



# EXHIBITOR'S GUIDE

November 11 to 14/ Québec City Convention Centre  
Room 400



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By accepting an exhibition space at the Québec Mining Exploration Convention, the exhibitor agrees to read the Exhibitor's Guide and meet all the guidelines it contains. The event organizers reserve the right to refuse exhibitors who do not conform to those rules. Some elements of this guide may be revised or modified at any time.

## **EXHIBITION LOCATION**

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### **Québec City Convention Centre**

1000, boul. René-Lévesque Est  
 Québec (Québec) G1R 5T8

## **RESOURCES**

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### **Exhibition Secretariat:**

Mrs. Véronique Pâquet  
 Phone: 418 658-6755, ext. 227  
 Email: [vpaquet@agoracom.qc.ca](mailto:vpaquet@agoracom.qc.ca)  
 Website: [www.agoracom.qc.ca](http://www.agoracom.qc.ca)

### **Exhibition Services:**

#### **QUÉBEC CITY CONVENTION CENTER**

Mrs. Line Laliberté  
 Phone: 418 649-7711, ext. 4066  
 1 888 679-4000  
 Email: [services@convention.qc.ca](mailto:services@convention.qc.ca)  
 Website: [www.convention.qc.ca](http://www.convention.qc.ca)

#### **STANDEX**

Madame Stéphanie Blanchet  
 Phone: 418 654-0029, ext. 200  
 Email: [exposition@standex.ca](mailto:exposition@standex.ca)  
 Website: [www.standex.ca](http://www.standex.ca)

### **Available Services:**

Booth cleaning  
 Storage and handling  
 Additional electricity  
 Banner hanging  
 Internet  
 Plumbing  
 Security  
 Telephony  
 Temporary personnel

### **Available Services:**

Labour  
 Rental of accessories and additional material:  
 carpeting, various furniture, showcases, plants, graphics, lighting, etc.  
 Hard wall booth rental  
 Custom booth rental

## CONVENTION CENTER ACCESS

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The main entrance to the Centre, where you will find the registration area is located at 1000 boulevard René-Lévesque Est. The Centre is also accessible via underground walkways from Place Québec, the Québec Hilton Hotel, the Delta Hotel, and Parliament Hill and to three of the four nearby underground parking lots (**see p. 7**). Also, please find in **Appendix 1** different routes to get to the Québec City Convention Centre from the Jean Lesage Airport and Highways 20 and 40.

**Note:** The Centre is designed to meet the needs of people with reduced mobility. If you have special needs, please notify the event organizers at your earliest convenience.

All of the Convention activities will take place at levels 2, 3, and 4 of the Québec City Convention Centre. Please find the Québec City Convention Centre floor plans in **Appendix II**.

## EXHIBITION ROOM AND DATES

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The Exhibition Rooms for the Québec Mining Exploration Convention are 400 and 200.

Exhibition dates	Hours
Monday, November 11, 2013	From 5:00 pm to 7:30 pm
Tuesday, November 12, 2013	From 9:00 am to 5:00 pm
Wednesday, November 13, 2013	From 9:00 am to 5:00 pm
Thursday, November 14, 2013	From 9:00 am to 4:00 pm

## SET-UP

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Date	Hours
Monday, November 11, 2013	From 8:00 am to 12:00 pm
Tuesday, November 12, 2013	From 7:00 am to 9:00 am <i>*No carts allowed*</i>

## TEARDOWN

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Date	Hours
Thursday, November 14, 2013	From 4:00 pm to 8:00 pm

## EXHIBITORS WELCOME

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Set-up takes place on Monday, November 11, 2013 between 8:00 am and 12:00 pm. Additional set-up time is offered on Tuesday, November 12, between 7:00 and 9:00 am, but as carpeting will have been installed, your materials must be carried. No carts will be allowed on the exhibition floor on Tuesday morning. Before registration, the exhibitors are invited to go to the Loading Dock Level 4, located at 855 rue Jean-Jacques-Bertrand, Québec, Québec, G1R 5V3.

Merchandise will not be accepted at the Centre's entrances and must be delivered to the loading dock.

## LOADING DOCK

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**Loading Dock Level 4**  
**855 rue Jean-Jacques-Bertrand**  
**Québec (Québec) G1R 5V3**

**Important:**  
**See move-out**  
**procedures on page 17**



## LOADING DOCK ACCESS

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Date	Hours
Monday, November 11	From 8:00 am to 12:00 pm
Tuesday, November 12	From 7:00 to 9:00 am
Thursday, November 14	From 4:00 to 10:00 pm

The Québec City Convention Centre will accept material only as of Sunday, November 10, 2013. Storage charges will apply for any exhibitor's material received before that date.

Material shipped directly to the Québec City Convention Centre before the exhibitor is onsite will be handled by the Convention Centre at the applicable rate.

Any exhibitor who arrives at the loading dock (level 4) with his own material and who can transport it without the help of a cart or with a hand cart is authorized to do so. If the exhibitor needs to use a cart or a lift, he should contact the Convention Centre; additional fees will apply.

*Trailers must not exceed 13 ft. 5 in. in height and 53 ft. in length.*

Parking is prohibited at the loading dock. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owner's expense. This loading dock is designed to handle six vehicles simultaneously.

### **Access for heavy or oversized items**

A large door facing Jean-Jacques-Bertrand Street is located at the far western end of the alleyway on Level 4. Door dimensions are 22 ft. wide by 15 ft. high.

**IMPORTANT:** Please notify your Event Coordinator at AGORA Communication if you anticipate using this door since technical restrictions apply.

Please contact:

Véronique Pâquet

Project Manager

Telephone: 418 658-6755, ext. 227

E-mail: [vpaquet@agoracom.qc.ca](mailto:vpaquet@agoracom.qc.ca)

Web Site: [www.agoracom.qc.ca](http://www.agoracom.qc.ca)

## **PARKING (Car and Heavy Vehicles)**

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### **HEAVY VEHICLES**

Arrangements for heavy vehicle parking in the vicinity can be made with your Event Coordinator at AGORA communication.

Please contact:

Véronique Pâquet

Project Manager

Telephone: 418 658-6755, ext. 227

E-mail: [vpaquet@agoracom.qc.ca](mailto:vpaquet@agoracom.qc.ca)

Web Site: [www.agoracom.qc.ca](http://www.agoracom.qc.ca)

## CARS

There are many underground parking spaces close to the Centre, including 1,575 spaces at the Marie-Guyart complex (Complex G), 1,000 spaces at Place Québec, 400 at the Delta Hotel and 1,366 spaces in the D'Youville parking lot, all linked by underground connections. These lots operate 24 hours a day, 7 days a week (see Parking Access on the next page).

*Note: Parking is prohibited at all times on Promenade Desjardins.*

## PARKING ACCESS



## **CONVENTION CENTRE SERVICES**

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Customized Québec City Convention Centre order forms are available at [convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms](http://convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms) in the “November” section, under “Congrès et Exposition de l'AEMQ 2013”.

- You must fill out the order form on the screen to avoid miscalculation. Print, sign and return them by e-mail at [services@convention.qc.ca](mailto:services@convention.qc.ca) or fax at 418 649-5266 **before Friday, October, 25<sup>st</sup>, 2012 at 4:30 pm. After this cut-off date**, a 25% additional charge will apply.
- Onsite, a service counter will help your exhibitors with last minute requests. However, a 25% additional charge will apply and some services may not be guaranteed.

### **SERVICES OFFERED:**

- Sign and banner hanging
- Electricity
- Storage
- Handling
- Booth cleaning
- Temporary personnel
- Plumbing
- Security
- Telephony

All are exclusive except for booth cleaning, surveillance service and temporary personnel.

If needed, exhibitors may contact our Exhibitor Services at 418 649-7711 ext. 4066 or 1 888 679-4000 or by e-mail at [services@convention.qc.ca](mailto:services@convention.qc.ca). Contact: Line Laliberté.



## BOOTH

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### REGULAR RENTAL SPACE

The rate for one (1) minimum rental space 10' X 10' excludes design, but includes:

- Two (2) « exhibitor's badge » accreditations;
- Blue curtain walls: one 8' back wall and two smaller size walls of 3';
- Gray carpet;
- One (1) 2" X 6" table with tablecloth;
- Two (2) chairs;
- One (1) electric outlet\*;
- One wireless Internet connection\*\*;
- The Exhibitor's Guide;
- Daily clean-up of the common aisles (excluding booth cleaning).

*\*Service provided by the Québec City Convention Centre*

*\*\* Service provided by Miro Location Informatique*



### TURNKEY STAND RENTAL (including space)

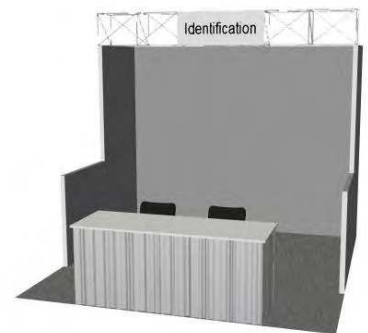
Exhibitors who prefer not to bring or provide their own booth can rent one already prepared (see illustration below).

One (1) turnkey stand 10' X 10' includes:

- Two (2) « exhibitor's badge » accreditations;
- Charcoal velcro panels;
- Gray carpet;
- One (1) 2" X 6" table with tablecloth;
- Two (2) chairs;
- One (1) electric outlet\*;
- One wireless Internet connection\*\*;
- One (1) identification sign;
- Additional lighting : 3 spotlights
- Waste and Recycling baskets
- The Exhibitor's Guide;
- Daily clean-up of the common aisles (excluding booth cleaning).

*\*Service provided by the Québec City Convention Centre*

*\*\* Service provided by Miro Location Informatique*



## **EXHIBITION SERVICES COMPANY**

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The exhibition service company accredited by the Québec City Convention Centre is:  
**Standex Inc.**

For any information on setup,  
location or personalized stand design,  
please contact :

Ms. Stéphanie Blanchet  
Project manager  
Telephone: 418 654-0029, ext. 200  
E-mail: [exposition@standex.ca](mailto:exposition@standex.ca)  
Web Site: [www.standex.ca](http://www.standex.ca)

### **SERVICES OFFERED**

- Accessories and furniture rental: carpet, all types of furnishing, showcases, plants,
- Graphics, lighting
- Hard wall booth rental
- Custom booth rental
- Labour

See **Appendix III** to find the order forms at the end of this document.

It is your responsibility to plan all other accessories you may need by renting or bringing them. If the exhibitor wants to add accessories or change some of them, it is at its own charge.

## **MATERIAL HANDLING AND STORAGE**

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For reasons of efficiency and security, the Convention Centre is responsible for the handling of the exhibitor's material. This service facilitates loading dock operations and helps to avoid delivery problems.

Material shipped directly to the Québec City Convention Centre before the exhibitor is onsite will be handled by the Convention Centre at the applicable rate.

Any exhibitor who arrives at the loading dock with his own material and who can transport it without the help of a cart or with a hand cart is authorized to do so. If the exhibitor needs to use a cart or a lift, he should contact the Convention Centre; additional fees will apply.

The Québec City Convention Centre has storage areas nearby and oversees the management of these areas. The storage for the event is mandatory and must be confirmed by each exhibitor by completing the appropriate order, or from the service counter when mounting the exhibition. The pricing includes only the effects of labeling and storage space. **Handling fees apply for moving boxes or empty boxes of the exhibition hall to the storage area and back to the exhibition room at the end of**

**the event.**

**Important:** After the teardown of the exhibition, any material not recovered by the exhibitor's carrier will automatically be recovered by the official carrier of the event and all charges will be billed to the exhibitor. Refer to the "Move out procedures at the closing of the exhibition" section at page 17 of this document.

### **Standex's STANDARD PAYMENT POLICY**

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All services must be paid in advance. We accept the following payment methods:

- Credit Card – VISA, MASTER CARD and AMERICAN EXPRESS are accepted. If you wish to pay by credit card, it is important to fill out the CREDIT CARD AUTHORISATION FORM and send it with your order.
- Company checks are accepted if they are received 1 week prior to the installation.

### **INTERNATIONAL PAYMENT POLICY**

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All services must be paid in advance. All payments are to be made in CANADIAN DOLLARS (CAD). You are responsible for any fees associated with the exchange of your currency to CAD. Standex will not accept checks for international payments. We will accept international payment by the following methods:

- Credit Card – VISA, MASTER CARD and AMERICAN EXPRESS are accepted. If you wish to pay by credit card, it is important to fill out the CREDIT CARD AUTHORISATION FORM and send it with your order.
- Direct Bank Wire Transfer – Standex will provide all the necessary bank information for the deposit to be made. You are responsible for all fees associated with a wire transfer, but these fees are usually small and are paid directly to the bank at the time of the wire transfer.
- Bank Draft – This is produced by your bank, payable to STANDEX and must be in CANADIAN CURRENCY.

For more information, please contact Standex.

## **CUSTOMS BROKER AND OFFICIAL CARRIER**

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The local, Canadian and International customs broker and official carrier for the Québec City Convention Centre is: **Mendelssohn Events Logistics (appendix IV)**

Please contact :

**Mr. Glen Anderson**

Telephone: 514-987-2700, ext. 22

Fax: 514-849-3446

E-mail: [ganderson@mend.com](mailto:ganderson@mend.com)

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

Mendelssohn Event Logistics is a Canadian owned customs brokerage firm offering services for conventions and meetings held across Canada. They work hand-in-hand with Canada Customs to facilitate the entry of exhibit material for meetings. They contact exhibitors prior to their shipping and assist them with their customs needs to ensure a worry free process of sending material across the border. Mendelssohn also offers a ground/air transportation service for exhibitors. Their transportation network covers all your shipping needs both domestic and international.

**Important:** Exhibitors who use courier companies such as Fed-Ex, UPS, DHL, or others must ensure that the costs of customs, taxes and so forth are paid in advance. **All goods sent COD will not be accepted by the Centre.**

In some cases, the courier companies do not declare that the costs are paid by the consignor at delivery. Consequently, the Québec City Convention Centre receives a bill sometimes 30-90 days after the event. **In these situations, the exhibitor will be re-invoiced with administrative fees.**

Arrangements have to be made with **Mendelssohn Events Logistics** for deliveries prior to the event. Please refer to Appendix IV to find all of the appropriate information regarding prior deliveries.

## **AUDIOVISUAL SERVICES**

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The official supplier of all audiovisual equipment at the Québec City Convention Centre is: **AVW-TELAV**

Please contact:

**Mr. André Cauchon**

Telephone: 418 649-5225

Fax: 418 649-5224

E-mail: [acauchon@avwtelav.com](mailto:acauchon@avwtelav.com)

AVW-TELAV supports the power of face-to-face marketing by providing full-service audiovisual rental resources for corporate events, exhibit programs, trade shows and conventions of all sizes. [www.avwtelav.com](http://www.avwtelav.com).

## **INTERNET SERVICES AND COMPUTER RENTAL**

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The exclusive Internet services and computer rental official supplier at the Québec City Convention Centre is : **Miro Location Informatique**

Please contact:

**Mr. Robert Beauchamp**

Telephone: 418 649-5219

Fax: 418 780-3358

E-mail: [mirolocation@convention.qc.ca](mailto:mirolocation@convention.qc.ca)

### **AVAILABLE SERVICES:**

- Free wireless Internet hot spots inside the Centre and one ZAP Québec hot spot outside on the Promenade Desjardins
- High speed Internet bandwidth, up to 100 Mbps
- Unlimited connection capacity throughout the Centre
- Efficient and reliable connection thanks to network and Internet redundancy
- Private networks (LAN) wired or wireless (Wi-Fi)
- Technical assistance throughout your event
- First-rate computer rental
- Certified technicians

## **LIABILITIES AND RESTRICTIONS**

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The following liabilities and restrictions apply to exhibitors and their employees during exhibition setup and teardown.

### **Liabilities**

<b>Insurance</b>	Exhibitors must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, the Centre and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.
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<b>Recycling and Residual Waste Management</b>	<p>The exhibitor has the obligation to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup / dismantling and during the exhibition). Additional selective collection may be added to those mentioned above.</p> <p>Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Convention Centre's staff at no charge. Any bins inside the booth will not be emptied.</p>
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### Restrictions

<b>Adhesive Tape</b>	<p>The only adhesives allowed at the Centre are listed below, and may be purchased on site:</p> <ul style="list-style-type: none"> <li>• Walls: 3M wall mounting tabs, no. 7220</li> <li>• Floors: Tuck Tape 85 or Tuck Tape 99 Double Face Echo Tape DC-W188F</li> <li>• Brick walls: 3M wall mounting tabs, no. 7220</li> </ul>
<b>Alcohol drinking during Setup and Teardown</b>	<p>To minimize the risks of accidents, and unless otherwise agreed with the Convention Centre, the Centre's caterer will not sell alcohol during the setup and teardown activities.</p>
<b>Animals</b>	<p>With the exception of assistance dogs, the client must not bring any animals into the Centre without prior written authorization, nor allow any to be brought in.</p>
<b>Balloons and Confettis</b>	<p>The use of helium balloons must be preauthorized by your Event Coordinator. Charges apply for taking balloons down from the ceiling after your event. The use of confettis and sequins is prohibited.</p>
<b>Children</b>	<p>For safety reasons, the presence of children at the loading dock is not advised during set-up and dismantling.</p>
<b>Common Areas</b>	<p>Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors and building emergency exits free from obstruction at all times.</p>
<b>Cooking Appliances</b>	<p>The exhibitor must comply with the fire prevention rules. Please refer to "Security Measures and Fire Prevention" document on our Web site: <a href="http://www.convention.qc.ca">www.convention.qc.ca</a> for full details.</p>

<b>Fire</b>	Exhibitors must comply with the fire prevention rules. Please refer to “ <i>Security Measures and fire prevention</i> ” for full details. Also, please note that the Convention Centre is a non-smoking establishment.
<b>Food Services</b>	Capital HRS Inc. has an exclusive agreement to sell and distribute food and beverages inside the Centre. No food or beverages may be sold or distributed without the written permission of Convention Centre management or Capital HRS Inc.
<b>Motorized Vehicles</b>	The exhibitor must comply with the fire prevention rules. Please refer to “Security Measures and Fire Prevention” document on our Web site: <a href="http://www.convention.qc.ca">www.convention.qc.ca</a> for full details.
<b>No smoking policy</b>	The Québec City Convention Centre provides a totally <b>smoke-free environment</b> to its clientele. Since May 31 <sup>st</sup> 2006, according to provisions of the Law on the tobacco, smoking is strictly forbidden inside the Centre and also in the loading docks.
<b>Noise Limits</b>	Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Convention Centre has sole authority in this matter.
<b>Security</b>	The Centre offers general site security on a 24 hour basis. However, the Centre is not responsible for goods and property belonging to the exhibitors in rented spaces. Any additional security is a chargeable expense. Please use the order form to make your request.
<b>Stickers</b>	Stickers of any kind are strictly prohibited at the Convention Centre.

**LABEL EXAMPLE**

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**Sender's name:**

**Address:**

**Telephone #:**

**Fax #:**

**Number of boxes:**

**Carrier:**

**Customs broker's name and**

**Telephone Number:**

**NAME OF THE EXHIBITOR**  
**C/O Québec Mining Exploration Convention**  
**Booth(s) number: \_\_\_\_\_**  
**Québec City Convention Centre**  
**Loading Dock Level 4**  
**855 rue Jean-Jacques-Bertrand**  
**Québec (Québec) G1R 5V3**



## MOVE-OUT PROCEDURES AT THE CLOSING OF THE EXHIBITION

After dismantling you must use the loading dock to move your material out.

**FOR INFORMATION:**  
418 644-4000

Parking by the Convention Centre's main entrance (Promenade Desjardins) is prohibited.

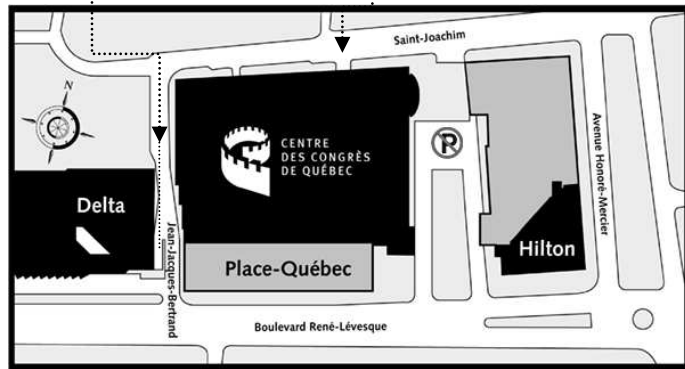
Dollies are not allowed in the Centre's main halls.

Please note that any exhibitor who wishes to use a courier service (FedEx, UPS, Purolator, DHL, etc.) must complete the waybill HIMSELF with his account number and contact the courier to order his material pick-up.

### ACCESS TO THE QUÉBEC CITY CONVENTION CENTRE LOADING DOCKS

LOADING DOCK  
855, rue Jean-Jacques-Bertrand  
G1R 5V3

LOADING DOCK  
875, rue St-Joachim G1R 5V4



#### CLOSING OF THE EXHIBITION

The decorator removes the aisle carpeting if applicable.

Return of empty crates for re-crating. Exhibitor wraps up and labels his material.

#### MOVE-OUT OF MATERIAL BY:

##### Show Management

Material handling is done by the Convention Centre staff.

##### The Exhibitor

The exhibitor handles his material himself to the loading dock.  
OR  
The exhibitor who has paid the handling fees asks the Convention Centre staff to carry his material to the loading dock.

The exhibitor asks the loading dock master for an **exit coupon**.

The exhibitor drives to the loading dock and shows his coupon to the traffic attendant who gives him access to the loading dock.

#### MOVE-OUT OF MATERIAL BY OFFICIAL CARRIER

Once all material is ready and properly labeled, the exhibitor informs the Convention Centre staff, who advises the loading dock master.

At the end of the time period allowed for teardown and move-out of the show (name of the event), the official carrier of the event (to be determined), represented by (to be determined) at telephone number (to be determined) will automatically be in charge of the remaining material.

All fees will be charged to the exhibitor.



Recycling containers are located at the entrance of the room, in the service hallway.

**THANK YOU** for your cooperation

# APPENDICES

# APPENDIX I – MAPS AND ROUTES

## MAPS AND ROUTES

### **Directions from Highway 20 (East from Montreal and West from East Canada)**

- Follow indications for Québec.
- Take Pont Pierre-Laporte (Pierre-Laporte Bridge) exit.
- After crossing the bridge, take Boulevard Laurier exit on your right.
- This boulevard changes its name twice (Chemin St-Louis and Grande Allée).
- Stay on this street for approximately 10-15 minutes, depending on the traffic.
- Once passed Grande Allée, you will notice a large stone building on your left (the Parliament).
- Make a left after this building, on Honoré-Mercier and pass the Parliament; stay in the left lane.
- Turn left on Boulevard René-Lévesque, right after the traffic circle.
- Turn right at the entrance of the Québec Hilton and follow the traffic circle.
- Our address is 1000 René-Lévesque Est.

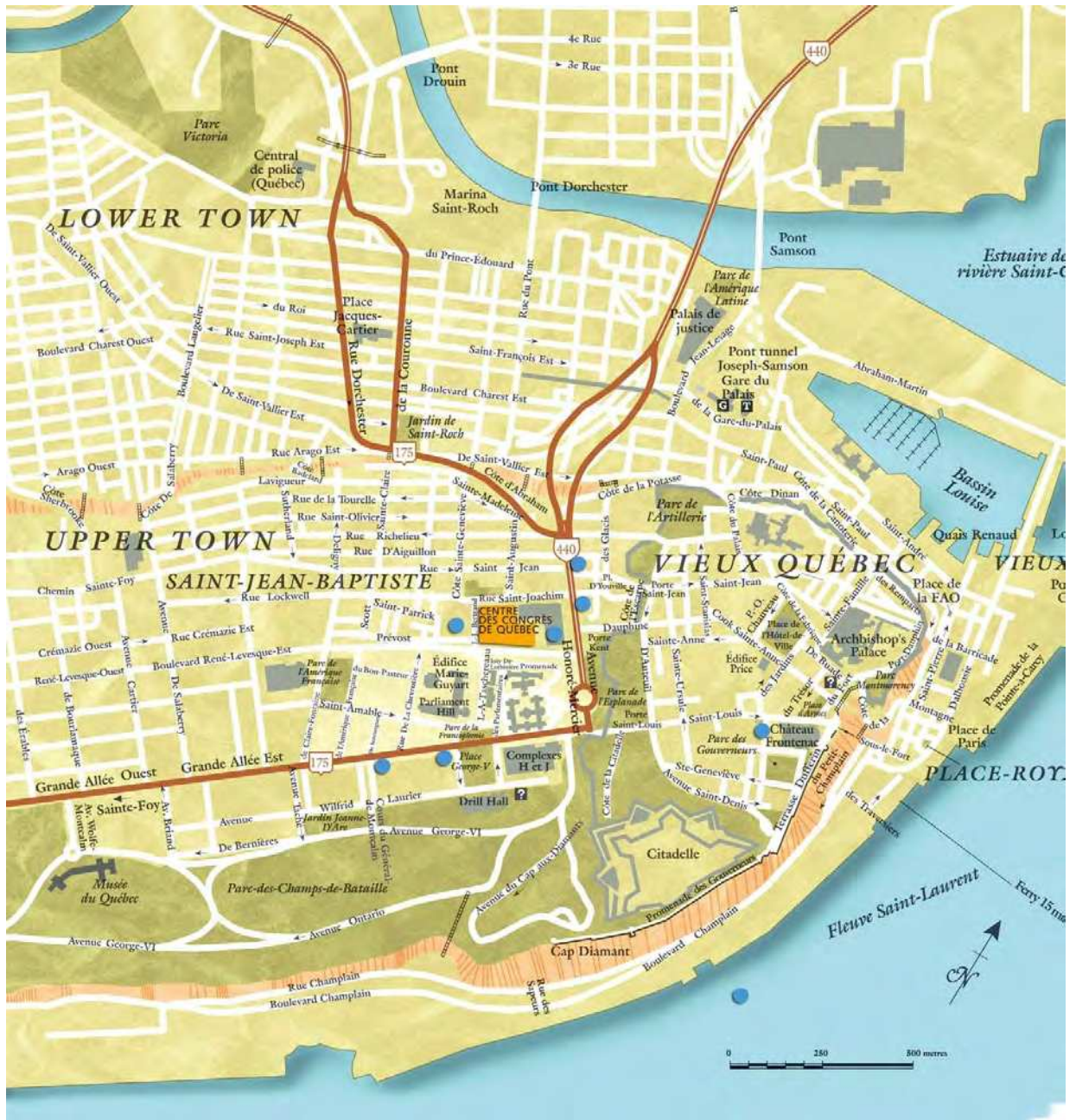
### **Directions from Highway 40**

- Follow indications for Québec.
- Once you reach Québec City, Highway 40 will change its name to Boulevard Charest Est.
- Stay on this street for approximately 10-15 minutes, depending on the traffic.
- Make a right on Dorchester (one way) which will become Côte d'Abraham.
- At the end of Côte d'Abraham, there's a large intersection (Honoré-Mercier). Make a right.
- Turn right on Boulevard René-Levesque, right after the Québec Hilton.
- Turn right at the entrance of the Québec Hilton.
- Follow the traffic circle.
- Our address is 1000 René-Lévesque Est.

### **Directions from Jean-Lesage Airport (± 16 km, 20-25 minute driving distance)**

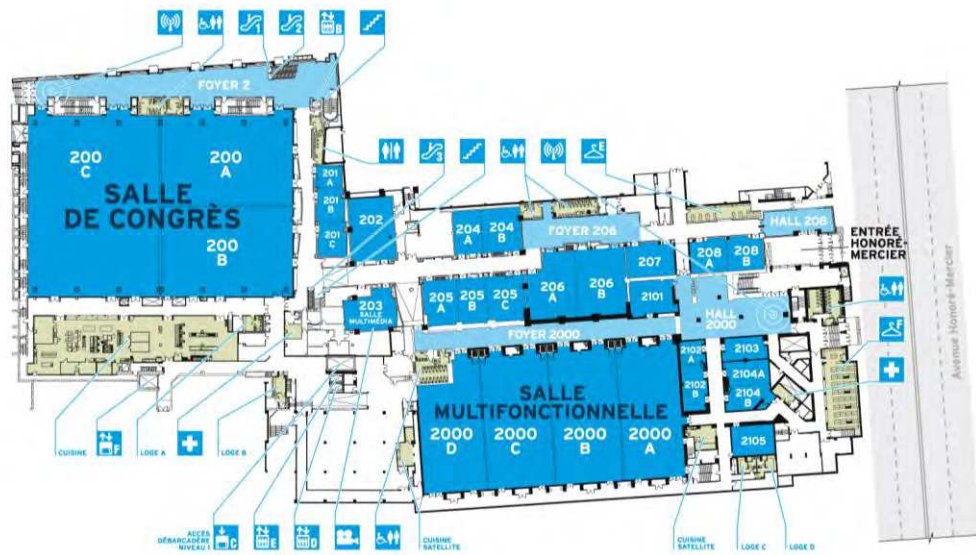
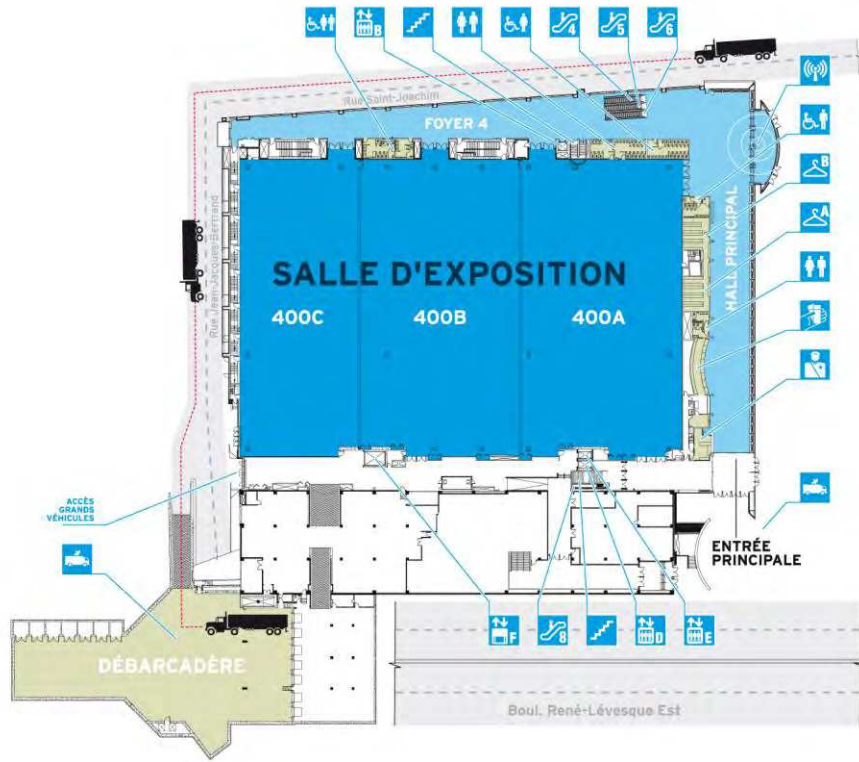
- As you leave the airport, turn right at the first traffic lights, Route de l'Aéroport.
- Take Highway 40 Est exit. This highway changes its name to Boulevard Charest Est.
- Stay on this street for approximately 10-15 minutes, depending on the traffic.
- Make a right on Dorchester (one way) which will become Côte d'Abraham.
- At the end of Côte d'Abraham, there's a large intersection (Honoré-Mercier). Make a right.
- Turn right on Boulevard René-Levesque, right after the Québec Hilton.
- Turn right at the entrance of the Québec Hilton.
- Follow the traffic circle.
- Our address is 1000 René-Lévesque Est.

Maps:





## APPENDIX 2 – FLOOR PLANS AND LAYOUTS



**APPENDIX III –STANDEX ORDER FORMS  
(EXHIBITION SERVICES COMPANY)**



**CREDIT CARD CHARGE  
AUTHORIZATION FORM**  
**Québec Mining Exploration Convention**  
**November 11- 14, 2013**  
**Québec City Convention Centre**

DATE:		COMPANY:	
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

**1. LES PRODUCTIONS STANDEX Credit Card Payment Policy**

- This Credit Card Authorization **MUST** be on file with LES PRODUCTIONS STANDEX before any goods or services will be rendered regardless of your preferred method of payment.
- All accounts must be settled at LES PRODUCTIONS STANDEX Service Desk on show site prior to the close of the show.
- A detailed invoice will be prepared during the event and sent to you after the closing of the show. In order to offer you more convenience, payment will be accepted by Visa and Master Card, in addition to cash and company checks. Please inform your representative of our policy of payment.
- International exhibitors must make payment to LES PRODUCTIONS STANDEX for all amounts due prior to show closing in Canadian funds.
- The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit LES PRODUCTIONS STANDEX Third Party Payment Authorization Form.
- Discount rates  
**IMPORTANT:** To obtain advance order discount rates, full payment **MUST BE** included with your order. An order form is not considered as a payment. If your company has unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.
- Tax Exempt Status  
 If you claim tax exempt status, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or province in which your event is taking place, simultaneously with the placement of your initial order.

**2. Credit Card Charge Authorization**

- If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.
- Any show site balances or charges for outbound labour, freight or miscellaneous items not paid before the closing of the show will automatically be charged to you credit card account.

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

**CREDIT CARD: VISA  MASTERCARD  AMERICAN EXPRESS**

SIGNATURE:		
CREDIT CARD:	EXP.:	CVV :
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		
PHONE:	FAX:	

**\* Important: No credit will be issued before the closing of the show.**



**THIRD PARTY PAYMENT  
AUTHORIZATION FORM**  
**Québec Mining Exploration Convention**  
**November 11- 14, 2013**  
**Québec City Convention Centre**

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E- MAIL:	

**1. Third Party Payment Conditions**

LES PRODUCTIONS STANDEX will invoice third party for payment of services rendered to exhibitors if the following conditions are met:

- The payment record of third party is acceptable to LES PRODUCTIONS STANDEX.
- This form is completed and signed by both parties and returned to LES PRODUCTIONS STANDEX at least 14 days prior to show opening.
- LES PRODUCTIONS STANDEX pre-payment policy is adhered to: orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

**2. Services to be invoiced to Third Party**

Please indicate which items or services are to be invoiced to the third party:

- |   |  |
|---|--|
| <input type="checkbox"/> All LES PRODUCTIONS STANDEX Services | <input type="checkbox"/> Furniture and Accessories |
| <input type="checkbox"/> Handling                             | <input type="checkbox"/> Other (specify) _____     |

**3. Acknowledgement**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of all charges. In the event that the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make the payment to LES PRODUCTIONS STANDEX prior to the closing of the show.

Authorized exhibitor's representative Signature: \_\_\_\_\_

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

**CREDIT CARD: VISA  MASTERCARD  AMERICAN EXPRESS**

SIGNATURE:		
CREDIT CARD:	EXP.:	CVV :
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		
PHONE:	FAX:	

**THIRD PARTY CREDIT CARD: VISA  MASTERCARD  AMERICAN EXPRESS**

SIGNATURE:		
CREDIT CARD:	EXP.:	CVV :
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		
PHONE:	FAX:	

**\* Important: No credit will be issued before the closing of the show.**





## ORDER FORM LABOUR

Québec Mining Exploration Convention  
 November 11- 14, 2013  
 Québec City Convention Centre

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

### ARRIVAL ON SHOW SITE OF YOUR MATERIAL

Location of delivery: \_\_\_\_\_ Arrival date: \_\_\_\_\_  
 Number of piece (small packages, crates, cartons, etc.): \_\_\_\_\_

### RATES

Monday to Friday from 8:00 a.m. to 5:00 p.m.: \$54.00/ hour/ man      Holidays: \$108.00/ hour/ man  
 Monday to Friday before 8:00 a.m. and after 5:00 p.m.: \$81.00/ hour/ man      Saturday and Sunday: \$81.00/ hour/ man  
 The final cost will be calculated according to real duration. Minimum charge 3 hours/ man.

### Labour (to set- up)

Date: \_\_\_\_\_ Starting time: \_\_\_\_\_  
 Exhibitor representative on site:    Yes     No   
 Contact person: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Number of men	Approx. duration	Rate	Estimated total	Real total (StandEx section)

### Labour (to dismantling)

Date: \_\_\_\_\_ Starting time: \_\_\_\_\_  
 Exhibitor representative on site:    Yes     No   
 Contact person: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Number of men	Approx. duration	Rate	Estimated total	Real total (StandEx section)

### Shipments return

The exhibitor must organize the pick up of his material. The exhibitor must label the boxes and supply the bill of lading.

**PAYMENT IS REQUIRED IN ADVANCE:** VISA  MASTERCARD  AMERICAN EXPRESS

SIGNATURE:	SUBTOTAL	
CARD NO:	GST 5% OF SUBTOTAL	+
EXP. :                      CVV :	GST 9,975% OF SUBTOTAL	+
CARDHOLDER:	GRAND TOTAL (\$ CAD) =	
BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		



# ORDER FORM

## FURNITURE AND ACCESSORIES

Québec Mining Exploration Convention  
November 11- 14, 2013  
Québec City Convention Centre

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

**USE COLUMN (B) RATE IF ORDERED AFTER OCTOBER 25, 2013**

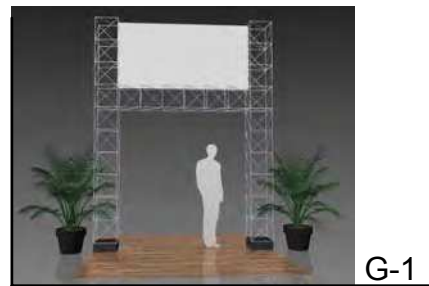
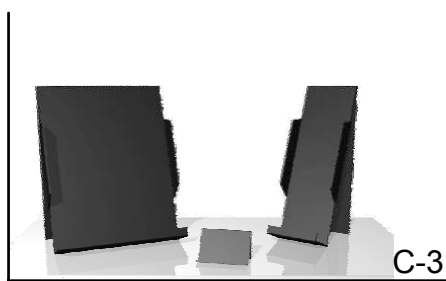
	QTY	DESCRIPTION	A	B	TOTAL
		Grey carpet surface of 10' X 10' / 3 m X 3 m	120.00	150.00	
		Color carpet surface of 10' X 10' / 3 m X 3 m    Black <input type="checkbox"/> Blue <input type="checkbox"/> Beige <input type="checkbox"/> Red <input type="checkbox"/>	180.00	250.00	
		Padding surface of 10' X 10' / 3 m X 3 m	90.00	120.00	
<b>A-1</b>		Grey table 40" X 22" X 30" / 102 cm X 56 cm X 76 cm High	90.00	110.00	
<b>A-2</b>		Draped table 72" X 24" X 30" / 183 cm X 61 cm X 76 cm high Grey <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/>	70.00	90.00	
<b>A-4</b>		Pedestal table with maple round top    Low 30" / 76 cm H	70.00	90.00	
<b>A-7</b>		Pedestal table with maple round top    High 40" / 102 cm H	80.00	95.00	
<b>A-5</b>		Grey counter 40" X 22" X 40" / 102 cm X 56 cm X 102 cm High	110.00	130.00	
<b>A-6</b>		Backlit color LED counter	290.00	N/A	
<b>A-8</b>		Black stool without back	30.00	42.00	
<b>A-11</b>		Black chair without arms	30.00	42.00	
		Frame hanger (for velcro wall)	3.00	5.00	
<b>C-3</b>		Literature display 8½" X 11" / 21 cm X 28 cm (for velcro wall)	20.00	30.00	
<b>C-1</b>		Literature display (free standing zigzag style)	120.00	150.00	
		Spotlight 250 Watts	50.00	65.00	
		3 - 75W spotlights track	50.00	65.00	
		Power bar	12.00	20.00	
		Waste basket	8.00	10.00	
		Recycling bin	10.00	12.00	
		Lin. Ft Velcro tape	2.00	2.00	
<b>H-11</b>		10' Wide Black Velcro Pop-Up booth	400.00	N/A	
<b>G-1</b>		10' Wide Arch with sign	700.00	N/A	
		Identification without logo: 40" Large X 15" / 102 cm X 38 cm High NAME TO BE WRITTEN (Please use capital or small letters, as needed).	58.00	N/A	

**ADVANCE PAYMENT REQUIRED: VISA  MASTERCARD  AMERICAN EXPRESS**

SIGNATURE :		SUBTOTAL	
CREDIT CARD:		GST 5% OF SUBTOTAL	+
EXP. :	CVV :	GST 9,975% OF SUBTOTAL	+
CARDHOLDER NAME:		<b>GRAND TOTAL (\$ CAD)</b>	=
CARDHOLDER BILLING ADDRESS:			
CITY, PROVINCE, POSTAL CODE:			

GST: R103278024 • QST: 1002039130TQ0001MZ

**THE EXHIBITOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE RENTED MATERIAL.  
NO CREDIT WILL BE GRANTED ON THE RETURN OF MATERIAL ORDERED IN ADVANCE.**





**ORDER FORM**  
**SPECIALIZED FURNITURE AND ACCESSORIES,**  
**GRAPHICS AND PLANTS**

**Québec Mining Exploration Convention**  
**November 11- 14, 2013**  
**Québec City Convention Centre**

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH # :	
CONTACT:		E-MAIL:	

**USE COLUMN (B) RATE IF ORDED AFTER OCTOBER 25, 2013**

QTY	DESCRIPTION	A	B	TOTAL
	<b>FURNITURE</b>			
	Fabric executive chair	80.00	110.00	
	Black 1 place leather lounge chair	180.00	220.00	
	Counter with doors and shelves 22" X 40" X 40" / 56 cm X 102 cm X 102cm High	155.00	170.00	
	<b>ACCESSORIES</b>			
	Black metal easel	40.00	60.00	
	Plexi raffle cube 15" x 15" x 12" / 38 cm X 38 cm X 30 cm	50.00	60.00	
	<b>GRAPHICS</b>			
	Large size (ink jet picture quality)	On request	On request	
	Vinyl lettering	On request	On request	
	<b>PLANTS</b>			
	Hanging plant	45.00	60.00	
	Natural plant 3' / 90 cm	60.00	70.00	
	Natural plant 5' / 122 cm	75.00	85.00	

**ADVANCE PAYMENT REQUIRED: VISA  MASTERCARD  AMERICAN EXPRESS**

SIGNATURE:	SUBTOTAL	
CREDIT CARD:	GST 5% OF SUBTOTAL	+
EXP. : CVV :	GST 9,975% OF SUBTOTAL	+
CARDHOLDER NAME:	<b>GRAND TOTAL (\$ CAD)</b>	=
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		

GST: R103278024 • QST: 1002039130TQ0001MZ

**THE EXHIBITOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE RENTED MATERIAL.**  
**NO CREDIT WILL BE GRANTED ON THE RETURN OF MATERIEL ORDERED IN ADVANCE.**

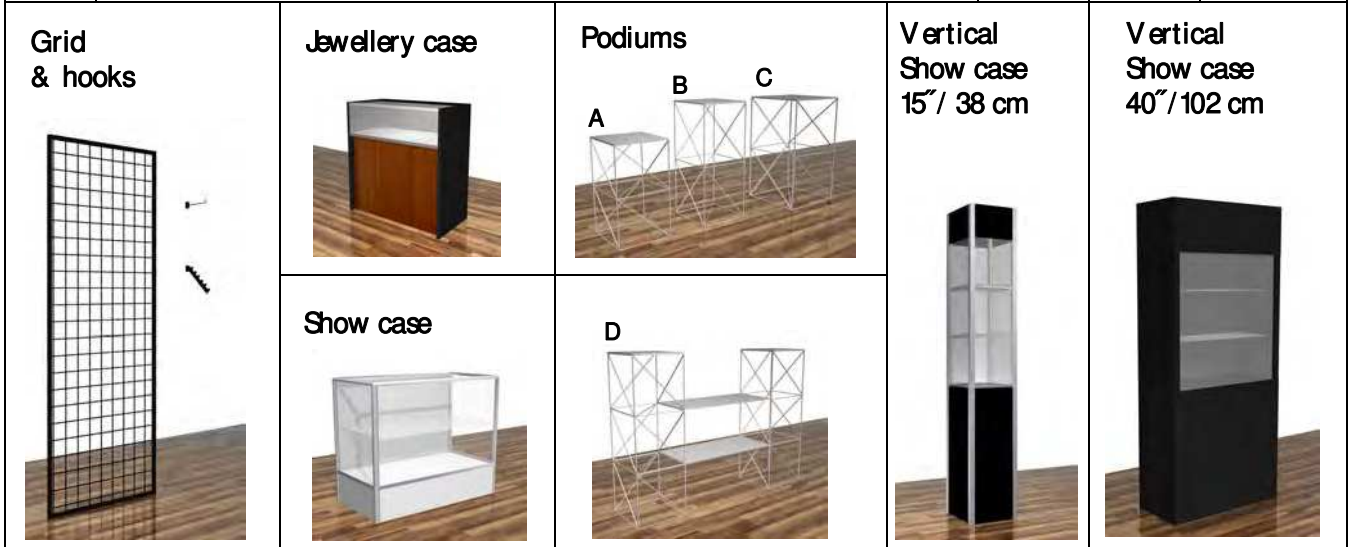


**ORDER FORM**  
**SHOW CASES AND SHELVES**  
 Québec Mining Exploration Convention  
 November 11- 14, 2013  
 Québec City Convention Centre

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

**USE COLUMN (B) RATE IF ORDERED AFTER OCTOBER 25, 2013**

QTY	DESCRIPTION	A	B	TOTAL
	Shelf 40" X 1" / 102 cm X 28 cm Flat <input type="checkbox"/> Angled <input type="checkbox"/>	30.00	40.00	
	Vertical grid 4' X 8' / 122 cm X 244 cm High	90.00	N/A	
	Hook (for grid) Straight 20" / 51 cm Long <input type="checkbox"/> For clothes <input type="checkbox"/>	10.00	N/A	
	Jewellery case 40" X 20" X 40" / 102 cm X 51 cm X 102 cm High	180.00	210.00	
	Show case 40" X 20" X 40" / 102 cm X 51 cm X 102 cm High	240.00	270.00	
	Truss podium 15" X 15" X 30" / 38 cm X 38 cm X 76 cm High (A)	35.00	45.00	
	Truss podium 15" X 15" X 40" / 38 cm X 38 cm X 102 cm High (B)	35.00	45.00	
	Truss podium 20" X 20" X 40" / 51 cm X 51 cm X 102 cm High (C)	40.00	50.00	
	Podiums (2) 15" X 15" X 60" / 38 cm X 38 cm X 152 cm High with 2 shelves 42" / 107 cm Long (D)	210.00	240.00	
	Vertical show case 15" X 15" X 8' / 38 X 38 X 244 cm High Grey <input type="checkbox"/> Black <input type="checkbox"/> Maple <input type="checkbox"/>	210.00	270.00	
	Vertical show case 40" X 15" X 8' / 102 cm X 38 cm X 244 cm High Grey <input type="checkbox"/> Black <input type="checkbox"/> Maple <input type="checkbox"/>	320.00	380.00	



**ADVANCE PAYMENT REQUIRED: VISA  MASTERCARD  AMERICAN EXPRESS**

SIGNATURE:	SUBTOTAL	
CREDIT CARD:	GST 5% OF SUBTOTAL	+
EXP. :	CVV :	
CARDHOLDER NAME:	GST 9,975% OF SUBTOTAL	+
CARDHOLDER BILLING ADDRESS:	<b>GRAND TOTAL (\$ CAD)</b>	=
CITY, PROVINCE, POSTAL CODE:		

GST: R103278024 • QST: 1002039130TQ0001MZ

**THE EXHIBITOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE RENTED MATERIAL.  
 NO CREDIT WILL BE GRANTED ON THE RETURN OF MATERIAL ORDERED IN ADVANCE.**



**BON DE COMMANDE/ORDER FORM**  
**MOBILIER • PRESTIGE • FURNITURE**  
 Congrès de l'exploration minière du Québec  
 Québec Mining Exploration Convention  
 11 au 14 novembre 2013 / November 11- 14, 2013  
 Fairmont le Château Frontenac

DATE:		COMPAGNIE/ COMPANY:					
ADRESSE/ ADDRESS:							
VILLE/ CITY:				CODE POSTAL/ POSTAL CODE:			
TÉL./ PHONE:			TÉLÉC./ FAX:		NO.STAND/ BOOTH#:		
RESPONSABLE/ CONTACT:				COURRIEL/ E- MAIL:			
<b>NON DISPONIBLE APRÈS LE 25 OCTOBRE 2013 / NOT AVAILABLE AFTER OCTOBER 25, 2013</b>							
	QTÉ QTY	Couleur Color	MEUBLES ET ACCESSOIRES	FURNITURE AND ACCESSORIES	A	B	TOTAL
B-1			T abouret T ulipe blanc	W hite T ulip Stool	75,00	-	
B-2			T abouret ajustable	Adjustable Stool	190,00	-	
B-3			T abouret quatre pattes avec dossier	Four Legs Stool with Backrest	130,00	-	
B-4			T abouret ajustable avec dossier rond	Adjustable Stool with Curved Backrest	190,00	-	
B-5			T abouret avec petit dossier	Stool with Small Backrest	70,00	-	
C-1			<b>Chaise en cuir</b>	<b>Leather Chair</b>	<b>55,00</b>	-	
C-2			Chaise courbe en cuir	Leather Curved Chair	180,00	-	
C-3			Chaise en plastique avec bras	Plastic Chair with arms	60,00	-	
C-4			Banquette noire	Black Bench	210,00	-	
T-1			<b>T able à café en bois rectangle</b>	<b>W ooden Rectangle Coff ee T able</b>	<b>55,00</b>		
T-2			<b>T able d'appoint en bois carrée</b>	<b>W ooden Square Side T able</b>	<b>45,00</b>	-	
T-3			T able à café rectangle	Rectangle Coff ee T able	175,00	-	
T-4			T able d'appoint carrée	Square Side T able	95,00	-	
F-1			<b>Fauteuil de cuir noir</b>	<b>Armchair black Leather</b>	<b>150,00</b>	-	
F-2			Fauteuil crapaud en tissu	Fabric T oad Armchair	180,00	-	
F-3			Fauteuil LC2	LC2 Armchair	220,00	-	
F-4			Chaise Barcelona	Barcelona Chair	260,00	-	
D-1			<b>Causeuse en cuir</b>	<b>Leather Loveseat</b>	<b>410,00</b>	-	
D-2			Canapé en cuir	Leather Sofa	520,00	-	
D-3			Chauffeuse en cuir	Leather One-seat	120,00	-	
R-1			<b>Ottoman en cuir 15" x 15"</b>	<b>Ottoman 15" x 15"</b>	<b>55,00</b>	-	
R-2			Ottoman 36" x 36"	Ottoman 36" x 36"	120,00	-	
<b>Z1, Z2 and Z3</b>			Arrangements floraux	Floral arrangement	Sur demande / U pon request		

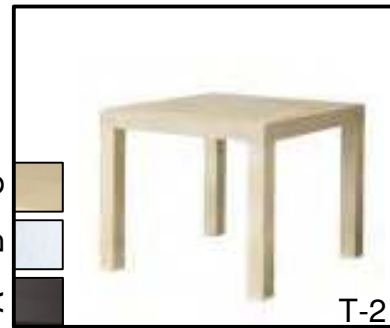
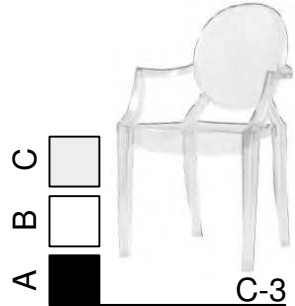
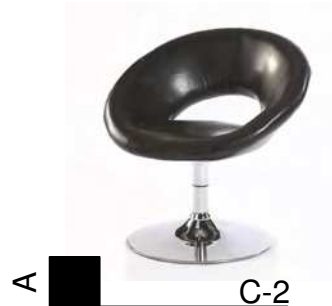
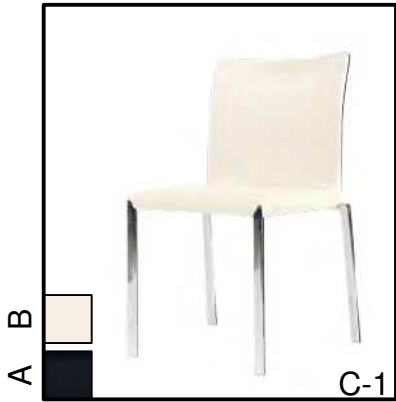
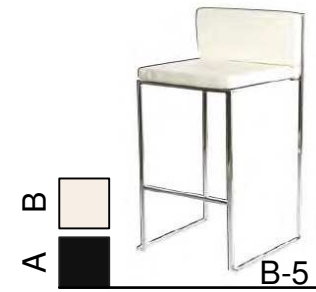
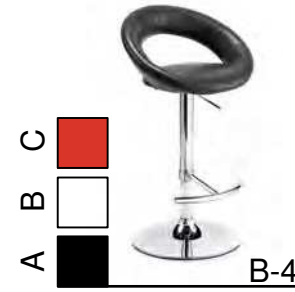
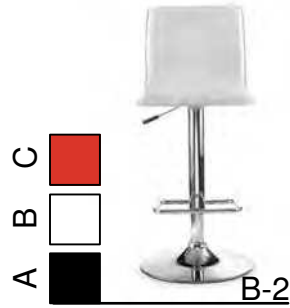
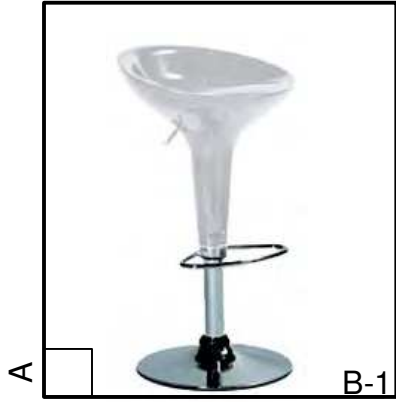
**PAIEMENT REQUIS À L'AVANCE / PAYMENT REQUIRED IN ADVANCE:**

VISA  MASTERCARD  AMERICAN EXPRESS

SIGNATURE :		S- TOTAL/ SUBTOTAL	
NO. CARTE DE CRÉDIT/ CREDIT CARD:		TPS/ GST (5%)	
EXP. :	CVV :	TVQ/ QST (9,975%)	
NOM DU TITULAIRE/ CARDHOLDER NAME:			
ADRESSE DE FACTURATION/ CARDHOLDER BILLING ADDRESS:		<b>TOTAL CAD</b>	<b>\$</b>
VILLE, PROVINCE, C.P./ CITY, PROVINCE, P.C.:			

L'EXPOSANT EST RESPONSABLE DE TOUT DOMMAGE CAUSÉ AU MATÉRIEL LOUÉ. TPS/ GST : R103278024 • TVQ/ QST : 1002039130TQ0001MZ  
 THE EXHIBITOR IS RESPONSABLE FOR ANY DAMAGE CAUSED TO THE RENTED MATERIAL.  
 AUCUN CRÉDIT NE SERA ACCORDÉ SUR LE RETOUR DE MATÉRIEL COMMANDÉ À L'AVANCE / NO CREDIT WILL BE GRANTED ON THE RETURN OF MATERIAL ORDERED IN ADVANCE.



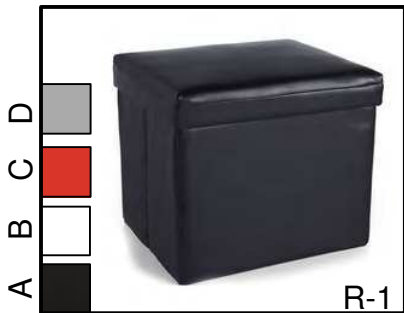


Sur demande, d'autres modèles de mobilier peuvent être rendus disponibles. Contactez-nous pour nous indiquer vos besoins.

Les produits peuvent varier selon la disponibilité des stocks.

Upon request, other type of furniture can be supplied. Please contact us to let us know your needs.

Availability limited depending on product.



Sur demande, d'autres modèles de mobilier peuvent être rendus disponibles. Contactez-nous pour nous indiquer vos besoins.

Les produits peuvent varier selon la disponibilité des stocks.

Upon request, other type of furniture can be supplied. Please contact us to let us know your needs.

Availability limited depending on product.



## APPENDIX IV – MENDELSSOHN FORM

# Order Form

Customs and  
Transportation Services



The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Mendelssohn Event Logistics services for: (please check one)

- Customs Clearance and Transportation (Shipment Order Form Required)     Customs Clearance Only     Transportation Only (Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

U.S. Tax # or U.S. IRS Identification:

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

It Consists Of (# of Cartons, etc.):

Weight:  lbs  kgs

Rep At The Event:

E-Mail:

Cell Phone Number:

**Please do not ship via post or parcel courier – we will not be responsible for timely delivery**

## Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

Ship Via:  Common Carrier     Our Company Vehicle     Van Line Service     Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

**Credit Card Information must be completed**

Charge to:  Visa     MasterCard     American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: \_\_\_\_\_

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card (Receipt 10 days prior to event).

**\*\*NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.**

## Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

This document was completed by (Please print full name):

Title:

Date:

# Order Form

Customs and  
Transportation Services

# MENDELSSOHN EVENT LOGISTICS

The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Mendelssohn Event Logistics services for: (please check one)

Customs Clearance and Transportation  
(Shipment Order Form Required)

Customs Clearance Only

Transportation Only  
(Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

U.S. Tax # or U.S. IRS Identification: 10-9999999

Event Name: International Computing Event

Facility Name: Event Facility Event Date/s: Apr 14/07 - Apr 17/07 Booth #: 234

Shipment Date: Apr 3/07 From (City, State): Chicago, IL Carrier Name: Mendelssohn Event Logistics

It Consists Of (# of Cartons, etc.): 11 Weight: 300  lbs  kgs

Rep At The Event: Joe Smith E-Mail: jsmith@domain.com Cell Phone Number: 416-555-1234

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

## Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago Province / State: IL Postal/Zip: 66666-6666

Name: Sandy Smith Tel: 708-555-1212 Fax: 708-555-2222

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:  Visa  MasterCard  American Express

Cardholder Name: Joe Smith Title: Accounting Manager

Card Account Number: 123456789012 Expiry Date: 12/09

Cardholder's Signature: Joe Smith

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card (Receipt 10 days prior to event).

\*\*NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.

## Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago Province/State: IL Postal/Zip: 66666-6666

Name: Joe Smith Tel: 708-555-1200 Fax: 708-555-1201

This document was completed by (Please print full name): Joe Smith

Title: Accounting Manager Date: March 14, 2007



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)</p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) <b>No sale involved</b></p> <p>6 Country of Transshipment / Pays de transbordement <b>N/A</b></p> <p>7 Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p>
<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.) <b>No sale involved</b></p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p>	<p>10 Currency of Settlement / Devises du paiement</p>

	11 No. of Pkgs. / Nbre. De Colis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) / Quantité (Préciser l'unité)	Replacement Value / Valeur de Remplacement	
				14 Unit Price / Prix Unitaire	15 Total

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p>	<p>16 Total Weight / Poids total</p>	<p>17 Invoice Total / Total de la facture</p>
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>Net / N/A</p> <p>Gross / Brut</p>	

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name: Tel: Fax:</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Name: Tel: Fax:</p>
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<p>21 Departmental Ruling (if applicable) / Décision ministérielle (s'il y a lieu) <b>N/A</b></p>	<p>22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p>	
<p>23</p>	<p>24</p>	<p>25</p>



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p><b>ABC Distributing Company</b>  <b>125 Elm Street</b>  <b>Chicago, IL</b>  <b>66666-6666</b></p>	<p>2 Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada  <b>4/3/2007</b></p> <p>3 Other References (Include Purchaser's Order No.) / Autres références (inclure le no de commande de l'acheteur)  <b>10-9999999</b></p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p><b>ABC Distributing Company / Booth 234</b>  <b>International Computing Event</b>  <b>c/o Event Facility</b>  <b>100 Anywhere Street</b>  <b>Toronto, ON</b>  <b>M7W 2P6</b></p>	<p>5 Purchaser's Name and Address (if other than Consignee) / Nom et Adresse de l'acheteur (s'il diffère du destinataire)  <b>No sale involved</b></p> <p>6 Country of Transshipment / Pays de transbordement  <b>N/A</b></p>
<p>VII. 1 Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles?  <b>YES <input type="checkbox"/> OUI                      NO <input type="checkbox"/> NON</b></p>	<p>7 Country of Origin of Goods / Pays d'origine des marchandises  <b>USA</b></p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. / Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p> <p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) / Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)  <b>No sale involved</b></p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d'expédition directe vers le Canada  <b>Mendelssohn Event Logistics, Chicago, IL</b></p>	<p>10 Currency of Settlement / Devises du paiement  <b>USD</b></p>

11 No. of Pkgs. / Nbre. De Coills	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) / Quantité (Préciser l'unité)	14 Unit Price / Prix Unitaire	15 Total
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets)	1	\$5000.00	\$5000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature	1000	\$0.10	\$100.00
1 pc	Carton - Plastic Key Chains	50	\$0.50	\$25.00
1 pc	Carton - Books	50	\$1.00	\$50.00
3 pcs	Crates - Computers	3	\$1000.00	\$1000.00
2 pcs	Crates - Computer Monitors	2	\$500.00	\$1000.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces <b>11</b></p>	
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>16 Total Weight / Poids total</p> <p>17 Invoice Total / Total de la facture</p> <p>Net / Gross / Brut  <b>N/A / 300 lbs / \$7,175.00</b></p>

<p>19 Exporter's Name and Address (if other than Vendor) / Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p>Name: _____          Tel: _____          Fax: _____</p>	<p>20 Originator (Name and Address) / Expéditeur d'origine (Nom et adresse)</p> <p><b>ABC Distributing Company</b> Name: <b>Joe Smith</b>  <b>125 Elm Street</b> Tel: <b>708-555-1212</b>  <b>Chicago, IL</b> Fax: <b>708-555-1201</b>  <b>66666-6666</b></p>
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<p>21 Departmental Ruling (if applicable) / Décision ministérielle (s'il y a lieu) <b>N/A</b></p>	<p>22 If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p>	
23	24	25

# Shipment Order Form

Customs and  
Transportation Services

Tel: (514)987-2700  
Toll Free: (800)665-4628  
Fax: (514)849-3446

# MENDELSSOHN EVENT LOGISTICS

To obtain a quotation for Mendelsohn Event Logistics Transportation Services, please complete this form and fax to (514)849-3446.

## Section 1 Pick-Up Information

Shipper:

Address:

City: State: Zip:

Contact: Tel: Fax:

Hours of Operation: Dock:  Yes  No Lift Gate Required:  Yes  No

Inside Pick-Up:  Yes  No Pick-Up Date: To Arrive By:

## Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.	Length	Width	Height	Per Piece
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:

Total Weight:

## Section 3 Event Information

Event Name:

Event Location:

Consignee / Exhibitor Name: Booth #:

Address:

- Upon receipt of this completed form, Mendelsohn Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (514)987-3446.
- All quotations provided by Mendelsohn Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.

# Shipment Order Form

Customs and  
Transportation Services

Tel: (514)987-2700  
Toll Free: (800)665-4628  
Fax: (514)849-3446

# MENDELSSOHN EVENT LOGISTICS

To obtain a quotation for Mendelssohn Event Logistics Transportation Services, please complete this form and fax to (514)849-3446.

## Section 1 Pick-Up Information

Shipper: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

State: IL

Zip: 66666

Contact: Joe Smith

Tel: 708-555-1212

Fax: 708-555-2222

Hours of Operation: 9:00 am - 5:00 pm

Dock:  Yes  No

Lift Gate Required:  Yes  No

Inside Pick-Up:  Yes  No

Pick-Up Date: April 3/07

To Arrive By: April 9/07

## Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.		Length	Width	Height		Per Piece
7	Crates	@ Dimensions Each:	22	13	18	@ Weight Each:	27 lbs
4	Cartons	@ Dimensions Each:	12	12	12	@ Weight Each:	28 lbs
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	

Total Weight: 301 lbs

## Section 3 Event Information

Event Name: International Computing Event

Event Location: Event Facility

Consignee / Exhibitor Name: ABC Distributing Company

Booth #: 234

Address: 100 Anywhere Street

Toronto, ON

M7W 2P6

- Upon receipt of this completed form, Mendelssohn Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (514)849-3446.
- All quotations provided by Mendelssohn Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.