AT THE AFTER DEADLINE PRICE.  
 PAYMENT IN ADVANCE MUST ACCOMPANY THIS ORDER (NO EXCEPTIONS PLEASE!)  
 MAKE CHEQUE PAYABLE TO: SHOWTECH

Name of Cardholder (Please Print) \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_  
 Month \_\_\_\_\_ / Year \_\_\_\_\_

Cheque Enclosed  Visa  Master Card  American Express  Cash

CREDIT CARD NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authorized Customer Signature <b>X</b> _____ Date: _____	<b>TOTAL</b> ➔ _____
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# SHOWTECH RULES & REGULATIONS

## **GENERAL:**

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

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

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

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

## **PAYMENT:**

Out of country payment may be made by money order, or credit card. Purchase orders are not considered payment. Orders that do not include payment will be regarded as incomplete and will not be processed.

## **DISCOUNTS:**

Pre-show advance price will apply to orders with payment received prior to the deadline date. Orders received after this date shall be priced as after Deadline Prices.

## **ON-SITE ORDERS:**

Orders placed during the move-in of the show MUST be paid by valid credit card, or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.

## **RATES:**

Additional and/or special electrical/mechanical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by SHOWTECH include installation, service while in use, and removal.

## **CREDITS:**

It is the exhibitor's responsibility to advise a SHOWTECH representative of any problem with our service or product prior to the close of the show.

## **CANCELLATIONS:**

- a) If services have already been provided at the time of cancellation, original charges will apply.
- b) No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
- c) If we receive a cancellation notice in writing **on or before** the deadline date, a full refund will be issued on listed items from our order form.
- d) If we receive a cancellation notice in writing **after** the deadline date, a 50% refund will be issued on listed items from our order form.

## **TAX EXEMPTION STATUS:**

If you are exempt from Sales Tax, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customers.

## **THIRD PARTY ORDER (Exhibitor appointed Contractor):**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. In the event that the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

## **ELECTRICAL:**

1. ALL OUTLETS ARE SUPPLIED TO BACK AREA OF BOOTH. If required elsewhere, extension cords will be available at SHOWTECH's service area for a nominal charge. A charge of 25% above rates quoted will be charged for outlets/feeders fed under carpets.
2. All electrical power is turned off after show closes and turned on prior to show opening. IF YOU REQUIRE POWER ON A 24-HOUR BASIS, PLEASE INDICATED ON ORDER FORM IN CORRECT SPACE PROVIDED.
3. Permanent building receptacles and columns are not part of booth space. Exhibitors utilizing these receptacles will be charged for their use. Borrowing power from an adjoining booth is not permitted.
4. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire underground extension cords is prohibited.
5. All electrical equipment should be properly tagged and wired with full information as to ampere, wattage, kilowatts, horsepower, volts, phase, cycle, etc. ready for connection.
6. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power.

## **ELECTRICAL SAFETY REGULATIONS:**

It is a requirement of the Electrical Safety Code that any electrical equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

## **MECHANICAL:**

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



## ELECTRICAL INFORMATION

### SAVE TIME AND MONEY

### PLEASE READ BEFORE ORDERING

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



## ELECTRICAL ORDER CHECKLIST

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

## HELPFUL HINTS

### ***Help us help you! Read all information!***

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

### ***Save Money! Place your order before the deadline!***

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

### ***Sales Taxes!***

To avoid overpaying, follow the instructions on our order form. The prevailing Goods and Services Tax (GST) applies to all orders for Canadian based shows (no out of country exemptions). The prevailing Provincial Sales Tax (PST) will apply to the Province where you are exhibiting. i.e. Ontario's PST is 8%; anyone exhibiting in an event in Ontario will be charged 8% PST + GST.

### ***Plan your exhibit! Avoid last minute changes!***

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

### ***Send detailed and accurate plans!***

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

### ***Avoid Code Violations!***

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

### ***Communicate!***

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



## **ELECTRICAL CODE**

### **Temporary electrical services for exhibits**

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

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

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

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about the booth has the appropriate approval. Should any of this equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is being sought. We would be pleased to assist you or contact the following bureau's direct for further instructions.

Electrical Safety Authority, Field Evaluation Services Group 1-800-559-5356  
Local CSA Office 416-747-4300

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

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



## SHOWTECH'S RESPONSIBILITIES

As the electrical contractor, we will be responsible for:

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

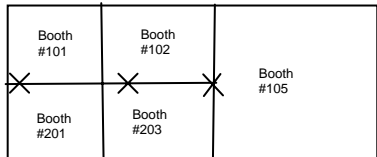


## ELECTRICAL OUTLET LOCATION

The following are standard methods of installation.

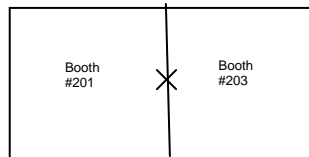
✕ Indicates location of outlets

In-Line Booths



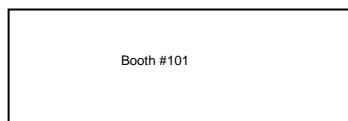
Peninsula Booth

Back to Back Peninsula Booth



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

Island Booth



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

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

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

## Exhibitor Information

Company		Booth #	
Address			
City	Onsite Contact		
Prov/State	Phone		
Postal/Zip Code	Fax		

**Early Bird Price: order and payment must be received by December 28, 2007**

## Silver Package Quantity Amount

Use of Hand Held Barcode Scanner for entire event  
Customized lead menu  
Daily print out of prospect data and scanned menu items

**Early Bird Price \$185.50**  
(\$ 175.00 + \$ 10.50 GST)

	\$
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**Price (after Dec 28) \$212.00**  
(\$ 200.00 + \$ 12.00 GST)

\*\* No power required \*

## Gold Package

Everything included in the Silver Package *PLUS*  
End of event file containing all scanned data in .csv format on  
either a diskette or by e-mail  
Compatible with most software programs.

**Early Bird Price \$238.50**  
(\$ 225.00 + \$ 13.50 GST)




	\$
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**Price (after Dec 28) \$265.00**  
(\$ 250.00 + \$ 15.00 GST)

- Diskette
- Email To: \_\_\_\_\_

\*\* No power required \*\*

## Payment

  	Cheque Payable to CONEXSYS Registration Ltd	6% GST included in all prices GST# 134 737 477	<b>TOTAL</b>	\$
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Account #	Expiry Date
Cardholder <i>Please Print</i>	Signature
Ordered By <i>Please Print</i>	Email Address

**\*\* Please use Silver Package option to order additional units \*\***

<b>Complete both sides and return to:</b>	Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the Registration Area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.
<b>By Fax:</b> (905) 405-9870 <b>By Mail:</b> CONEXSYS Registration Ltd. 34-7050B Bramalea Road Mississauga, ON L5S 1S9 On Line <a href="http://www.conexsysleads.com">www.conexsysleads.com</a> CODE LOCON08	CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.
	For additional information Toronto: (905) 405-8415 Toll Free: (800) 661-5319





APPLICATION FOR TEMPORARY TELEPHONE SERVICE

\*\*Application must be received by Bell Canada Tradeshow Desk minimum 5 business days prior to requested date . An accelerated due date can be requested with a additional charge of \$200.

Event Name: \_ Congress 2008 + Fencecraft 2008
Service Address: \_\_\_650 Dixon Rd., Toronto, ON, M9W 1J1

Room Name/Booth Number: \_\_\_\_\_

Date required for installation (will be completed by 5 p.m. Mon-Fri): \_\_\_\_\_

Date required for disconnection (will be completed by 8 a.m.): \_\_\_\_\_

(On-site) Contact the day of Installation: Name: \_\_\_\_\_

Number of on-site contact: \_\_\_\_\_

Who do we contact regarding Details of this Application: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

BILLING INFORMATION:

Company Name: \_\_\_\_\_ Attention: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code/Zip code: \_\_\_\_\_

\*\*\*SERVICE OPTIONS ( all service is billed a minimum 1 month ; telephone line & DSL are billed separately\*\*\*

OPTION A - Basic Line (no features included)

- \$40 - \$57 per line/month (exact rate depends on area)
Installation charges are \$226.00/line (includes jack)
How many lines required: \_\_\_\_\_

All requests for internet must be submitted to the Toronto Congress Centre

All requests for internet must be submitted to the Toronto Congress Centre

All requests for internet must be submitted to the Toronto Congress Centre

- \*Do you require any additional features? Voicemail \_\_\_ Line Hunting \_\_\_ Call Waiting \_\_\_ Call Forward \_\_\_
\*Do you require telephone sets? Single line \_\_\_ (how many \$10.65 per) Double line \_\_\_ (how many \$26.95 per)
\*Do you require a long distance savings plan? Yes No (\$5.20/month /6 cents per min-North America)
\*Do you require long distance block on the lines? Yes No (\$5.00 per line/month)
\*Do you require 900/976 block on the lines? Yes No

\*\*\*rates quoted are subject to applicable taxes & subject to change without notice\*\*\*

Return completed form to: Bell Canada (please ensure all fields on form a filled out

Telephone: 1-800-414-8424 Fax: 1-866-242-3131 Email: tradeshow@bell.ca

\*\* ORDER CONFIRMATION WILL BE SENT BY FAX/EMAIL APPROXIMATELY 1 WEEK PRIOR TO EVENT\*\*

## SERVICES AT A GLANCE

### Exclusive & Official Contractors

Toronto Congress Centre (TCC) recommends the use of all appointed official suppliers. The Licensee may use their own suppliers where not otherwise appointed by the TCC on an exclusive basis.

### Exclusive Services

Dock Management	Lange Transportation	Pauline Nguyen Lange Account Representative	(905) 362-1290
Propane Tanks			
Electrical/Mechanical	SHOWTECH Power & Lighting	Brad Hellas	(416) 244-4899
Checkroom	TCC	Event Logistics Manager	(416) 245-5000
Food and Beverage			
Housekeeping			
Parking			
Internet	AVW TelAV	Brian D'Souza	(416) 240-7838

#### **Checkroom**

Coat checking services are an exclusive service provided by **TCC** on a cash or host basis. For rates please contact your Event Logistics Manager (416) 245-5000.

#### **Dock Management**

A dock manager will be supplied by **TCC** (through Lange Transportation) at the Licensee's expense to facilitate the move in/out of the event. The dock manager carries complete authority over the operation of the docking facilities and dock area. The establishing of dock schedules remains the responsibility of show management. For further information call the Lange Account Representative at (905) 362-1290 or 1-800-668-5687.

#### **Electrical/Mechanical**

**Showtech Power and Lighting** is the exclusive supplier for electrical, display, feature, lighting, air, gas, and plumbing. The hanging of signage or show materials must be handled through Showtech. For further information on rates and services please call the Showtech representative at (416) 244-4899.

#### **Food/Beverage**

All food and beverage items are supplied exclusively by **TCC**. No other food and beverage items from other suppliers/vendors will be allowed into the facility without the written consent of TCC management. For food and beverage arrangements contact your Event Logistics Manager at (416) 245-5000.

#### **Housekeeping**

Housekeeping services are provided exclusively by **TCC**. The Licensee is responsible for the cost of cleaning all aisles, removal of bulk trash, packing material, boxes and pallets from the show floor. Individual booth cleaning can be contracted directly with the exhibitors or total booth cleaning can be contracted at reduced rates for show management. Costs for garbage removal will be determined by quantity and weight. An estimate is provided prior to the show with final adjustment following completion of the show. For rates please contact your Event Logistics Manager at (416) 245-5000.

## Parking

Parking is free of charge. **TCC** will supply, at the Licensee's expense, parking attendants to direct traffic and maximize lot capacities. For further information please contact your Event Logistics Manager at (416) 245-5000.

## Propane

Lange Transportation is the exclusive supplier of all propane used at the TCC. This ensures safety and compliance on site. All service contractors, show managers, exhibitors, etc., must arrange their propane through Lange Transportation. For further information call the Lange Account Representative at (905) 362-1290 or 1-800-668-5687.

## Official Services

Audio Visual	Tel Av Audio Visual Services 124 The East Mall Toronto, Ontario M8V 5V5	www.avwtelav.com dsouza@avwtelav.com	Tel: (416) 240-7838 Fax: (416) 234-1974
Communications	Bell Canada 2 Fieldway Road, Floor 2 Etobicoke, Ontario		Tel: (800) 414-8424 Fax: (800) 858-1230
Customs Broker	Mendelssohn 69 Yonge Street, Suite 400 Toronto, Ontario M5E 1K3	brokers@mend.com	Tel: (416) 863-9339 Fax: (416) 863-5149
Materials Handling/ Drayage	Lange Transportation & Storage Ltd. 3965 Nashua Drive Mississauga, Ontario L4V 1P3	paulinen@langshow.com	Tel: (905) 362-1290 Fax: (905) 362-1285
Transportation/Trucking	Lange Transportation & Storage Ltd.	paulinen@langshow.com	Tel: (905) 362-1290 Fax: (905) 362-1285
Advance Show/Post Show Warehousing	Lange Transportation	paulinen@langshow.com	Tel: (905) 362-1290 Fax: (905) 362-1285
Dollies	Lange Transportation	paulinen@langshow.com	Tel: (905) 362-1290 Fax: (905) 362-1285
Security	Toronto Congress Centre		Tel: (416) 245-5000

## Audio Visual

**Tel Av Audio Visual Services** is the official supplier of audio visual equipment services, simultaneous interpretation, press conferences, multi-image staging, multi-microphone, video recording, multi-media display, staging, set design and construction, projection, teleprompting and much more. For more information please contact the on-site representative at (416) 240-7838.

## Advance Show/Post Show Warehousing

**Lange Transportation** is the official for on-site advance show/post show warehousing at the TCC. Exhibitors and show managers can send shipments direct to show site at the TCC up to 21 days prior to the events scheduled move-in.

At the end of the event, materials can be left behind for carrier to pick-up, up to 21 days after the show/event has moved out. See the Advance Receiving/Post Event Storage Order Forms or contact the Lange Account Representative at (905) 362-1290 or 1-800-668-5687 for pricing details.

### **Communications**

Multi-line sets, fax lines, data lines, hands free units, conference units, cellular phone and other special requests are available through **Bell Canada** at (800) 414-8424. For show office connection please contact your Event Logistics Manager at (416) 245-5000.

### **Customs Broker**

**Mendelssohn Customs and Transportation Services** is the official customs brokerage firm for TCC. We recommend a customs broker for all material being shipped to Canada, including exhibitor goods and convention materials. Arrangments can be made to declare the show floor a bonded area for clearance of goods on site. Mendelssohn offers 30 days free warehousing prior to your event when shipped with Mendelssohn Freight Services for more information call (416) 863-9339.

### **Materials Handling/Drayage**

**Lange Transportation** is the official material handling contractor for the TCC. Their services include all necessary labour, equipment (forklifts, pallet jacks, etc.), and supervisors to ensure a smooth professional move-in and move-out service. For further information call the Lange Account Representative at (905) 362-1290 or 1-800-668-5687.

Non-marking, rubber bumper dollies are available for rent through Lange to assist in reducing wall damages that occur during the move-in and move-out of events. Please see the Equipment Rental Order Form or contact the Lange Account Representative at (905) 362-1290 or 1-800-668-5687 to order in advance.

### **Security**

**Toronto Congress Centre** maintains 24 hour security for the building perimeter areas and internal patrols. The Licensee is responsible for complete security within the exhibit area, meeting rooms and other areas used by the Licensee. In addition, at the Licensee's expense, a minimum security requirement is mandatory and will be determined by TCC Events Management. For further information and rates please call your Event Logistics Manager at (416) 245-5000.

### **Transportation/Trucking**

**Lange Transportation** provides transportation of display material and product for show management, exhibitors or suppliers. Lange Transportation handles crated and skidded goods as well as delicate/sensitive material which require air-ride blanket wrap transportation. Lange Transportation will pick-up materials locally, across Canada or in the United States (Lange is an agent for Mayflower Transit U.S.). For further information contact the Lange Account Representative at (905) 362-1290 or 1-800-668-5687 (outside Toronto).

### **Hotels**

There are over 12,000 hotel bedrooms within walking distance or a five minute shuttle bus ride. Toronto Congress Centre has a number of Select Hotel partners who offer specialised rates and services for clients of the Toronto Congress Centre. Your Sales Manager or Event Logistics Manager will provide you with current information on nearby hotel rates and availability.

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650 Dixon Road, Toronto, Ontario, Canada M9W 1J1 Tel: (416) 245-5000 Fax: (416) 245-3046 [www.torontocongresscentre.com](http://www.torontocongresscentre.com)



## Guidelines

Insurance is the responsibility of the Licensee. Non-official suppliers must provide evidence of public liability and property damage insurance for at least \$5,000,000.00 issued by an insurance company licensed to transact business in North America and in a form acceptable to TCC, naming ***Congress Cetres Inc. and Related Companies*** as the Additional Insured.

### **Show Management - Appointed Contractor, rules & Regulations**

Show Management using outside services from other than TCC official contractors, including any installation and dismantling company, sound and lighting firm, production or promotion company, florist or any person or company providing direct services, must notify TCC in writing and conform to the TCC Contractor Rules & Regulations.

### **Unions**

These services shall not conflict or violate existing labour regulations, agreements or contracts. Such contractors shall adhere to the regulations established by TCC regarding entrance to and exit from the exhibit halls.

### **Liability Insurance**

The contractor shall possess a public liability insurance policy for at least \$5,000,000.00 combined single-limit bodily injury and broad-form property damage coverage, including broad-form contractual liability coverage, covering the dates of the occupancy (including set-up and tear-down) . The contractor shall be a signatory and shall conform with current and acceptable labour contracts. All policies must designate ***Congress Cetres Inc. and Related Companies*** as the Additional Insured.

Copies of such endorsements must be sent by the insurance carrier to TCC in order for a contractor to operate in the hall.

### **Damages**

If the contractor fails to conform to TCC regulations and requirements and there is damage to the facility or exhibit areas that is caused by the contractor, they will take full responsibility of fixing the damaged property at the Contractor's expense. More specifically;

- a. The contractor is responsible for adherence to all Display Regulations and TCC regulations in a timely, professional manner and shall complete the assigned service within the prescribed occupancy period of the show contracted.
- b. The contractor shall cooperate fully with the official service contractor, specifically the contractor must refrain from placing undue burden on the official contractor that may interfere with the efficient utilization of labour by the official contractor.
- c. Prior to starting work, the appointed contractor shall apply for badges for all management personnel and any labour hired by the contractor. The appointed contractor must ensure to provide badges to all of its workers before entry to the building. All contractors must use the security entrance at Door 4 and follow all procedures outlined in the TCC Rules and Regulations for Appointed Contractors & Event Suppliers.