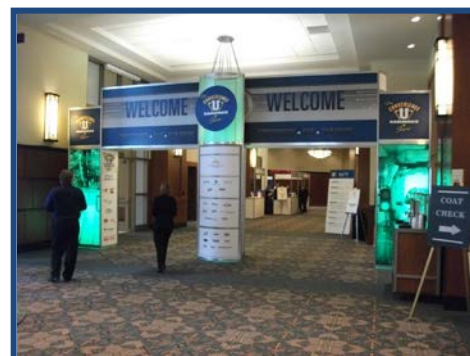


LANGE



ICSC 2013
JUNE 19 – 20, 2013
LE WESTIN - MONTREAL



Manuel de l'exposant

EXHIBITOR MANUAL

Show Information

ICSC 2013 - June 19 – 20, 2013 - Le Westin Montreal

SHOW INFORMATION

BOOTH EQUIPMENT

Each exhibit space includes:

8' high background and 3' high side dividers in black drape

One 7"x44" identification sign (black block text on white background)

Exhibitors are responsible for providing all additional furniture, equipment, power and lighting for their booths.

ELECTRICITY

For all electrical needs please consult the enclosed Electricity order form.

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by: **May 10, 2013**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday June 18, 2013 6:00am – 5:00pm

Wednesday June 19, 2013 6:30am – 9:00am

Labour services may have overtime charges applied.

LANGE SERVICE DESK

Tuesday June 18, 2013 6:00am – 5:00pm

Wednesday June 19, 2013 6:30am – 9:30am

EXHIBIT HOURS

Wednesday June 19, 2013 9:30am – 5:00pm

Thursday June 20, 2013 9:00am – 2:00pm

EXHIBITOR MOVE-OUT

Thursday June 20, 2013 2:00pm – 11:00pm

Labour services may have overtime charges applied.

SHIPPING INFORMATION

Please review this section of the Exhibitor Kit thoroughly for: the proper shipping address to the facility, all information relating to advance freight, storage, and materials handling of your goods during the move-in and move-out process. **ATTENTION: NEW RULES FOR SHIPPING DIRECT TO SHOW SITE.**

MAXIMUM TRUCK SIZE

30' FEET IN LENGTH INCLUDING CAB (MUST HAVE TAILGATE)

ELEVATOR CAPACITY & DIMENSIONS:

Capacity – 8,000 lbs - Dimensions – 7' 8" wide x 18' 7" deep x 9' high - Elevator Door – 6' 8" wide x 7' high

SERVICE CONTRACTOR CONTACTS / INFORMATION:

OFFICIAL DECORATOR

Décor Experts Expo

OFFICIAL CARRIER

Lange Transportation

OFFICIAL CUSTOMS BROKER

Commerce Trade Show Logistics

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LOCATION:	Le Westin Montreal 270 Saint Antoine Ouest Montreal QC H2Y 0A3 Phone: 514-380-3267 / Fax: 514-380-3332	
DATES:	Wednesday June 19	9:30 am – 5:00 pm (Exhibitors access floor at 8:00 am)
	Thursday June 20	9:00 am – 2:00 pm (Exhibitors access floor at 8:00 am)
BOOTH SIZE:	Standard size is 8' deep x 10' wide	
MAXIMUM BOOTH DIMENSIONS:	8ft tall back wall 4ft tall side wall	
NOTE: Any booths that exceed these maximum booth dimensions will be at the exhibitors own risk, and the booth might be removed by ICSC if it interferes with other exhibitors in the immediate vicinity.		
MAXIMUM HEIGHT OF EXHIBITS – PLEASE REFER TO FLOOR PLANS		
MAXIMUM TRUCK SIZE – 30' FEET IN LENGTH INCLUDING CAB (MUST HAVE TAILGATE)		
BOOTH EQUIPMENT:	Standard curtain (8' back wall, 3' side walls) 1 identification sign	
SIGNAGE:	Exhibitors are responsible for any additional sign other than the booth identification sign provided for their exhibit. Signs must be placed within your booth. Signs cannot be placed in the aisle or hung from the ceiling.	
ELEVATOR CAPACITY & DIMENSIONS:	Capacity – 8,000 lbs Dimensions – 7' 8" wide x 18' 7" deep x 9' high Elevator Door – 6' 8" wide x 7' high	
MOVE OUT:	The dismantling of your booth before 2:00 pm, or the failure to provide a booth presence during official Deal Making hours may cause you to forfeit your booth space in 2014.	
MORE INFORMATION:	Further specifics on the Exposition, including extensive regulations are included in the other sections of this manual. Please read them carefully and if you require more information please call LANGE at: Robert George - (905) 362-4379 Mathew Santos - (905) 362-4382	

VENDOR CHECKLIST			
SERVICE	DEADLINE	REQUIRED	DATE COMPLETED
Move-In Requirements Questionnaire / Lange	May 1		
Fire Safety Reply – Lange	May 1		
Insurance – Service Contractor	May 1		
Commerce Trade Show Logistics	May. 1		
Material Handling	May 10		
Booth Cleaning / Lange	May 10		
Storage	May 10		
Electrical / Lange	May 10		
Rental Displays / Décor Experts Expo Show Services	May 31		
I & D Labour / décor Experts Expo Show Services	May 31		
Furniture, Carpets, Etc. / décor Experts Expo Show Services	May 31		
Signs / décor Experts eEpo Show Services	May 31		
Plants / décor Experts Expo Show Services	May 31		
Advance Show Receiving / Lange	June 7		
After Show Receiving / Lange	June 7		
Transportation / Lange	June 7		
Audio Visual / Tel Av	May 10		
Internet / Telephone – Le Westin	May 10		
Exhibitor – Service Manual Survey – Lange	June 7		

SHOW SUPPLIERS

TRANSPORTATION

LANGE TRANSPORTATION & STORAGE LTD.
3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: (905) 362-4382 / 1-800-668-5687 ext. 235
Fax: (905) 362-1285
Contact: Mathew Santos

ADVANCE WAREHOUSE & STORAGE

LANGE TRANSPORTATION C/O QuikX.
151 Avenue Reverchon
Pointe Claire PQ H9P 1K1
Tel: (905) 362-4382 / 1-800-668-5687 ext. 235
Fax: (905) 362-1285
Contact: Mathew Santos

MATERIAL HANDLING/DRAYAGE

LANGE TRANSPORTATION & STORAGE LTD.
3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: (905) 362-4382 / 1-800-668-5687 ext. 235
Fax: (905) 362-1285
Contact: Mathew Santos

EMPTY CONTAINER SERVICE

LANGE TRANSPORTATION & STORAGE LTD.
3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: (905) 362-4382 / 1-800-668-5687 ext. 235
Fax: (905) 362-1285
Contact: Mathew Santos

SHOW SERVICES

Décor Experts Expo.
778 Jean - Neveu
Longueuil Quebec J4G 1P1
Tel: (450) 646-2251
Fax: (450) 646-6342
Contact: Exhibitor Services

CUSTOMS BROKER

THE COMMERCE TRADE SHOW LOGISTICS GROUP

1600 Courtneypark Drive East, Unit 2

Mississauga, ON L5T 2W8

Tel: 905-673-5445

Fax: 905-673-2574

Toll: 888-827-7469

Beverly Carson – bcarson@commercetradeshows.com

Rob Parr – rparr@commercetradeshows.com

ELECTRICAL SERVICES

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON L4V 1P3

Tel: (905) 362-4382 / 1-800-668-5687 ext. 235

Fax: (905) 362-1285

Contact: Mathew Santos

BOOTH CLEANING

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON L4V 1P3

Tel: (905) 362-4382 / 1-800-668-5687 ext. 235

Fax: (905) 362-1285

Contact: Mathew Santos

MOVE-IN/MOVE-OUT AND SHOW HOURS

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

Should you have any special requirements, please note them on the move-in questionnaire or contact:

Robert George (905) 362-4379

Mathew Santos (905) 362-4382

Fax: (905) 362-1285

Move-In Setup:	Tuesday June 18	6:00 am – 5:00 pm
	Wednesday June 19	0600 am – 0900 am (hand carry only)
Show Hours:	Wednesday June 19	0930 am – 0500 pm
	Thursday June 20	0900 am – 2:00 pm
Move-Out/Dismantle:	Tuesday, June 20	2:00 pm – 11:00 pm

Exhibitors are reminded that all materials, equipment, exhibits and displays must be completely removed from the Le Westin Hotel prior to 11:00 pm on Tuesday, June 20, 2013. Any articles not removed at this time will be removed by Lange Transportation and Storage Ltd. at the Exhibitor's own expense. ICSC and Lange Transportation and Storage Ltd. will not be responsible, or liable, for any loss or damage to articles removed after the deadline.

SHIPMENT OF EXHIBITS

In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. All exhibitors must complete the "Move-In Questionnaire" in the Exhibitor Manual in order to ensure access according to their needs.

Any shipments arriving at the Le Westin Montreal prior to June 18, 2013 will be refused. If you require your shipment to arrive earlier please complete the Advance Show Receiving order form. Exhibitors who use Lange Transportation and Storage Ltd. will have their materials automatically priority-scheduled to the site.

ADVANCE SHIPMENTS

Exhibitors who require advance warehousing should complete the Lange "Advance Receiving" form in the Exhibitor Manual and address their shipment as follows:

YOUR "EXHIBITING COMPANY NAME" HERE
ICSC
BOOTH #
Lange/QuikX
151 Avenue Reverchon
Pointe Claire, QC
H9P 1K1
Attn: Mathew Santos
Tel: 905-362-4382

SHIPMENTS DIRECT TO SHOW SITE

YOUR "EXHIBITING COMPANY NAME" HERE
ICSC
BOOTH #
C/O LANGE TRANSPORTATION
Le Westin Montreal
270 Saint-Antoine O.
Allee/Alley entre/between Saint-Antoine O. & Sainte-Jacques
Montreal, Quebec H2Y 0A3

SHIPMENTS ORIGINATING OUTSIDE OF CANADA

YOUR "EXHIBITING COMPANY NAME" HERE
ICSC
BOOTH #
C/O LANGE TRANSPORTATION
Le Westin Montreal
270 Saint-Antoine O.
Allee/Alley entre/between Saint-Antoine O. & Sainte-Jacques
Montreal, Quebec H2Y 0A3

NOTIFY THE COMMERCE TRADE SHOW LOGISTICS GROUP

DELIVERIES

There is no truck marshalling yard at the le Westin Montreal. All deliveries should be directed to show site.

DUE TO SITE SPACE LIMITATIONS AND LIMITED ACCESS POINTS, IT IS STRONGLY RECOMMENDED THAT EXHIBITORS USE LARGE TRANSPORTATION FOR ALL DELIVERIES TO SHOW SITE. ALL DELIVERIES MUST BE MADE BY 5 TON VEHICLES THAT DO NOT EXCEED 30 FT IN TOTAL LENGTH INCLUDING CAB ONLY. TRACTOR TRAILERS ARE NOT PERMITTED.

PROCEDURE

- 1) A move in schedule will be sent out on MAY 17, 2013.
- 2) As space becomes available, the driver will be directed to the loading area.
- 3) A supervisor will be on site to control traffic flow in and out of the loading area.

NO VEHICLES ARE TO BE LEFT ON SITE OVERNIGHT

CUSTOMS – GENERAL INFORMATION

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

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

Exception – Printed material and advertising matter - Canada Customs requires the payment of full duties and taxes on these materials. Any such material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the Exhibitor. Please notify the broker of any such returns prior to show closing as special documents must be prepared for export and Canada Customs' officers at the show must examine the returning materials.

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

U.S.A. EXHIBITORS

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

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

EMPTY CONTAINER STORAGE

NO on-site storage available. Please complete the Lange Storage Order Form for the removal and return of empty storage containers.

MATERIAL HANDLING FORM

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

PARKING INFORMATION

**MATERIAL REMOVAL FORM
ICSC**

THIS FORM IS TO BE COMPLETED BY THOSE PARTIES WHO WISH TO REMOVE ARTICLES FROM THE EXHIBIT AREA DURING SHOW DAYS INCLUDING BEFORE AND AFTER SHOW HOURS.

BONDED GOODS MUST BE CLEARED BY CUSTOMS

GOODS IN BOND: _____ YES _____ NO

NAME OF EXHIBITING COMPANY FROM WHICH GOODS ARE BEING REMOVED:	BOOTH #:
VERIFICATION IDENTIFICATION MY BE REQUIRED	
NAME OF PARTY REMOVING GOODS:	SIGNATURE:
HOME ADDRESS:	TELEPHONE:

DESCRIPTION OF ARTICLES BEING REMOVED:

DATE: _____ MONTH _____ DAY _____ YEAR

TIME: _____ AM / PM

NAME OF AUTHORIZED MANAGEMENT

SIGNATURE

ICSC

RULES AND REGULATIONS

EXHIBIT GUIDELINES

**(a)* All single and in-line booth back-walls are restricted to 8 ft. in height and the dividers between the booths to 4 ft. in height. No display at its full 8 ft. height may extend out more than 6 ft. from the back-wall at that height.*

- (b) Prefabricated Booths: An Exhibitor planning to use a prefabricated display must ensure that: an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc.

All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated.

- (c) Floor Covering:

Carpet may either be Exhibitor or contractor supplied. Exhibitor carpeting must remain within the dimensions of the booth space as outlined on the floor plan.

**(d)* A Perimeter is one that is located on the outer perimeter wall of the floor plan. A perimeter exhibit may go up to a height of 8' feet.*

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

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

No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, will be permitted in the Exhibit Hall.

- (f) Adhesive Tape: Only two types are approved for use at the Le Westin Montreal. They are duct tape or gaffer tape and double sided cloth tape # 172.

- (g) Rules of Conduct: Show Management retain full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

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

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

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

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

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

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

CARE OF FACILITY PROPERTY

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

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

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

MOTORIZED EQUIPEMENT/MECHANICAL CONVEYANCES

The use of motorized equipment such as forklifts, manlift, and scissorlifts on the show floor is provided exclusively by Lange Transportation & Storage Ltd.

Mechanical conveyances such as electric carts, scooters or bicycles, will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show.

SOLICITING, SAMPLES & SOUVENIRS

Exhibitor distributing promotional material or soliciting business must do so in the confined to their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.

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

STORAGE

Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferable with felt marker type pen. These labels will be available from the Lange Service Desk for those exhibitors who have paid for Material Handling and Storage.

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

ANIMALS

With the exception of "seeing eye" dogs, animals are not permitted without prior written approval from show management. Please forward a list of animals attending the show to the attention of Kyle Tomlin (ktomlin@icsc.com) prior to Friday May 17, 2013 for approval.

INSURANCE

Exhibitors must carry their own fire, theft, or other insurance. Show Management shall take the responsible precautions to prevent losses and to protect the interests of Exhibitors; however, under no circumstances will Show Management, Lange Transportation & Storage Ltd., the le Westin Montreal and décor Experts Expo accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

LIABILITY

The Exhibitor agrees to indemnify and hold harmless, ICSC, the le Westin Montreal, Lange Transportation & Storage Ltd., décor Experts Expo, the employees thereof and their representatives, against any claim for loss, damage, theft or injury. Indemnification includes the period of storage prior to and following the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage, or injury.

SMOKING PROHIBITED

Smoking in NOT permitted anywhere within the exhibit hall.

SHOW POLICY REGARDING SERVICE CONTRACTORS & INDEPENDENT CONTRACTORS

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

Official service contracts are appointed to:

1. Insure the orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labour to all Exhibitors according to need.
3. Provide sufficient labour to satisfy the requirements of Exhibitors, and for the show itself.
4. To insure that the proper type and limits of insurance are in force.
5. To avoid any conflict with local union regulations and requirements. The official contractors will provide all usual trade show services, including labour. Exhibitors, however, may provide their own supervision, or may appoint their own exhibit installation contractor or exhibit display supplier.

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

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

Exhibitor-appointed contractors must also provide written documentation of Workers' Compensation Insurance, including employee's liability coverage. Décor Experts Expo and the ICSC are to be cross insured on the supplier's insurance for its operations and services provided for the ICSC 2013 Deal Making and Trade Exposition.

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

3. The installation contractor to be used by the Exhibitor must agree in writing to the following conditions. This information must be received thirty (30) days prior to commencement of any work at the show site.
 - a) Must agree by all rules and regulations of the show.
 - b) Must agree by all union rules and regulations.
 - c) Identification badges must be worn at all times. Temporary Installer badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibits; for official contractors and Exhibitor appointed contractors who provide the above mentioned documentation.

SIGNS AND BANNERS

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

SAFETY MEASURES

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

ADDITIONAL PROHIBITED BOOTH ACTIVITIES

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

NOISE, LIGHT AND ODOUR RESTRICTIONS

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

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

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

SECURITY IN THE EXHIBIT HALL

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security during times when the exhibit area is not open to registrants. All persons must present proper identification and credentials to gain entry into exhibit hall.

Exhibitors wanting to remove any goods or items from the Exhibit Hall – During Show Hours must obtain an Exhibit Materials Release Form from the Registration Desk, and present this signed form, along with proper identification to security when removing goods from the Hall.

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

GENERAL LIABILITY

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

Exhibitors and their representatives hereby agree to indemnify and hold harmless the ICSC, the le Westin Montreal, Lange Transportation & Storage Ltd., and Décor Experts Expo, 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 Convention and Trade Show.

The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

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

FIRE REGULATIONS

The Le Westin Montreal has strict fire safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame-proofed and subject to inspection by the Le Westin Montreal.

No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles, behind your booth and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper must not be used. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

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

PROMOTIONAL INFORMATION

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

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

ICSC

FIRE REGULATIONS FOR EXHIBITORS

The purpose of these requirements is to maintain an acceptable level of fire safety within the facility. The fire protection systems built into the facility 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 facility to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Quebec Fire Code will be strictly enforced by the Fire Safety Director of the facility and the Montreal 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 facility Fire Safety Director and Show Management.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency procedures.

PROHIBITED MATERIALS, PROCESSES, EQUIPMENT AND BOOTH CONFIGURATIONS

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

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

MATERIALS, PROCESSES AND EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

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

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing devise, 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 the British Columbia Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

ACCEPTABLE BOOTH CONFIGURATION

The following booth configuration will be acceptable:

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

The following booth configurations will require approval from the facility Fire Safety Director and Show Management. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Director for his approval. The Fire Safety Director will discuss these configurations with the Quebec Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
 2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
- Note: Two-storey booths or single-level roofed booths and booths with mezzanines are not allowed.
 - Any enclosed showroom with an area in excess of 2,000 square feet or occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 3,500 square feet or more must contain one fire extinguisher.

ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

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

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

INTERIOR FINISHES AND FURNISHINGS

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

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

LIMITATIONS:

1. Made from non-combustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the facility Fire Safety Director.

NOTE:

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

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

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

1. Cut off a small piece of the material (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning with 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 show booths must not impede the operation of the sprinkler system.

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

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

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

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

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

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

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 1/8 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not be used for demonstrations without permission from the facility Fire Safety Director and Show Management.
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 1/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbeques and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.
6. All vehicles must either have sealed undercarriages or be equipped with ground sheets.

PORTABLE SPOTLIGHTS

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

Where a spot light 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 lamp holder or the handle.

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

PROCEDURES DURING SET-UP AND DISMANTLING OF SHOWS

No smoking is allowed during the set-up or dismantling of shows. Smoking is permitted in authorized areas only.

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

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

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by Show Management authorized personnel or its appointees. This applies to any and all utility connections of any kind.

The following equipment and operations are prohibited during show set-up and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
2. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
3. Electrically powered tools and equipment, except material handling equipment, other than those listed by ULC and/or CSA or approved by a nationally recognized testing laboratory.
4. Portable heating equipment.

5. Welding, cutting or brazing without special permission from the facility Fire Safety Director and Show Management.
6. Painting with flammable or volatile paints and finishes.
7. Smoking in posted “No Smoking” areas or in other areas 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 SUSPEND ITEMS

1. Suspended items from ceilings including signs, displays, light and sound equipment, is not permitted.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.

EMERGENCY PROCEDURES

The facility is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and hear detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

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

Booth Canopies: Canopies not exceeding 4 ft. in width do not require protection. Canopies exceeding 4 ft. in width will be reviewed individually.

LANGE

ICS132

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

ADVANCE SHOW RECEIVING ORDER FORM

INTERNATIONAL COUNCIL OF SHOPPING CENTERS

Le Westin Montreal
 June 19 – 20, 2013

ALL SHIPMENTS DELIVERED TO LANGE MUST BE PREPAID OR THEY WILL BE REFUSED

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

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

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: June 7, 2013		SHIPMENTS RECEIVED AFTER: June 7, 2013	
WEIGHT	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	TOTAL
MINIMUM CHARGE (OF 599 LBS.)	\$145.00	\$170.00	\$180.00	\$225.00	
600 – 3000 LB.	\$28.00/CWT	\$29.00/CWT	\$34.00/CWT	\$35.00/CWT	
OVER 3000 LB.	\$27.00/CWT	\$28.00/CWT	\$33.00/CWT	\$34.00/CWT	
8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL					
FREIGHT RECEIVED AT THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%					
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL PICK-UP, CUSTOMS, ETC.				SUBTOTAL	
ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND – ADD 30% TO SUBTOTAL					
CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER				5% GST	
				9.975 QST	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED HST #R124 192 220				TOTAL	

1. 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.
 2. All discrepancies must be settled on site prior to show move-out.

CHEQUE ENCLOSED ☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD ☐ VISA ☐

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

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

SEE REVERSE SIDE FOR SHIPPING ADDRESS

ADDRESS TO SHIP MATERIAL TO:

**YOUR "EXHIBITING COMPANY NAME" HERE
INTERNATIONAL COUNCIL OF SHOPPING CENTERS
BOOTH #
LANGE TRANSPORTATION C/O
QUIKX
151 AVENUE REVERCHON
POINTE CLAIRE, QC
H9P 1K1
ATTN: MATHEW SANTOS**

PHONE (905) 362-4382

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, ON L4V 1P3

(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

BON DE COMMANDE D'ENTREPÔT AVANT L'EXPOSITION INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin. 2013

TOUS LES CHARGEMENTS ONT LIVRE A LANGE DOIT ETRE PAYE D'AVANCE OU ILS SERONT REFUSES

L'EMPLACEMENT DE L'EXPOSITION N'ACCEPTERA PAS DE MARCHANDISES AVANT L'EXPOSITION.

POUR OBTENIR CE SERVICE, REMPLISSEZ UN FORMULAIRE POUR CHAQUE ENVOI.

1. RÉCEPTION DE VOS MARCHANDISES ET ENTREPOSAGE DANS NOTRE ENTREPÔT JUSQU'À 30 JOURS AVANT L'EXPOSITION.
2. AVISER L'EXPOSANT DE LA CONDITION DES MARCHANDISES.
3. FOURNIR UN FORMULAIRE DE CONTRÔLE DES MARCHANDISES ET INSCRIRE TOUT DOMMAGE VISUEL.
4. LIVRAISON DES MARCHANDISES AU MANUTENTIONNAIRE DE MARCHANDISES SUR L'EMPLACEMENT DE L'EXPOSITION.

RENSEIGNEMENTS SUR L'EXPÉDITION (ENTREPÔT)

SOCIÉTÉ EXPOSANTE:	NOM DE LA PERSONNE-RESSOURCE:	N° DE TÉLÉPHONE:	N° DE STAND (S):
		N° DE TÉLÉCOPIEUR:	
TRANSPORTEUR QUI EXPÉDIE À LANGE:	DATE PRÉVUE DU RAMASSAGE: MOIS JOUR ANNÉE	DATE PRÉVUE D'ARRIVÉE: MOIS JOUR ANNÉE	N° DE CONNAISSANCE:
NOMBRE D'ARTICLES:	POIDS:	COURTIER EN DOUANES (LE CAS ÉCHÉANT):	DATE DE DÉBUT DE L'EXPOSITION: MOIS JOUR ANNÉE

COMMANDES REÇUES PENDANT OU AVANT: 7 juin, 2013

COMMANDES REÇUES APRÈS: 7 juin, 2013

POIDS	EMBALLÉES, CAISSONNÉES, PALETTISÉES ET MACHINERIE	LA MATIÈRE DESSERRÉE (LE SERVICE DE COURIER, C'EST-À-DIRE NOURRI X/PUROLATOR/UPS)	EMBALLÉES, CAISSONNÉES, PALETTISÉES ET MACHINERIE	LA MATIÈRE DESSERRÉE (LE SERVICE DE COURIER, C'EST-À-DIRE NOURRI X/PUROLATOR/UPS)	TOTAL
CHARGE MINIMALE (DE 599 LBS)	145 \$	170 \$	180 \$	225 \$	
600 – 3000 LB.	28 \$ / Q	29 \$ / Q	34 \$ / Q	35 \$ / Q	
PLUS DE 3000 LB.	27 \$ / Q	28 \$ / Q	33 \$ / Q	34 \$ / Q	

8 % de surtaxe de carburant à ajouter au total ci-dessus

POUR LES MARCHANDISES REÇUES À L'ENTREPÔT AVANT DE RECEVOIR LA COMMANDE ET / OU QUI SONT INCORRECTEMENT ÉTIQUETÉES, AJOUTEZ 25 %

NOTE: DES FRAIS SUPPLÉMENTAIRES PEUVENT S'APPLIQUER POUR UNE LIVRAISON LOCALE, LES DOUANES, ETC.

SOUS-TOTAL

POUR LES COMMANDES SORTANT DU CANADA OU QUI PASSENT PAR LES DOUANES: AJOUTEZ 30 % AU SOUS-TOTAL

LES FRAIS SERONT BASÉS SUR LE POIDS RÉEL OU CUBIQUE, PEU IMPORTE LEQUEL EST LE PLUS ÉLEVÉ

TPS 5 %

SOUS- TOTAL

TVP 9.975%

AUCUNE COMMANDE NE SERA TRAITÉE AVANT QUE LE PAIEMENT COMPLET NE SOIT REÇU N° DE TPS: R124 192 220

TOTAL

1. Les ordres doivent être payé d'avance dans plein y compris l'impôt. Les Factures d'achat ne qualifient pas comme les paiements. Les ordres doivent être annulés 7 jours de.
2. Toutes les incohérences doivent être décidé pour le site avant le spectacle fait sortir.

CHEQUE A ENTOURÉ ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE

MASTERCARD ☐ VISA ☐

N° DE CARTE DE CRÉDIT _____ DATE D'EXP.: MOIS _____ ANNÉE _____

SIGNATURE AUTORISÉE: _____ IMPRIMER: _____

NOM ET ADRESSE DU DÉBITEUR

SOCIÉTÉ: _____ N° DU BON DE COMMANDE: _____

ADRESSE: _____ VILLE: _____

PROV. / ÉTAT: _____ CODE POSTAL: _____ N° DE TÉLÉPHONE: _____ N° DE TÉLÉCOPIEUR: _____

VOIR LE VERSO POUR L'ADRESSE DU DESTINATAIRE

ADRESSE D'ENVOI DE LA MARCHANDISE :

**VOTRE "NOM DE COMPAGNIE D'EXHIBITION" ICI
INTERNATIONAL COUNCIL OF SHOPPING CENTRES
N° DE STAND
LANGE TRANSPORTATION C/O
QUIKX
151 AVENUE REVERCHON
POINTE CLAIRE, QC
H9P 1K1
ATTN: MATHEW SANTOS**

TÉLÉPHONE (905) 362-4382

TÉLÉCOPIEUR (905) 362-1285

CONDITIONS

Lange Transportation & Storage Ltd. doit être informé 21 jours d'avance de tout article individuel excédant 3000 lb ou qui nécessite une manutention ou de l'équipement particulier. Lange se réserve le droit de déterminer quels articles nécessitent du travail supplémentaire et une manutention ou de l'équipement particulier et d'évaluer les frais en conséquence.

EXPÉDITION DE PRÉ-EXPOSITION

Si vous désirez envoyer de la marchandise avant l'exposition, veuillez communiquer avec Lange au moins 7 jours avant l'exposition pour obtenir des renseignements sur l'expédition. Lange ne recevra pas les expéditions EN PORT D'U.

RESPONSABILITÉ

La société Lange possède une responsabilité limitée quant aux dommages causés par elle aux envois emballés lors de la manutention des envois et ne sera pas tenue responsable des dommages dissimulés ou des dommages ou des pertes de marchandises après la livraison au stand, avant ou pendant la période d'installation ou lors de la conclusion de l'exposition avant la livraison au transporteur public. Les envois devraient être assurés par l'exposant afin d'être protégés lorsqu'ils ne sont pas sous la surveillance, la garde et le contrôle de Lange. L'état, le nombre et les contenus du matériel trouvés dans les stands au moment du démontage seront définitifs et exécutoires et Lange se réserve le droit de modifier le connaissance des exposants afin de refléter la condition, le nombre et les contenus réels qui sont trouvés. Lange ne sera pas responsable des dommages causés lors de la manutention de matériel en vrac ou incorrectement emballé. Lange ne sera pas responsable du non-fonctionnement ou des retards lors de l'exécution du service si le retard est causé par une grève, un arrêt de travail ou tout autre cause inévitable ou au-delà de son contrôle. La responsabilité de Lange est par la présente limitée à 0,30 \$ par livre par article pour un maximum de 30 \$ par article et 150 \$ par envoi. Les valeurs dépassant ces conditions limites devraient être assurées par l'expéditeur.

POIDS DES ENVOIS

Les évaluations de poids de Lange sont définitives et exécutoires à moins que des billets de pesage soient fournis lors de la réception de l'envoi. Si aucun billet de pesage n'est fourni, Lange peut décider de cuber l'envoi et d'utiliser le poids volumétrique aux fins de facturation.

LANGE

ICS132

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

AFTER SHOW WAREHOUSE ORDER FORM

INTERNATIONAL COUNCIL OF SHOPPING CENTERS

Le Westin Montreal
June 19 – 20, 2013

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.
2. GOODS LEFT IN WAREHOUSE AFTER 10 DAYS WILL BE SUBJECT TO A DAILY STORAGE CHARGE. | 3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS.
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	
		ORDERS RECEIVED ON OR BEFORE: June 7, 2013		ORDERS RECEIVED AFTER: June 7, 2013			
WEIGHT	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	TOTAL		
MINIMUM CHARGE (OF 599 LBS.)	\$145.00	\$170.00	\$180.00	\$225.00			
600 – 3000 LB.	\$28.00/CWT	\$29.00/CWT	\$34.00/CWT	\$35.00/CWT			
OVER 3000 LB.	\$27.00/CWT	\$28.00/CWT	\$33.00/CWT	\$34.00/CWT			
8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL							
FREIGHT RETURNED TO THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%							
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL DELIVERY, CUSTOMS, ETC.					SUBTOTAL		
ORDERS TRAVELLING TO DESTINATIONS OUTSIDE OF CANADA OR TRAVELLING IN BOND:					ADD 30% TO SUBTOTAL		
CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER					5% GST		
					9.975% QST		
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED HST #R124 192 220					TOTAL		

1. 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.
 2. All discrepancies must be settled on site prior to show move-out.

CHEQUE ENCLOSED ☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD ☐ VISA ☐

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

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

SEE REVERSE SIDE FOR CONDITIONS

PHONE (905) 362-4382

FAX (905) 362-1285

CONDITIONS

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

LIABILITY

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

OUTBOUND SHIPMENTS

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

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

SHIPMENT WEIGHTS

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

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

BON DE COMMANDE D'ENTREPÔT APRÈS L'EXPOSITION

INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin, 2013

L'EMPLACEMENT DE L'EXPOSITION N'ENTREPOSERA PAS DE MARCHANDISES APRÈS L'EXPOSITION.
POUR OBTENIR CE SERVICE, REMPLISSEZ UN FORMULAIRE POUR CHAQUE ENVOI.

1. ENVOI DE VOS MARCHANDISES ET ENTREPOSAGE DANS NOTRE ENTREPÔT JUSQU'À 10 JOURS APRÈS L'EXPOSITION.
2. AVISEZ L'EXPOSANT DE LA CONDITION DES MARCHANDISES.
3. LES MARCHANDISES LAISSÉES EN ENTREPÔT APRÈS 10 JOURS SERONT SOUMISES À DES FRAIS D'ENTREPOSAGE QUOTIDIENS.
4. ENVOYEZ LES MARCHANDISES VIA LE TRANSPORTEUR DES EXPOSANTS CONTRE REMBOURSEMENT. (L'EXPOSANT DOIT ORGANISER LE RAMASSAGE).

RENSEIGNEMENTS SUR L'EXPÉDITION (ENTREPÔT)

SOCIÉTÉ EXPOSANTE:	NOM DE LA PERSONNE-RESSOURCE:	N° DE TÉLÉPHONE:	N° DE STAND (S):
		N° DE TÉLÉCOPIEUR:	

TRANSPORTEUR QUI RAMASSE LES MARCHANDISES CHEZ LANGE:	DATE PRÉVUE DU RAMASSAGE: MOIS JOUR ANNÉE
---	--

ENVOYEZ LES MARCHANDISES PROVENANT DE L'ENTREPÔT DE LANGE À:

NOMBRE D'ARTICLES:	POIDS:	COURTIER EN DOUANES (LE CAS ÉCHÉANT):	DATE DE FIN DE L'EXPOSITION: MOIS JOUR ANNÉE
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COMMANDES REÇUES PENDANT OU AVANT: 7 juin, 2013			COMMANDES REÇUES APRÈS: 7 juin, 2013		
POIDS	EMBALLÉES, CAISSONNÉES, PALETTISÉES ET MACHINERIE	LA MATIÈRE DESSERRÉE (LE SERVICE DE COURIER, C'EST-À-DIRE NOURRI X/PUROLATOR/UPS)	EMBALLÉES, CAISSONNÉES, PALETTISÉES ET MACHINERIE	LA MATIÈRE DESSERRÉE (LE SERVICE DE COURIER, C'EST-À-DIRE NOURRI X/PUROLATOR/UPS)	TOTAL
CHARGE MINIMALE	145 \$	170 \$	180 \$	225 \$	
600 – 3000 LB.	28 \$ / Q	29 \$ / Q	34 \$ / Q	35 \$ / Q	
PLUS DE 3000 LB.	27 \$ / Q	28 \$ / Q	33 \$ / Q	34 \$ / Q	

8 % de surtaxe de carburant à ajouter au total ci-dessus

POUR LES MARCHANDISES REÇUES À L'ENTREPÔT AVANT DE RECEVOIR LA COMMANDE ET / OU QUI SONT INCORRECTEMENT ÉTIQUETÉES, AJOUTEZ 25 %

NOTE: DES FRAIS SUPPLÉMENTAIRES PEUVENT S'APPLIQUER POUR UNE LIVRAISON LOCALE, LES DOUANES, ETC.	SOUS-TOTAL
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POUR LES COMMANDES SORTANT DU CANADA OU QUI PASSENT PAR LES DOUANES: AJOUTEZ 30 % AU SOUS-TOTAL

LES FRAIS SERONT BASÉS SUR LE POIDS RÉEL OU CUBIQUE, PEU IMPORTE LEQUEL EST LE PLUS ÉLEVÉ	TPS 5 %
	SOUS-TOTAL
	TVP 9.975 %

AUCUNE COMMANDE NE SERA TRAITÉE AVANT QUE LE PAIEMENT COMPLET NE SOIT REÇU

N° DE TPS: R124 192 220	TOTAL
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1. Les ordres doivent être payés d'avance dans plein y compris l'impôt. Les Factures d'achat ne qualifient pas comme les paiements. Les ordres doivent être annulés 7 jours de.
2. Toutes les incohérences doivent être décidées pour le site avant le spectacle fait sortir.

CHEQUE A ENTOURER ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE	
MASTERCARD ☐	VISA ☐
N° DE CARTE DE CRÉDIT: _____	DATE D'ÉCHÉANCE DE LA CARTE: MOIS: _____ ANNÉE: _____
SIGNATURE AUTORISÉE: _____ EN CARACTÈRES D'IMPRIMERIE: _____	
NOM ET ADRESSE DU DÉBITEUR	
SOCIÉTÉ: _____	N° DU BON DE COMMANDE: _____
ADRESSE: _____	VILLE: _____
PROV. / ÉTAT: _____	CODE POSTAL: _____ N° DE TÉLÉPHONE: _____ N° DE TÉLÉCOPIEUR: _____

VOIR LE VERSO POUR LES CONDITIONS

TÉLÉPHONE (905) 362-4382

TÉLÉCOPIEUR (905) 362-1285

CONDITIONS

Lange Transportation & Storage Ltd. doit être informé 21 jours d'avance de tout article individuel excédant 3000 lb ou qui nécessite une manutention ou de l'équipement particulier. Lange se réserve le droit de déterminer quels articles nécessitent du travail supplémentaire et une manutention ou de l'équipement particulier et d'évaluer les frais en conséquence.

EXPÉDITION DE PRÉ-EXPOSITION

Si vous désirez envoyer de la marchandise avant l'exposition, veuillez communiquer avec Lange au moins 7 jours avant l'exposition pour obtenir des renseignements sur l'expédition. Lange ne recevra pas les expéditions EN PORT D'U.

RESPONSABILITÉ

La société Lange possède une responsabilité limitée quant aux dommages causés par elle aux envois emballés lors de la manutention des envois et ne sera pas tenue responsable des dommages dissimulés ou des dommages ou des pertes de marchandises après la livraison au stand, avant ou pendant la période d'installation ou lors de la conclusion de l'exposition avant la livraison au transporteur public. Les envois devraient être assurés par l'exposant afin d'être protégés lorsqu'ils ne sont pas sous la surveillance, la garde et le contrôle de Lange. L'état, le nombre et les contenus du matériel trouvés dans les stands au moment du démontage seront définitifs et exécutoires et Lange se réserve le droit de modifier le connaissance des exposants afin de refléter la condition, le nombre et les contenus réels qui sont trouvés. Lange ne sera pas responsable des dommages causés lors de la manutention de matériel en vrac ou incorrectement emballé. Lange ne sera pas responsable du non-fonctionnement ou des retards lors de l'exécution du service si le retard est causé par une grève, un arrêt de travail ou tout autre cause inévitable ou au-delà de son contrôle. La responsabilité de Lange est par la présente limitée à 0,30 \$ par livre par article pour un maximum de 30 \$ par article et 150 \$ par envoi. Les valeurs dépassant ces conditions limites devraient être assurées par l'expéditeur.

POIDS DES ENVOIS

Les évaluations de poids de Lange sont définitives et exécutoires à moins que des billets de pesage soient fournis lors de la réception de l'envoi. Si aucun billet de pesage n'est fourni, Lange peut décider de cuber l'envoi et d'utiliser le poids volumétrique aux fins de facturation.

LANGE**ICS132**

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

ELECTRICAL SERVICE ORDER FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTERS
 Le Westin Montreal
 June 19 – 20, 2013

PLEASE READ REVERSE SIDE FOR RULES AND REGULATIONS

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:(S)
		FAX #:	

QUANTITY	SERVICE	ORDERS RECEIVED BEFORE May 10, 2013	ORDERS RECEIVED AFTER May 10, 2013	TOTAL
	15 Amp. 120V. Outlet (Positioning at the back of the booth)	\$ 95.00	\$125.00	
	Other electrical requirements: any positioning of power such as wire under the carpet, extension, outlet from ceiling, etc.	\$ 35.00	\$ 45.00	
	20 Amp. 208V. Power 1 phase	\$ 95.00	\$135.00	
	30 Amp. 120-208V. Power	\$115.00	\$165.00	
	50 Amp. 120-208V. Power	\$135.00	\$180.00	
	60 Amp. 120-208V. Power	\$155.00	\$220.00	
	100 Amp. 120-208V. Power	\$220.00	\$310.00	
	200 Amp. 120-208V. Power	\$350.00	\$495.00	
	Connection and disconnection	\$ 65.00	\$ 85.00	

Other electrical requirements available upon request.

SPECIAL ELECTRICAL CONNECTIONS – BY QUOTATION (PLEASE INCLUDE THE FOLLOWING)

VOLTS	AMPS/WATTAVE	PHASE	24 HOUR		
				5% GST	
				9.975% QST	
ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS) NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED			TOTAL		

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

CHEQUE ENCLOSED ☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD ☐ VISA ☐

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL CODE: _____ PHONE #: _____ FAX #: _____

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.

SEE REVERSE SIDE FOR RULES & REGULATIONS

ELECTRICAL RULES & REGULATIONS

GENERAL:

The Centre 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 (Lange) qualified 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 (Lange) qualified tradesperson has found and corrected the cause of the malfunction.

All materials and equipment supplied by Lange shall remain the property of the Company. The Exhibitor shall be held responsible of loss of such materials as are associated with his booth, and shall compensate Lange in the event of loss or damage.

PAYMENT:

All orders must be paid in advance in Canadian Funds. Out of country payment may be made by Canadian 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 the Deadline Prices.

ON SITE ORDERS:

Orders placed during the move-in of the show MUST be paid by valid credit card, certified cheque 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 Lange include installation, service while in use, and removal.

CREDITS:

It is the exhibitor's responsibility to advise a Lange 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 refunds on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
- c) A 50% refund will be given on listed items on order form if cancelled IN WRITING at least 4 days prior to show move-in.

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 Lange's service area for a nominal charge. Additional charges may apply 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 INDICATE 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, installations, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords 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. Lange 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 Rule 2-022 of the Electrical Safety Code, a provincial regulation, 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. 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.

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

SERVICES DE DISTRIBUTION D'ÉLECTRICITÉ
INTERNATIONAL COUNCIL OF SHOPPING CENTRES
 le westin montreal
 19 et 20 juin, 2013

VOIR LE CONTRAIRE POUR LES TERMES ET LES CONDITIONS

Événement : _____	Kiosque n° : _____
Date de l'événement : _____	Commande n° : _____
Société : _____	Tél. : (_____) _____
Personne-ressource : _____	Télec. : (_____) _____
Adresse : _____	Courriel : _____
Ville : _____	Code postal : _____

Quantité	Description des services	COMMANDES RECUES AVANT 10 mai, 2013	COMMANDES RECUES APRES 10 mai, 2013	Montant
	Circuit 15 amps/120v (positionné à l'arrière du stand)	95,00 \$	125,00 \$	
	Services additionnels; tout positionnement autre qu'à l'arrière du stand tels que fils en dessous du tapis, rallonge, prise du plafond, etc.	35,00 \$	45,00 \$	
	Elect. 20 amp. 208 v monophasé	95,00 \$	135,00 \$	
	Elect. 30 amp. 120-208 v	115,00 \$	165,00 \$	
	Elect. 50 amp. 120-208 v	135,00 \$	180,00 \$	
	Elect. 60 amp. 120-208 v	155,00 \$	220,00 \$	
	Elect. 100 amp. 120-208 v	220,00 \$	310,00 \$	
	Elect. 200 amp. 120-208 v	350,00 \$	495,00 \$	
	Branchement et débranchement	65,00 \$	85,00 \$	
Services additionnels électriques sur demande.		TOTAL PARTIEL		
		TAXE FÉDÉRALE (5%)		
		SOUS-TOTAL		
		TAXE PROVINCIALE (9.975%)		
		TOTAL		

CHEQUE A ENTOURER ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE

MASTERCARD ☐ ☐ VISA ☐

N° DE CARTE DE CRÉDIT: _____ DATE D'ÉCHÉANCE DE LA CARTE: MOIS: _____ ANNÉE: _____

SIGNATURE AUTORISÉE: _____ EN CARACTÈRES D'IMPRIMERIE: _____

NOM ET ADRESSE DU DÉBITEUR

SOCIÉTÉ: _____ N° DU BON DE COMMANDE: _____

ADRESSE: _____ VILLE: _____

PROV. / ÉTAT: _____ CODE POSTAL: _____ N° DE TÉLÉPHONE: _____ N° DE TÉLÉCOPIEUR: _____

LES EXPOSANTS ET LEURS REPRÉSENTANTS CONVIENNENT PAR LES PRÉSENTES D'INDEMNISER LANGE TRANSPORTATION AND STORAGE LTD., SES EMPLOYÉS, SES REPRÉSENTANTS ET SES MANDATAIRES POUR TOUTE RÉCLAMATION RELATIVE À UNE PERTE, À DES DOMMAGES, À UN VOL OU À UNE BLESSURE. L'INDEMNISATION COMPREND LA PÉRIODE D'ENTREPOSAGE AVANT ET IMMÉDIATEMENT APRÈS L'ÉVÉNEMENT. L'EXPOSANT, EN SIGNANT LE CONTRAT, DÉGAGE LES PARTIES SUSNOMMÉES DE TOUTE RESPONSABILITÉ RELATIVEMENT AUX RÉCLAMATIONS QUELCONQUES DÉCOULANT D'UNE PERTE, D'UN VOL, DE DOMMAGES OU D'UNE BLESSURE, SANS ÉGARD À LEUR CAUSE. LES EXPOSANTS DOIVENT SE PROCURER LEUR PROPRE ASSURANCE ET LEURS PROPRES SERVICES DE SÉCURITÉ.

VOIR LE CONTRAIRE POUR LES TERMES ET LES CONDITIONS

ELECTRICAL RULES & REGULATIONS

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

FIRE SAFETY REPLY FORM

ICSC

RETURN BY MAY 1, 2013

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the requirements. In some instances, aspects of your Exhibit **MUST BE APPROVED** by Show Management, the Westin Montreal and the Montreal Fire Department.

	YES	NO
(1) EXHIBIT CONFIGURATION REQUIRES APPROVAL		
(2) EXHIBIT CONFIGURATION IS 1000 SQ. FT. OR MORE		
(3) EXHIBIT HAS A ROOF/CANOPY		
(4) EXHIBIT CONTAINS A RAISED PLATFORM		
(5) EXHIBIT CONTAINS A RAISED PLATFORM WITH AN AREA OF 400 SQ. FT. OR MORE		
(6) EXHIBIT MATERIAL EXCEEDS 10,000 LB. GROSS WEIGHT		
(7) EXHIBIT MATERIAL EXCEEDS 100 LB. PER SQ. FT.		
(8) EXHIBIT CONTAINS PROHIBITED MATERIAL		
(9) MATERIALS/PROCESSES/EQUIPMENT REQUIRE SPECIAL PERMIT		
(10) EXHIBIT PRESENTS AN OBSTRUCTION		
(11) EXHIBIT CONTAINS A MOTORIZED VEHICLE/COMBUSTION ENGINE		
(12) EXHIBIT CONTAINS LIQUID FUELS/NATURAL GAS/PROPANE		
(13) EXHIBIT CONTAINS COOKING APPLIANCES		
(14) EXHIBIT CONTAINS HAZARDOUS MATERIALS WHICH DO NOT COMPLY WITH GOVERNMENT REGULATIONS ON MATERIAL HANDLING IN THE WORK PLACE		

- IF ANY QUESTIONS FROM 1-5 ARE ANSWERED YES, YOU MUST SUBMIT SPECIFIC FLOOR PLANS.
- IF ANY QUESTIONS FROM 6-14 ARE ANSWERED YES, YOU MUST ALSO SUBMIT SPECIFIC DETAILS.

DETAILS:

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:
		FAX #:	

**** NOTE ****

Single-level roofed booths are allowed only with prior approval of Show Management and the Westin Montreal and when they are in accordance with the Hotel guidelines included or National Fire Prevention Act No. 13 (1982) and the Quebec Building Code and the National Building Code.

RETURN COMPLETED FORMS AND APPROPRIATE CERTIFICATES TO:

ROBERT GEORGE
LANGE TRANSPORTATION
3965 NASHUA DRIVE
MISSISSAUGA, ONTARIO L4V 1P3
OR FAX TO (905) 362-1285

LANGE

ICS132

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

JANITORIAL SERVICE ORDER FORM

INTERNATIONAL COUNCIL OF SHOPPING CENTERS

Le Westin Montreal

June 19 – 20, 2013

PLEASE COMPLETE THIS FORM IF YOU REQUIRE BOOTH CLEANING.

SERVICE INCLUDES: 1. VACUUMING
 2. EMPTYING WASTEBASKETS

SERVICE DOES NOT INCLUDE SPECIAL CARPET TREATMENT FOR THE REMOVAL OF FOOD, HAIR, WOOD, METAL SHAVINGS, GREASE OR OIL.

EXHIBITOR INFORMATION

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:(S)
		FAX #:	

	ORDERS REC. PRIOR TO May 10, 2013		ORDERS REC. AFTER May 10, 2013		TOTAL
	ONE TIME PRIOR TO SHOW OPENING	DAILY CLEANING DURING SHOW	ONE TIME PRIOR TO SHOW OPENING	DAILY CLEANING DURING SHOW	
MINIMUM CHARGE	\$35.00	\$84.00	\$39.00	\$90.00	
	\$0.35/SQ FT X _____ SQ FT X 1 DAY =	\$0.32/SQ FT X _____ SQ FT X _____ DAYS =	\$0.39/SQ FT X _____ SQ FT X 1 DAY =	\$0.45 SQ FT X _____ SQ FT X _____ DAYS =	
ADDITIONAL EXHIBIT CLEANING AVAILABLE AT \$39.00/HOUR				SUB-TOTAL	
				5% GST	
				9.975% QST	
NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED.					TOTAL
					\$

SPECIAL INSTRUCTIONS:

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

CHEQUE ENCLOSED ☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD ☐ VISA ☐

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

PROV./STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION & 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.

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

BON DE COMMANDE DE SERVICE DE CONCIERGE

INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin, 2013

VEUILLEZ REMPLIR CE BON SI VOUS DÉSIREZ FAIRE NETTOYER VOTRE KIOSQUE

LE SERVICE COMPREND : 1. NETTOYAGE À L'ASPIRATEUR
2. VIDAGE DES POUBELLES

LE SERVICE NE COMPREND PAS LE TRAITEMENT SPÉCIAL DES TAPIS POUR L'ÉLIMINATION DES TÂCHES D'ALIMENTS, DES CHEVEUX, DU BOIS, DES COPEAUX DE MÉTAL, DES TÂCHES DE GRAISSE OU D'HUILE, ETC.

RENSEIGNEMENTS SUR L'EXPOSANT					
SOCIÉTÉ EXPOSANTE :		PERSONNE-RESSOURCE :		TÉLÉPHONE :	Nbre DE KIOSQUE(S) :
				TÉLÉCOPIEUR :	
	COMMANDES REÇUES APRÈS : 10 mai, 2013		COMMANDES REÇUES APRÈS : 10 mai, 2013		TOTAL
	UNE FOIS AVANT L'OUVERTURE DU SALON	NETTOYAGE QUOTIDIEN PENDANT LE SALON	UNE FOIS AVANT L'OUVERTURE DU SALON	NETTOYAGE QUOTIDIEN PENDANT LE SALON	
FRAIS MIN.	35 \$	84 \$	39 \$	90 \$	
	0,35 \$/pi² X _____ pi² X 1 JOUR =	0,32 \$/pi² X _____ pi² X _____ JOURS =	0,39 \$/pi² X _____ pi² X 1 JOUR =	0,45 \$ pi² X _____ pi² X _____ JOURS =	
LE NETTOYAGE SUPPLÉMENTAIRE DES KIOSQUES EST OFFERT À 32,00 \$ L'HEURE					TPS 5 %
					SOUS-TOTAL
					TVP 9.975 %
AUCUNE COMMANDE NE SERA TRAITÉE TANT QUE LE PAIEMENT INTÉGRAL N'AURA PAS ÉTÉ REÇU.					TOTAL
INSTRUCTIONS SPÉCIALES :					

(N° DE TPS : R124 192 220) TOUTES LES COMMANDES, Y COMPRIS TOUTES LES TAXES APPLICABLES, DOIVENT ÊTRE PAYÉES INTÉGRALEMENT À L'AVANCE. UN BON DE COMMANDE NE CONSTITUE PAS UN PAIEMENT. LES COMMANDES DOIVENT ÊTRE ANNULÉES 7 JOURS OUVRABLES AVANT LE PREMIER JOUR DE L'AMÉNAGEMENT POUR ÊTRE ADMISSIBLES AU REMBOURSEMENT.

CHEQUE A ENTOURE ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE

MASTERCARD ☐

VISA ☐

N° DE CARTE DE CRÉDIT _____ DATE D'EXP. : MOIS _____ ANNÉE _____

SIGNATURE AUTORISÉE : _____ IMPRIMER : _____

NOM ET ADRESSE DU PAYEUR

SOCIÉTÉ : _____ N° DE BON DE COMMANDE : _____

ADRESSE : _____ VILLE : _____

PROV./ÉTAT : _____ CODE POSTAL : _____ TÉLÉPHONE : _____ TÉLÉCOPIEUR : _____

LES EXPOSANTS ET LEURS REPRESENTANTS CONVIENNENT PAR LES PRESENTES D'INDEMNISER LANGE TRANSPORTATION AND STORAGE LTD., SES EMPLOYES, SES REPRESENTANTS ET SES MANDATAIRES POUR TOUTE RÉCLAMATION RELATIVE À UNE PERTE, À DES DOMMAGES, À UN VOL OU À UNE BLESSURE. L'INDEMNISATION COMPREND LA PÉRIODE D'ENTREPOSAGE AVANT ET IMMÉDIATEMENT APRÈS L'ÉVÉNEMENT. L'EXPOSANT, EN SIGNANT LE CONTRAT, DÉGAGE LES PARTIES SUSNOMMÉES DE TOUTE RESPONSABILITÉ RELATIVEMENT AUX RÉCLAMATIONS QUELCONQUES DÉCOULANT D'UNE PERTE, D'UN VOL, DE DOMMAGES OU D'UNE BLESSURE, SANS ÉGARD À LEUR CAUSE. LES EXPOSANTS DOIVENT SE PROCURER LEUR PROPRE ASSURANCE ET LEURS PROPRES SERVICES DE SÉCURITÉ.

LANGE**ICS132**

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

MATERIAL HANDLING ORDER FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTERS
Le Westin Montreal
June 19 – 20, 2013

PLEASE COMPLETE ONE OF THESE FORMS FOR EACH SHIPMENT. SHIPMENTS OVER 200lbs MUST HAVE SCALE TICKET.

- SERVICE INCLUDES:
1. RECEIVE GOODS AT EXHIBITION HALL.
 2. DELIVER & SPOT FREIGHT ONCE TO BOOTH AREA.
 3. MOVE ANY EMPTY CRATES FROM BOOTH TO STORAGE.
 4. AT END OF SHOW RETURN EMPTY CRATES AND CARTONS FROM STORAGE TO YOUR BOOTH.
 5. REMOVE EXHIBIT MATERIAL FROM YOUR BOOTH AND LOAD YOUR VEHICLE.

ALL RATES ARE BASED ON MAXIMUM INDIVIDUAL PIECE WEIGHT OF 3000 LBS. CONTACT LANGE 14 DAYS PRIOR TO SHOW FOR INDIVIDUAL PIECES IN EXCESS OF 3000 LBS.

SHIPPING INFORMATION					
EXHIBITING COMPANY:		CONTACT NAME:		PHONE #:	BOOTH #(S):
				FAX #:	
CARRIER:		DATE SHIPPED:		# OF PIECES:	WEIGHT:
PRO #:		SHIPPED FROM (COMPANY):		SHIPPED FROM (CITY):	CUSTOMS BROKER (IF APP.):

WEIGHT	ORDERS RECEIVED ON OR PRIOR TO May 10, 2013		ORDERS RECEIVED AFTER May 10, 2013		TOTAL
LESS THAN 200LBS USE MIN. CHARGE GREATER THAN 200LBS USE CHARGE/CWT	CRATED, SKIDDED, BOXED	LOOSE MATERIAL (COURIER SERVICE, IE FED X/PUROLATOR/UPS)	CRATED, SKIDDED, BOXED	LOOSE MATERIAL (COURIER SERVICE, IE FEDX/PUROLATOR/UPS)	
MINCHARGE WITH SCALE TICKET	\$158.00	\$178.00	\$198.00	\$192.00	
CHARGE/CWT WITH SCALE TICKET	\$79.00/CWT	\$89.00/CWT	\$94.00/CWT	\$96.00/CWT	
MINCHARGE WITHOUT SCALE TICKET	\$164.00	\$184.00	\$192.00	\$196.00	
CHARGE/CWT WITHOUT SCALE TICKET	\$82.00/CWT	\$92.00/CWT	\$96.00/CWT	\$98.00/CWT	
NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED.				5% GST	
				9.975 QST	
				TOTAL	

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

CHEQUE ENCLOSED	☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
MASTERCARD	☐ VISA ☐
CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____	
AUTHORIZED SIGNATURE: _____ PRINT: _____	
PAYOR NAME AND ADDRESS	
COMPANY: _____	P.O. ORDER #: _____
ADDRESS: _____	CITY: _____
PROV/STATE: _____ POST CODE: _____	PHONE #: _____ FAX #: _____
IT IS THE EXHIBITORS RESPONSIBILITY TO ENSURE THAT THEY HAVE INSURANCE ON THEIR MATERIAL WHILE IN THE POSSESSION OF LANGE TRANSPORTATION. LANGE ONLY PROVIDES A LIMITED LIABILITY FOR DAMAGES AS OUTLINED ON THE REVERSE.	

SEE REVERSE FOR TERMS AND CONDITIONS

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.

It is the sole responsibility of the exhibitor to ensure their delivery vehicle arrives at the 'DESIGNATED' unloading area or dock. Lange reserves the right to take whatever actions and provide whatever equipment and labour it deems necessary to unload the vehicle and assess charges accordingly.

PRESHOW SHIPPING

If you wish to pre-ship any materials, please complete the Lange Advance Receiving form or contact Lange at least 14 days prior to the show for shipping instructions. Lange will not receive COLLECT shipments.

LIABILITY

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

OUTBOUND SHIPMENTS

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

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

SHIPMENT WEIGHTS

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

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

BON DE COMMANDE POUR MANUTENTION DU MATÉRIEL SUR PLACE

INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin, 2013

VEUILLEZ REMPLIR UN DE CES BONS POUR CHAQUE CHARGEMENT.

- LE SERVICE COMPREND :
1. RÉCEPTION DES BIENS AU HALL D'EXPOSITION.
 2. UNE LIVRAISON ET IDENTIFICATION DU FRET AU STAND.
 3. PORT DES CAISSES VIDES DU STAND AU LIEU DE RANGEMENT.
 4. RETOUR DES CAISSES ET CARTONS VIDES À VOTRE STAND UNE FOIS LE SALON TERMINÉ.
 5. RAMASSAGE DU MATÉRIEL D'EXPOSITION DE VOTRE STAND ET CHARGEMENT DE VOTRE VÉHICULE.

TOUS LES TARIFS SONT BASÉS SUR UN MAXIMUM DE POIDS DE 3 000 LB POUR CHAQUE PIÈCE PRISE SÉPARÉMENT. COMMUNIQUEZ AVEC LANGE 14 JOURS AVANT LE SALON POUR LES PIÈCES DE PLUS DE 3 000 LB.

RENSEIGNEMENTS SUR LE CHARGEMENT

ENTREPRISE EXPOSANTE :	PERSONNE-RESSOURCE :	N° DE TÉL:	STAND(S) N° :
		N° TÉLÉC.:	
TRANSPORTEUR :	DATE D'EXPÉDITION :	NBRE DE PIÈCES :	POIDS :
N° PRO :	EXPÉDIÉ DE (ENTREPRISE) :	EXPÉDIÉ DE (VILLE) :	COURTIER EN DOUANE (S'IL Y A LIEU):

POIDS	COMMANDES REÇUES APRÈS : 10 mai, 2013		COMMANDES REÇUES APRÈS : 10 mai, 2013		TOTAL
	EMBALLÉES,CAISSO NNÉES, PALETTISÉES	MATIÈRE DESSERRÉE (SERVICE DE COURIER c'est-à-dire. FEDEX/PUROLATOR/UPS)	EMBALLÉES,CAISSO NNÉES, PALETTISÉES	MATIÈRE DESSERRÉE (SERVICE DE COURIER c'est-à-dire. FEDEX/PUROLATOR/UPS)	
TARIF MIN.	158 \$	178 S	198 \$	192 \$	
TARIF/100lb	79 \$	89 \$	94 \$	96 \$	
TARIF MIN.	164 \$	184 \$	192 \$	196 \$	
TARIF/100lb	82 \$	92 \$	96 \$	98 \$	
TOUS LES CHARGEMENTS ARRIVANT SANS UN TICKET D'ÉCHELLE SERONT CHARGÉS à \$10.00 PAR FT CUBIQUE				TPS 5 %	
				SOUS-TOTAL	
				TVP 9.975%	
NOUS NE TRAITONS AUCUNE COMMANDE SANS PERCEPTION DU PAIEMENT COMPLET.				TOTAL	

(N° T.P.S. R124 192 220) TOUTES LES COMMANDES DOIVENT ÊTRE COMPLÈTEMENT PAYÉES À L'AVANCE, Y COMPRIS TOUTES LES TAXES APPLICABLES. LES BONS DE COMMANDES NE TIENNENT PAS LIEU DE PAIEMENT. LES COMMANDES DOIVENT ÊTRE ANNULÉES 7 JOURS OUVRABLES AVANT LE PREMIER JOUR D'EMMÉNAGEMENT POUR QU'IL Y AIT POSSIBILITÉ DE REMBOURSEMENT.

CHEQUE A ENTOURE ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE

MASTERCARD ☐ ☐ VISA ☐

N° DE CARTE DE CRÉDIT: _____ DATE D'ÉCHÉANCE DE LA CARTE: MOIS: _____ ANNÉE: _____

SIGNATURE AUTORISÉE: _____ EN CARACTÈRES D'IMPRIMERIE: _____

NOM ET ADRESSE DU DÉBITEUR

SOCIÉTÉ: _____ N° DU BON DE COMMANDE: _____

ADRESSE: _____ VILLE: _____

PROV. / ÉTAT: _____ CODE POSTAL: _____ N° DE TÉLÉPHONE: _____ N° DE TÉLÉCOPIEUR: _____

LES EXPOSANTS ET LEURS REPRÉSENTANTS ACCEPTENT PAR LES PRÉSENTES D'INDEMNISER ET DE DÉGAGER DE TOUTE RESPONSABILITÉ LANGE TRANSPORTATION AND STORAGE LTD., SES EMPLOYÉS ET LEURS REPRÉSENTANTS ET AGENTS, CONTRE TOUTS SINISTRES, DOMMAGES, VOLS OU BLESSURES. L'INDEMNISATION COMPREND LA PÉRIODE DE RANGEMENT PRÉCÉDANT ET SUIVANT IMMÉDIATEMENT L'ÉVÉNEMENT. L'EXPOSANT, À LA SIGNATURE DE CE CONTRAT, LIBÈRE LES PERSONNES SUS-MENTIONNÉES DE TOUTS LES SINISTRES POUR PERTES, VOLS, DOMMAGES OU BLESSURES, DE QUEL QUE NATURE QUE CE SOIT. LES EXPOSANTS DOIVENT FOURNIR LEURS PROPRES ASSURANCES ET DISPOSITIFS DE SÉCURITÉ.

VOIR LE CONTRAIRE POUR LES TERMES ET LES CONDITIONS

CONDITIONS

Lange Transportation & Storage Ltd. doit être avisé 21 jours à l'avance si une pièce séparée pèse plus de 3 000 lb ou demande une manutention ou de l'équipement spécial. Lange se réserve le droit de décider quels articles demandent de la main d'oeuvre supplémentaire et une manutention ou de l'équipement spécial et d'établir le tarif en conséquence.

C'est la responsabilité seule de l'exposant pour garantir leur véhicule de livraison arrive au n'A pas DESIGNE déchargeant le secteur ou le bassin. Lange réserve le droit pour prendre quoi que les actions et fournit quoi que l'équipement et travaille l'estime nécessaire de décharger le véhicule et évalue des charges en conséquence.

EXPÉDITION AVANT LE SALON

Si vous désirez expédier du matériel à l'avance, veuillez communiquer avec Lange au moins 14 jours avant le salon pour les directives d'expédition. N'expédiez aucun article à l'adresse ci-dessus. Lange ne reçoit aucun chargement c.r.

RESPONSABILITÉ

Lange a une responsabilité limitée pour les dommages causés aux chargements en caisses lors de la manutention et n'est pas responsable des dommages cachés ou des dommages ou pertes de marchandise après la livraison au stand avant ou au cours de la période d'installation ou à la fin du salon, avant la livraison au transporteur commun. Les chargements doivent être assurés par l'exposant pour la couverture hors des soins, de la charge ou du contrôle de Lange. La condition, le nombre et le contenu des matériels trouvés aux stands au moment du ramassage seront finaux et auront valeur d'engagement et Lange se réserve le droit de changer le connaissance de l'exposant pour représenter la condition, le nombre et le contenu réel trouvé. Lange n'est pas responsable des dommages aux matériels d'expositions laissés libres ou mal emballés. Lange n'est pas responsable de ne pas donner de service ou de le donner en retard si le délai est causé par une grève, un arrêt de travail ou toute autre cause inévitable et indépendante de sa volonté. La responsabilité de Lange est limitée par les présentes à 0,30 \$ par livre par article, jusqu'à concurrence de 30,00 \$ par article et 150,00 \$ par chargement. Les valeurs dépassant ces limites doivent être assurées par l'expéditeur.

CHARGEMENTS SORTANTS

Il est de l'unique responsabilité de l'expéditeur d'étiqueter chaque pièce de chargement sortant. Lange n'est pas responsable des délais pour les chargements urgents, qui seront expédiés dans les plus brefs délais.

Lange se réserve le droit de modifier l'acheminement de tout chargement sortant qui n'est pas ramassé à l'intérieur de la période de déménagement allouée au transporteur nommé par l'exposant. L'exposant doit faire les arrangements nécessaires pour obtenir un transporteur. Le matériel de l'exposant restant après la période de déménagement sans directives d'acheminement sera acheminé à l'adresse permanente de l'exposant ou de son agent, le fret sera perçu et aucune responsabilité, quelle qu'elle soit, ne liera la direction de l'exposition ou Lange, en tout temps. Lange n'est pas responsable du matériel d'exposition abandonné sur le lieu de l'exposition.

POIDS DES CHARGEMENTS

Les approximations de poids de Lange sont finales et ont valeur d'engagement, à moins de fournir des billets de balance au moment de la réception du chargement.

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

MOVE-IN REQUIREMENTS QUESTIONNAIRE INTERNATIONAL COUNCIL OF SHOPPING CENTERS

Le Westin Montreal
June 19 – 20, 2013

PLEASE TYPE OR PRINT

TO BE RETURNED BY MAIL OR FAX BEFORE MAY 1, 2013

EXHIBITING COMPANY:	CONTACT NAME:	BOOTH #(S):
PHONE #:	FAX #:	
CARRIER:	CUSTOMS BROKER (IF APPLICABLE):	COUNTRY OF ORIGIN:
ESTIMATED TIME REQUIRED TO SET UP EXHIBIT:	HRS.	MINS.
PREFERRED SET-UP DAY:	TIME:	
EXHIBIT WILL BE SET UP BY: OFFICIAL DISPLAY CO.: _____ EXHIBITOR STAFF: _____ OTHER: _____ IF OTHER PLEASE SPECIFY BELOW:		
DISPLAY COMPANY:	CONTACT NAME:	PHONE:
		FAX:

IF YOU ARE NOT USING THE OFFICIAL TRANSPORT COMPANY YOU WILL RECEIVE A SCHEDULED TIME FOR MOVING IN YOUR DISPLAY MATERIAL. IF YOU ARE USING THE OFFICIAL TRANSPORT COMPANY YOU WILL NOT BE ASSIGNED A MOVE-IN TIME AS YOUR GOODS WILL BE DELIVERED AT AN EARLY MOVE-IN TIME. IN EITHER CASE, WE REQUIRE THE FOLLOWING INFORMATION TO BE COMPLETED AND RETURNED TO US.

TO EFFECT A SMOOTH AND EFFICIENT MOVE-IN, KINDLY LIST ALL GOODS AND EQUIPMENT YOU ARE MOVING INTO THE SHOW.

	# OF PIECES	WEIGHT	DIMENSIONS OF LARGEST PIECE LENGTH X WIDTH X HEIGHT	WEIGHT OF LARGEST PIECE	CARRIER
CRATED GOODS					
UNCRATED GOODS					
DISPLAY MATERIAL					
SPECIAL MATERIAL					
TOTAL					
PLEASE INDICATE TYPE OF DELIVERY VEHICLE: TRAILER _____ 5-TON _____ CUBE VAN _____ OTHER _____					

PLEASE COMPLETE THIS FORM AND RETURN TO:

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON L4V 1P3

OR

FAX (905) 362-1285

LANGE**ICS132**

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

QUESTIONNAIRE SUR L'EMMÉNAGEMENT

INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin. 2013

VEUILLEZ ÉCRIRE À LA MACHINE OU EN LETTRES MOULÉES

À RETOURNER PAR COURRIER OU PAR TÉLÉCOPIEUR AVANT 1 mai, 2013

ENTREPRISE EXPOSANTE :	PERSONNE-RESSOURCE :	NE DE TÉL.:	STAND(S) NE:
		NE DE TÉLÉCOPIEUR :	
TRANSPORTEUR :	COURTIER EN DOUANE (S'IL Y A LIEU) :	PAYS D'ORIGINE :	
TEMPS APPROXIMATIF D'INSTALLATION DE L'EXPOSITION : H MIN.			
L'EXPOSITION SERA INSTALLÉE PAR : ENTR. OFFICIELLE. D'EXPOS. : _____ PERS. D'EXP. : _____ AUTRE : _____ SI AUTRE, VEUILLEZ SPÉCIFIER CI-DESSOUS :			
ENTREPRISE D'EXPOSITION :	PERSONNE-RESSOURCE :	TÉLÉPHONE :	
		TÉLÉCOPIEUR :	

SI VOUS UTILISEZ L'ENTREPRISE OFFICIELLE DE TRANSPORT , NOUS NE VOUS DONNERONS PAS D'HEURE D'EMMÉNAGEMENT, VOS BIENS ÉTANT LIVRÉS POUR UN EMMÉNAGEMENT TÔT. **DANS LES DEUX CAS, NOUS EXIGEONS QUE CES RENSEIGNEMENTS SOIENT NOTÉS ET NOUS SOIENT RETOURNÉS.**

	NBRE DE PIÈCES	POIDS	DIMENSIONS DE LA PLUS GROSSE PIÈCE LONG. X LARG. X HAUT.	POIDS DE LA PLUS GROSSE PIÈCE	TRANSPORTEUR
BIENS EN CAISSES					
BIENS NON EN CAISSES					
MATÉRIEL D'EXPOSITION					
MATÉRIEL SPÉCIAL					
TOTAL					

NOM DU VÉHICULE	MODÈLE	QTÉ	CONDUCTEUR FOURNI	TRANSPORT
			OUI : _____ NON : _____	OUI : _____ NON : _____
			OUI : _____ NON : _____	OUI : _____ NON : _____

VEUILLEZ REMPLIR CE FORMULAIRE ET LE RETOURNER À :

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive
 Mississauga, ON
 L4V 1P3

OU

PAR TÉLÉCOPIEUR AU (905) 362-1285

LANGE**ICS132**

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

STORAGE FORM

INTERNATIONAL COUNCIL OF SHOPPING CENTERS

Le Westin Montreal

June 19 – 20, 2013

**ON-SITE STORAGE IS NOT AVAILABLE AT THIS SHOW.
 ALL EMPTY CONTAINERS MUST BE REMOVED FROM EXHIBIT HALL.**

PLEASE NOTE THAT CHARGES ARE FOR STORAGE SPACE ONLY. YOU MUST COMPLETE THE "MATERIAL HANDLING" ORDER FORM IN YOUR EXHIBITOR MANUAL TO COVER THE ACTUAL COLLECTION, LOADING, UNLOADING AND RETURN TO YOUR BOOTH OF EMPTY CONTAINERS. IF YOU FAIL TO COMPLETE THE MATERIAL HANDLING ORDER FORM YOU WILL BE INELIGIBLE FOR THE PRESHOW DISCOUNT FOR THAT SERVICE.

EMPTY CONTAINER INFORMATION			
EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:(S)
		FAX #:	
APPROX. SPACE REQ. FOR EMPTY CRATES:	FT. LONG X	FT. WIDE X	FT. HIGH = CUBIC FT.
APPROX. SPACE REQ. FOR EMPTY CARTONS:	FT. LONG X	FT. WIDE X	FT. HIGH = CUBIC FT.
LINE 001: TOTAL			CUBIC FT.

TOTAL CU. FT. REQ.	ORDERS REC. ON OR PRIOR TO May 10, 2013	ORDERS REC. AFTER May 10, 2013	TOTAL
CRATES (MIN. CHARGE 150 CU. FT.)	\$1.40/CU. FT.	\$1.50/CU. FT.	
CARTONS (MIN. CHARGE 150 CU. FT.)	\$1.40/CU. FT.	\$1.50/CU. FT.	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED. ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)			SUBTOTAL
			5% GST
			9.975% QST
			TOTAL \$

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

CHEQUE ENCLOSED ☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD ☐ VISA ☐

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

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

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.

3965 Nashua Drive, Mississauga, ON L4V 1P3
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BON DE COMMANDE POUR ENTREPOSAGE

INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin, 2013

L'ENTREPOSAGE SUR PLACE N'EST PAS DISPONIBLE POUR CE SALON. TOUS LES CONTENANTS VIDES DOIVENT ÊTRE RETIRÉS DU HALL D'EXPOSITION.

VEUILLEZ NOTER QUE LES FRAIS NE SONT QUE POUR L'ESPACE D'ENTREPOSAGE. VOUS DEVEZ REMPLIR LE BON DE COMMANDE «MANUTENTION DU MATÉRIEL» DE VOTRE MANUEL DE L'EXPOSANT POUR COUVRIR LE RAMASSAGE, LE CHARGEMENT, LE DÉCHARGEMENT ET LE RETOUR À VOTRE STAND DES CONTENANTS VIDES. SI VOUS NE REMPLISSEZ PAS LE BON DE COMMANDE DE MANUTENTION DU MATÉRIEL, VOUS N'OBTIENDREZ PAS LE RABAI D'AVANT-SALON POUR CE SERVICE.

RENSEIGNEMENTS SUR LES CONTENANTS VIDES

ENTREPRISE EXPOSANTE :	PERSONNE-RESSOURCE :	N° DE TÉL.:	STAND(S) N° :
		N° DE TÉLÉC.:	
ESPACE APPROX. NÉC. POUR CAISSES VIDES :	PI DE LONG. X	PI DE LARG. X	PI DE HAUT. = PI CUBE
ESPACE APPROX. NÉC. POUR CARTONS VIDES :	PI DE LONG. X	PI DE LARG. X	PI DE HAUT. = PI CUBE
LIGNE 001: TOTAL			PI CUBE

PI ³ TOTAUX NÉC. (DE LA LIGNE 001)	COMMANDES RECUES AVANT 10 mai, 2013	COMMANDES RECUES APRES 10 mai, 2013	TOTAL
CAISSES (TAUX POUR CAISSE AU PRIX MINIMUM, 150 PI ³)	1.40 \$/PF	1.50 \$/PI ³	
CARTONS (TAUX POUR CAISSE AU PRIX MINIMUM, 150 PI ³)	1.40 \$/PF	1.50 \$/PI ³	
NOUS NE TRAITONS AUCUNE COMMANDE SANS PERCEPTION DU PAIEMENT COMPLET. TOUS TARIFS POUR LA DURÉE DU SALON (MAXIMUM 7 JOURS).		SOUS-TOTAL	
		TPS 5%	
		TVP 9.975 %	
		TOTAL	\$

(N° T.P.S. R124 192 220) TOUTES LES COMMANDES DOIVENT ÊTRE COMPLÈTEMENT PAYÉES À L'AVANCE, Y COMPRIS TOUTES LES TAXES APPLICABLES. LES BONS DE COMMANDES NE TIENNENT PAS LIEU DE PAIEMENT. LES COMMANDES DOIVENT ÊTRE ANNULÉES 7 JOURS OUVRABLES AVANT LE PREMIER JOUR D'EMMÉNAGEMENT POUR QU'IL Y AIT POSSIBILITÉ DE REMBOURSEMENT.

CHEQUE A ENTOURE ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE

MASTERCARD ☐

VISA ☐

N° DE CARTE DE CRÉDIT _____ DATE D'EXP. : MOIS _____ ANNÉE _____

SIGNATURE AUTORISÉE : _____ IMPRIMER : _____

NOM ET ADRESSE DU PAYEUR

SOCIÉTÉ : _____ N° DE BON DE COMMANDE : _____

ADRESSE : _____ VILLE : _____

PROV./ÉTAT : _____ CODE POSTAL : _____ TÉLÉPHONE : _____ TÉLÉCOPIEUR : _____

LES EXPOSANTS ET LEURS REPRÉSENTANTS CONVIENNENT PAR LES PRÉSENTES D'INDEMNISER LANGE TRANSPORTATION AND STORAGE LTD., SES EMPLOYÉS, SES REPRÉSENTANTS ET SES MANDATAIRES POUR TOUTE RÉCLAMATION RELATIVE À UNE PÉRIODE, À DES DOMMAGES, À UN VOL OU À UNE BLESSURE. L'INDEMNISATION COMPREND LA PÉRIODE D'ENTREPOSAGE AVANT ET IMMÉDIATEMENT APRÈS L'ÉVÉNEMENT. L'EXPOSANT, EN SIGNANT LE CONTRAT, DÉGAGE LES PARTIES SUSNOMMÉES DE TOUTE RESPONSABILITÉ RELATIVEMENT AUX RÉCLAMATIONS QUELCONQUES DÉCOULANT D'UNE PÉRIODE, D'UN VOL, DE DOMMAGES OU D'UNE BLESSURE, SANS ÉGARD À LEUR CAUSE. LES EXPOSANTS DOIVENT SE PROCURER LEUR PROPRE ASSURANCE ET LEURS PROPRES SERVICES DE SÉCURITÉ.

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

TIME SAVER PAYMENT FORM

INTERNATIONAL COUNCIL OF SHOPPING CENTERS

Le Westin Montreal
 June 19 – 20, 2013

IF YOU ARE ORDERING MULTIPLE LANGE SERVICES, SAVE TIME BY USING THIS FORM FOR THE METHOD OF PAYMENT INFORMATION.

- 1) COMPLETE THE EXHIBITING COMPANY INFORMATION SECTION ON EACH LANGE SERVICE FORM.
- 2) COMPLETE THE CALCULATION ON EACH LANGE SERVICE FORM.
- 3) SIGN EACH ORDER FORM AND ATTACH TO THIS FORM.

SERVICE	ORDER FORM TOTALS INCLUDING TAXES	METHOD OF PAYMENT	
TRANSPORTATION	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
ADVANCE SHOW RECEIVING	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
AFTER SHOW WAREHOUSE	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
MATERIAL HANDLING	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
STORAGE	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
JANITORIAL (BOOTH CLEANING)	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
ELECTRICAL	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
OTHER (PLEASE SPECIFY)	\$	COMPANY CHEQUE ☐	CREDIT CARD ☐
TOTAL	\$	\$	\$

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:(S)
		FAX #:	

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

CHEQUE ENCLOSED ☐ - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.	
MASTERCARD ☐ VISA ☐	
CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____	
AUTHORIZED SIGNATURE: _____ PRINT: _____	
PAYOR NAME AND ADDRESS	
COMPANY: _____ P.O. ORDER #: _____	
ADDRESS: _____ CITY: _____	
PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE # _____ FAX #: _____	
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.	

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

FORMULAIRE DE PAIEMENT RAPIDE

INTERNATIONAL COUNCIL OF SHOPPING CENTRES

le westin montreal

19 et 20 juin, 2013

SI VOUS COMMANDEZ PLUSIEURS SERVICES DE LANGE, GAGNEZ DU TEMPS EN UTILISANT LE PRÉSENT FORMULAIRE DE RENSEIGNEMENTS SUR LES MODES DE PAIEMENT.

- 1) REMPLISSEZ LA SECTION SUR LA SOCIÉTÉ EXPOSANTE DE CHAQUE FORMULAIRE DE SERVICES DE LANGE.
- 2) REMPLISSEZ LA COLONNE DE CALCUL DE CHAQUE FORMULAIRE DE SERVICES DE LANGE.
- 3) SIGNEZ CHAQUE BON DE COMMANDE ET JOIGNEZ-LES AU PRÉSENT FORMULAIRE.

SERVICE	TOTAUX DES BONS DE COMMANDE Y COMPRIS LES TAXES	MODE DE PAIEMENT	
TRANSPORT	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
RÉCEPTION PRÉALABLE AU SALON	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
MANUTENTION	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
CONCIERGERIE	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
ÉLECTRICITÉ	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
ÉLÉVATEUR À FOURCHES	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
AUTRE (PRÉCISER)	\$	CHÈQUE DE SOCIÉTÉ ☐	CARTE DE CRÉDIT ☐
TOTAL	\$	\$	\$

SOCIÉTÉ EXPOSANTE :	PERSONNE-RESSOURCE :	TÉLÉPHONE :	N ^{bre} DE KISOQUE(S) :
		TÉLÉCOPIEUR :	

(N° DE TPS : R124 192 220) TOUTES LES COMMANDES, Y COMPRIS TOUTES LES TAXES APPLICABLES, DOIVENT ÊTRE PAYÉES INTÉGRALEMENT À L'AVANCE. UN BON DE COMMANDE NE CONSTITUE PAS UN PAIEMENT. LES COMMANDES DOIVENT ÊTRE ANNULÉES 7 JOURS OUVRABLES AVANT LE PREMIER JOUR DE L'AMÉNAGEMENT POUR ÊTRE ADMISSIBLES AU REMBOURSEMENT.

CHEQUE A ENTOURE ☐ PAYABLE A – TRANSPORT DE LANGE ET ENTREPOSAGE

MASTERCARD ☐ VISA ☐

N° DE CARTE DE CRÉDIT _____ DATE D'EXP. : MOIS _____ ANNÉE _____

SIGNATURE AUTORISÉE : _____ IMPRIMER : _____

NOM ET ADRESSE DU PAYEUR

SOCIÉTÉ : _____ N° DE BON DE COMMANDE : _____

ADRESSE : _____ VILLE : _____ PROV./ÉTAT : _____

CODE POSTAL / ZIP : _____ TÉLÉPHONE : _____ TÉLÉCOPIEUR : _____

SIGNATURE DU CLIENT : _____ NOM EN LETTRES MOULÉES : _____ TITRE : _____

LES EXPOSANTS ET LEURS REPRÉSENTANTS CONVIENNENT PAR LES PRÉSENTES D'INDEMNISER LANGE TRANSPORTATION AND STORAGE LTD., SES EMPLOYÉS, SES REPRÉSENTANTS ET SES MANDATAIRES POUR TOUTE RÉCLAMATION RELATIVE À UNE PERTE, À DES DOMMAGES, À UN VOL OU À UNE BLESSURE. L'INDEMNISATION COMPREND LA PÉRIODE D'ENTREPOSAGE AVANT ET IMMÉDIATEMENT APRÈS L'ÉVÈNEMENT. L'EXPOSANT, EN SIGNANT LE CONTRAT, DÉGAGE LES PARTIES SUSNOMMÉES DE TOUTE RESPONSABILITÉ RELATIVEMENT AUX RÉCLAMATIONS QUELCONQUES DÉCOULANT D'UNE PERTE, D'UN VOL, DE DOMMAGES OU D'UNE BLESSURE, SANS ÉGARD À LEUR CAUSE. LES EXPOSANTS DOIVENT SE PROCURER LEUR PROPRE ASSURANCE ET LEURS PROPRES SERVICES DE SÉCURITÉ.



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

ICS132

PICK UP INFORMATION	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 TRAILER CAN FIT: Y N	BLANKETS/STRAPS: Y N	E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

SHOW INFORMATION	INTERNATIONAL COUNCIL OF SHOPPING CENTERS	LE WESTIN - MONTREAL	JJUNE 19 - 20, 2013
	EXHIBITING COMPANY:	SHOW SITE CONTACT:	BOOTH #:
	MOVE IN DATE:	MOVE IN TIME:	MOVE OUT DATE:

DELIVERY AFTER SHOW	DELIVERY DATE:	MAIN INTERSECTION:	CONTACT NAME:	
	SHIP TO NAME AND ADDRESS:		PHONE #:	
			FAX #:	
	LOADING DOCK AT DELIVERY: Y N	TRACTOR TRAILER CAN FIT: Y N	BLANKETS/STRAPS: Y N	E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

VALUATION COVERAGE -> PLEASE INDICATE A ZERO DOLLAR AMOUNT WITH SIGNATURE IF YOU DO NOT REQUIRE ADDITIONAL 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 the 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 2,000lbs the maximum extra valuation coverage you can purchase is \$10000.00). You must receive confirmation in writing if you wish to exceed the \$5.00 per pound cap.

SIGNED: _____ PRINT: _____ TITLE: _____

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD ☐ VISA ☐

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ PURCHASE ORDER #: _____

ADDRESS: _____ CITY: _____

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

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY BY CREDIT CARD OR CHEQUE

CUSTOMER SIGNATURE: _____ PRINT: _____ TITLE: _____

LANGE TRANSPORTATION AND STORAGE LTD.

TEL: (905) 362-1290 1-800-668-5687 FAX: (905) 362-1285 EMAIL: info@langeshow.com WEB SITE: www.langeshow.com



LANGE

- **NOUS POUVONS GÉRER VOS CHARGEMENTS EMBALLÉS DANS DES CAISSENS, OU NON.**

Nous assurons la logistique complète de vos chargements. Afin d'assurer la stabilité et la sécurité de vos produits expédiés, nos camions sont équipés de suspensions aérodynamiques. De plus, nos camions sont aussi serties de ceintures et même de couvertures lorsque nécessaire.

- **AMÉNAGEMENT PRIORITAIRE...**

Vos produits seront livrés directement dans votre kiosque ! Assurez-vous de bien étiqueter vos palettes.

- **PAS DE SURPRISE !**

Aucun supplément pour le travail exécuté, en soirée, durant les fins de semaine, et/ou de soir lors du déménagement ou lorsque nous ramassons vos produits, caissons et matériels à la fin de l'évènement.

- **PROGRAMME FLEXIBLE DE PRISE EN CHARGE ET RAMASSAGE**

Dites-nous quand...nous y serons – Communiquer avec nous pour plus de détails.

- **BUREAU DE SERVICE SUR PLACE**

Nous serons en mesure d'offrir des réponses à vos questions concernant vos besoins d'expédition. Nous avons du matériel gratuit tel que : des pellicules d'emballages, du ruban adhésif et toutes les étiquettes nécessaires pour nos clients, exposants et participants à l'évènement en cours.

- **NOTRE NUMÉRO SANS FRAIS : 1-800-668-5687 pour vous assurer un service personnalisé. Ou notre numéro local : 905- 362-1290.**

- **Vous pouvez facilement compléter le formulaire de demande au verso même de cette page.**

BON DE COMMANDE POUR TRANSPORT

ICS132

RENSEIGNEMENTS SUR LA CUEILLETTE	DATE DE LA CUEILLETTE :	HRS. DE LA CUEILLETTE :	INTERSECTION PRINCIPALE :	PERSONNE-RESSOURCE :
	NOM DE L'ENTREPRISE ET ADRESSE:			TÉL. :
				TÉLÉCOPIEUR :
	EMBARCADÈRE : ☐ OUI ☐ NON	ACCÈS AUX REMORQUES : ☐ OUI ☐ NON	COUVERT./COURROIES NÉC.: ☐ OUI ☐ NON	COURRIER ÉLECTRONIQUE :
	NBRE DE PIÈCES :		POIDS :	PI CUBE APPROXIMATIF :
INSTRUCTIONS PARTICULIÈRES :				

RENSEIGNEMENTS SUR LE SALON	INTERNATIONAL COUNCIL OF SHOPPING COUNCIL	LE WESTIN - MONTREAL	19 - 20 JUIN, 2013	
	NOM DE L'EXPOSANT :	CONTACT SUR LE SITE :		NO. DU KIOSQUE :
	DATE D'EMMÉN. PRÉVUE :	HEURE D'EMMÉN. PRÉVUE :	DATE DE LA CUEILLETTE :	HEURE DE LA CUEILLETTE :

RENSEIGNEMENTS SUR LA LIVRAISON	DATE DE LA CUEILLETTE :	HRS. DE LA CUEILLETTE :	INTERSECTION PRINCIPALE :	PERSONNE-RESSOURCE :
	EXPÉDIEZ POUR APPELER ET ADRESSE			TÉL. :
				TÉLÉCOPIEUR :
				COURRIER ÉLECTRONIQUE :
	NBRE DE PIÈCES :		POIDS :	PI CUBE APPROXIMATIFS :
INSTRUCTIONS PARTICULIÈRES :				

ASSURANCE : → INDIQUEZ S'IL VOUS PLAÎT UNE QUANTITÉ DOLLAR ZÉRO AVEC LA SIGNATURE SI VOUS NE DEMANDEZ PAS DE COUVERTURE D'ÉVALUATION SUPPLÉMENTAIRE. JE DEMANDE UNE ASSURANCE SUR MES BIENS LORSQU'ILS SONT EN POSSESSION DE LANGE TRANSPORTATION & STORAGE LTD. UN SINISTRE SE BASERAIT SUR LE PRIX DE REVIENT DE MES BIENS DE _____ \$. LE TAUX DE CETTE ASSURANCE EST DE 5,50 \$ PAR TRANCHE DE 1 000 \$ DE VALEUR DÉCLARÉE, AVEC UNE FRANCHISE DE 50 \$. À DÉFAUT, VEUILLEZ SIMPLEMENT UTILISER UNE ASSURANCE SUR LA VALEUR CONVENUE SANS FRAIS SUPPLÉMENTAIRES POUR MOI. EN CAS DE PERTE, DE DOMMAGE, ETC., L'ASSURANCE SUR LA VALEUR CONVENUE EST DE 50 \$ LA LIVRE. LA RESPONSABILITÉ MAXIMALE NE PEUT EXCÉDER 50,00 \$ PAR COMPTE DE PIÈCES OU CHARGEMENT TOTAL DE LA PROVENANCE À LA DESTINATION.

SIGNATURE : _____ NOM : _____ TITRE : _____

CHÈQUE INCLUS ☐ PAYABLE À – TRANSPORT DE LANGE ET ENTREPOSAGE	
MASTERCARD ☐	VISA ☐
N° DE CARTE DE CRÉDIT _____	DATE D'EXP. : MOIS _____ ANNÉE _____
SIGNATURE AUTORISÉE : _____	LETTRÉ MOULÉE : _____
NOM ET ADRESSE DU CLIENT	
ENTREPRISE : _____	BON COMMANDE N° : _____
ADRESSE : _____	VILLE : _____
PROV./ÉTAT : _____	CODE POSTAL : _____
TÉL. : _____	FAX : _____
LES CLIENTS SANS UN COMPTE ÉTABLI CHEZ LANGE TRANSPORTATION DEVRONT OBLIGATOIREMENT PAYÉE PAR CARTE DE CRÉDIT OU CHÈQUE	

SIGNATURE AUTORISÉE : _____ LETTRÉ MOULÉE : _____ TITRE : _____

LANGE TRANSPORTATION AND STORAGE LTD.

Téléphone : (905) 362-1290 1-800-668-5687 Télécopieur : (905) 362-1285 Email : info@langeshow.com WEB SITE : www.langeshow.com

Email: info@langeshow.com * Web Site: www.langeshow.com

INTERNATIONAL COUNCIL OF SHOPPING CENTRES EXHIBITOR SERVICES MANUAL USEFULNESS SURVEY

THIS BRIEF SURVEY IS DESIGNED TO DETERMINE HOW USER-FRIENDLY AND INFORMATIVE OUR **EXHIBITOR SERVICES MANUAL** IS TO THOSE WHO UTILIZE IT IN PREPARATION FOR THE INTERNATIONAL COUNCIL OF SHOPPING CENTRES.

PLEASE RETURN THIS SURVEY AFTER YOU HAVE READ AND USED THE INTERNATIONAL COUNCIL OF SHOPPING CENTRES MANUAL.

1) THIS EXHIBITOR SERVICES MANUAL HAS PROVIDED:

☐ too much information	☐ sufficient information	☐ insufficient information
---	---	---

PLEASE ELABORATE:

2) THE VOLUME OF INFORMATION AND ARRANGEMENT OF MATERIAL IT CONTAINS HAS BEEN PRESENTED IN A (AN):

☐ Accessible manner	☐ Somewhat accessible manner	☐ inaccessible manner
--	---	--

3) THIS EXHIBITOR SERVICES MANUAL SHOULD PROVIDE MORE INFORMATION CONCERNING:

4) THIS EXHIBITOR SERVICES MANUAL COULD BE IMPROVED IF:

5) GENERAL COMMENTS:

PLEASE RETURN TO: **ROBERT A. GEORGE**
LANGE TRANSPORTATION AND STORAGE LTD.
3965 NASHUA DRIVE.
MISSISSAUGA, ON L4V 1P3
FAX: (905) 362-1285

Décor Experts Expo

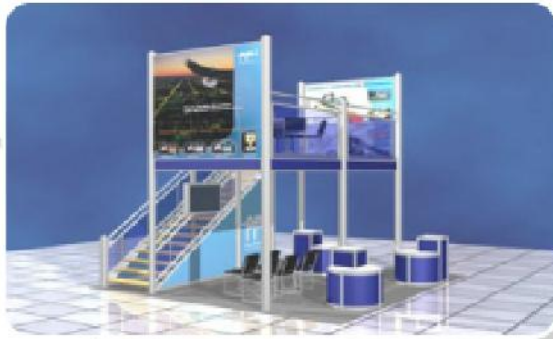
Fournisseur Officiel / Official Supplier

ICSC

19 et 20 Juin 2013 / June 19-20, 2013

Le Westin Montréal, 9^e étage

Pour une solution personnalisée !



For a personalized solution !

Chargé de projets:

Dominic Guay

dominic.guay@dee-expo.com

778, Jean-Neveu

Longueuil (Québec) J4G 1P1

Tél.: / Phone: (450) 646-2251

Télc.: / Fax: (450) 646-6342

www.decorexpo.com

Membre de:



DEE

Veuillez remplir et retourner par télécopieur avant le: **24 MAI 2013**
 PRIX APRÈS CETTE DATE: **\$1295,00\$**
 Please complete this form and return it by fax before: **MAY 24th 2013**
 PRICE AFTER DUE DATE: **\$1295.00**

ICSC

975\$

19 et 20 Juin 2013 / June 19-20, 2013

Le Westin Montréal, 9^e étage

INCLUS AVEC VOTRE STAND / INCLUDED WITH YOUR BOOTH

Murs (voir options) / Walls (see options)

1 Choix de mobilier / Choice of furniture

1 Identification en façade (maximum de 18 lettres, espaces inclus)

1 Front Identification (maximum 18 letters including spaces)

1 Rail d'éclairage (électricité non incluse)

1 Lighting fixture (electricity not included)

1 Corbeille à papier / Waste basket

1 Tapis gris / Grey carpet

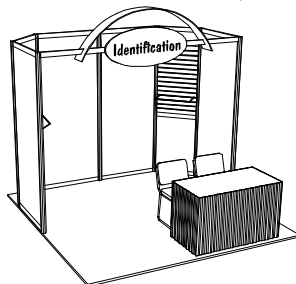
N° DE VOTRE
EMPLACEMENT
BOOTH NUMBER

CHOIX DE L'OPTION

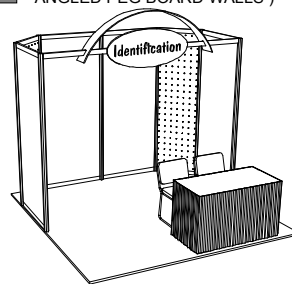


#1 #2 #3 #4
CHOICE OF OPTION

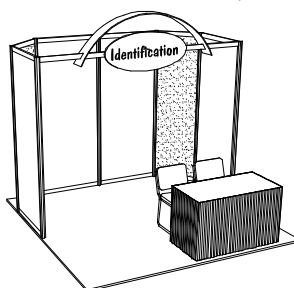
1 (MURS ANGULAIRES EN RAINURES
ANGLED SLAT WALLS)



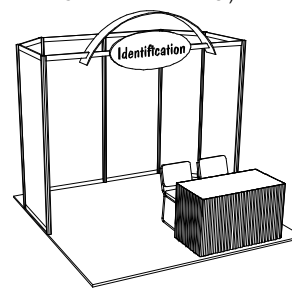
2 (MURS ANGULAIRES PERFORÉS
ANGLED PEG BOARD WALLS)



3 (MURS ANGULAIRES EN VELCRO
ANGLED VELCRO WALLS)

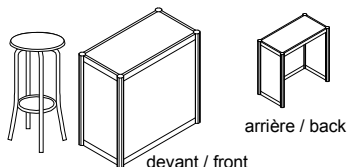


4 (MURS ANGULAIRES BLANCS
ANGLED WHITE WALLS)

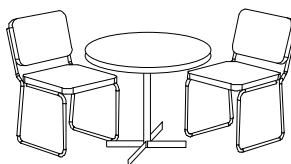


CHOIX DE MOBILIER / FURNITURE CHOICE

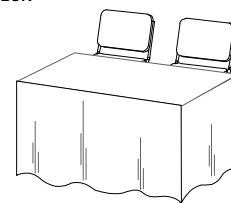
LA COULEUR DE VOTRE MOBILIER EST HARMONISÉE AVEC CELLE DE VOTRE IDENTIFICATION EN FAÇADE
 THE IDENTIFICATION SIGN AND THE FURNITURE WILL BE IDENTICAL IN COLOR



☐ 1 COMPTOIR 1 m x 1/2 m x 40" h
☐ 1 COUNTER 1 m x 1/2 m x 40" h
☐ 1 TABOURET / HIGH STOOL



☐ 1 TABLE RONDE / ROUND TABLE
☐ 2 CHAISES / CHAIRS



☐ 1 TABLE DRAPÉE / DRAPED TABLE
☐ 2 CHAISES / CHAIRS

IDENTIFICATION EN FAÇADE / FRONT IDENTIFICATION

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

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

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

Nom / Name.: _____

Compagnie / Company name.: _____

Adresse / Address.: _____ Ville / City.: _____

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

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

☐ VISA Visa	☐ Master card	☐ AMERICAN EXPRESS Amex	SOUS-TOTAL / SUBTOTAL:	\$
N° de carte / Card no.: _____			TPS / GST (5%):	\$
Date d'expiration / Expiration Date: ____/____/____			TVQ / QST (9.975%):	\$
Titulaire de la carte / Cardholder: _____			TOTAL:	\$
Signature du titulaire / Cardholder's signature: _____				
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation				
			Chargé(e) de projet: Project manager:	

Date:	Compagnie / Company:		Tél: / Phone: ()	Téléc: / Fax: ()
Adresse / Address:			Code postal / Postal Code:	
Courriel / E-mail:				
Responsable / Contact:			No. stand / Booth no.:	TPS / GST 138629431RT
Nom de l'événement / Show name:		Date: 19 et 20 Juin 2013 June 19-20, 2013	Lieu / Place: Le Westin Montréal, 9 ^e étage	
			TVQ / QST 1016915714	

ICSC

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

24 / 05 / 2013

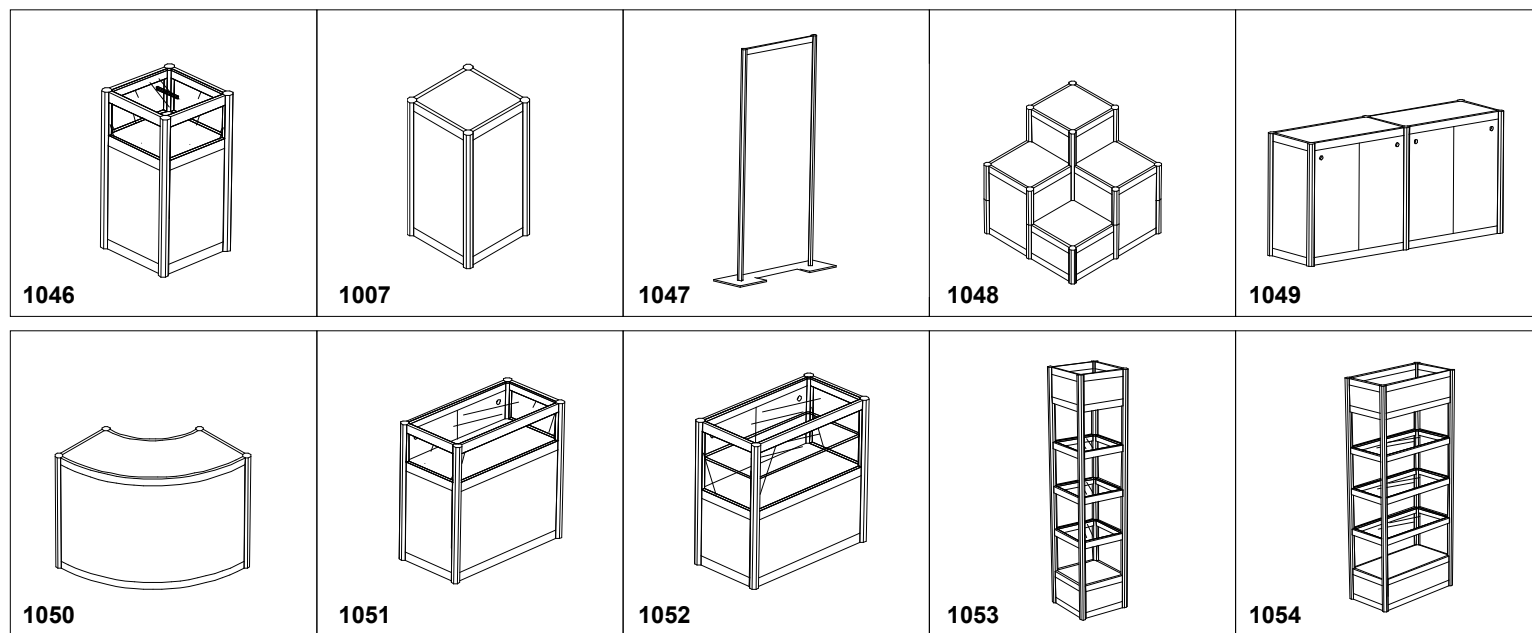
CODE	QTE / QTY	MEUBLES ET ACCESSOIRES	FURNITURE & ACCESSORIES	A	B	TOTAL
1000		Boîte de tirage 12" plexi	12" plexi raffle cube	95,00 \$	115,00 \$	
1002		Bras d'éclairage ajustable	Adjustable lighting fixture (arm)	55,00 \$	65,00 \$	
1004		Chaise noire	Black chair	35,00 \$	45,00 \$	
1005		Chaise sténo	Steno chair	55,00 \$	75,00 \$	
1031a		Chaises sténo ajustable	Ajustable steno chair	79,00 \$	95,00 \$	
1006		Chevalet - trépied	Easel	39,00 \$	49,00 \$	
1008		Comptoir .5m x 1m x 40" ☐ blanc ☐ noir	Counter .5m x 1m x 40" ☐ white ☐ black	150,00 \$	175,00 \$	
1010		Comptoir (portes / tablette) ☐ blanc ☐ noir	Counter (doors / shelf) ☐ white ☐ black	175,00 \$	200,00 \$	
1012		Cube (blanc) hauteur: ☐ 14" ☐ 24" ☐ 30" ☐ 40"	Cube (white) height: ☐ 14" ☐ 24" ☐ 30" ☐ 40"	110,00 \$	135,00 \$	
1014		Corbeille à papier	Waste basket	13,00 \$	16,00 \$	
1016		Rail d'éclairage 2 ampoules, (électricité non comprise)	Lighting fixture 2 spots, (power not included)	85,00 \$	95,00 \$	
1017		Table à café 20"	Coffee table 20"	50,00 \$	60,00 \$	
1018		Table bistro basse 30"	Low pedestal table 30"	68,00 \$	78,00 \$	
1018b		Table bistro haute 40"	High pedestal table 40"	90,00 \$	110,00 \$	
1020		Table drapée: 2' X 4' ☐ Bleue ☐ Rouge ☐ Blanche ☐ Noire	Draped table: 2' X 4' ☐ Blue ☐ Red ☐ White ☐ Black	85,00 \$	120,00 \$	
TAB6		Table drapée: 2' X 6' ☐ Bleue ☐ Rouge ☐ Blanche ☐ Noire	Draped table: 2' X 6' ☐ Blue ☐ Red ☐ White ☐ Black	95,00 \$	130,00 \$	
TAB8		Table drapée: 2' X 8' ☐ Bleue ☐ Rouge ☐ Blanche ☐ Noire	Draped table: 2' X 8' ☐ Blue ☐ Red ☐ White ☐ Black	105,00 \$	135,00 \$	
1021		Table drapée haute 2' X 4' (42" de hauteur) ☐ Blanche ☐ Noire	Raised draped table: 2' X 4' (42" height) ☐ White ☐ Black	95,00 \$	130,00 \$	
1022		Table drapée haute 2' X 6' (42" de hauteur) ☐ Blanche ☐ Noire	Raised draped table: 2' X 6' (42" height) ☐ White ☐ Black	99,00 \$	122,00 \$	
1023		Table drapée haute 2' X 8' (42" de hauteur) ☐ Blanche ☐ Noire	Raised draped table: 2' X 8' (42" height) ☐ White ☐ Black	112,00 \$	125,00 \$	
1028		Tablette plexi (pour mur rainuré) ☐ Droite ☐ Inclivée	Plexi shelf (for slatwall) ☐ Flat ☐ Angled	30,00 \$	35,00 \$	
1030		Tabouret sans dossier	High stool without back	39,00 \$	49,00 \$	
1031		Tabouret avec dossier	High stool with back	59,00 \$	69,00 \$	
1032		Tapis uzite (p.c.) <u>Gris Seulement</u>	Uzite Carpet (sq. ft.) <u>Grey Only</u>	1,50 \$	1,75 \$	
1035		Tapis 20 oz Gris (p.c.) (autres couleurs sur demande)	Grey Carpet 20 oz (sq.ft) (other colors on request)	1,80 \$	2,50 \$	
1036		Sous-tapis (p.c.)	Underpad (carpeting) (sq. ft)	1,10 \$	1,35 \$	
1037		Tapis dimensions spéciales ou coupé (p.c.)	Custom cut carpet (sq. ft)	3,00 \$	4,50 \$	
1038		Velcro mâle ou femelle (min. un mètre)	Velcro male or female (min. one meter)	5,00 \$m	5,50 \$m	
1039		Porte document (zigzag)	Literature Rack (zigzag)	155,00 \$	195,00 \$	

☐ VISA Visa	☐ Master card	☐ AMERICAN EXPRESS Amex	SOUS-TOTAL / SUBTOTAL:	\$
N° de carte / Card no.:			TPS / GST (5%):	\$
Date d'expiration / Expiration Date:			TVQ / QST (9.975%):	\$
Titulaire de la carte / Cardholder:			TOTAL:	\$
Signature du titulaire / Cardholder's signature:				
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation			Chargé(e) de projet: Dominic Guay Project manager:	

Date:	Compagnie / Company:		Tél: / Phone: ()	Télec: / Fax: ()
Adresse / Address:			Code postal / Postal Code:	
Courriel / E-mail:				
Responsable / Contact:			No. stand / Booth no.:	TPS / GST 138629431RT
Nom de l'événement / Show name: ICSC		Date: 19 et 20 Juin 2013 June 19-20, 2013	Lieu / Place: Le Westin Montréal, 9 ^e étage	
			TVQ / QST 1016915714	

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

24 / 05 / 2013



CODE	QTÉ / QTY	MEUBLES ET ACCESSOIRES	FURNITURE & ACCESSORIES	A	B	TOTAL
1046		Cube de récupération de cocardes (.5m x .5m x 40")	Ballot Bin (.5m x .5m x 40")	120,00 \$	140,00 \$	
1007		Cube (blanc) hauteur: ☐ 14" ☐ 20" ☐ 30" ☐ 40"	Cube (white) height: ☐ 14" ☐ 24" ☐ 30" ☐ 40"	110,00 \$	135,00 \$	
1047		Panneau autoportant (1m x 8')	Free standing panel (1m x 8')	135,00 \$	175,00 \$	
1048		Cubes hauteur: 1 x 40" 2 x 28" 1 x 14"	Cubes height: 1 x 40" 2 x 28" 1 x 14"	350,00 \$	435,00 \$	
1049		2 Comptoirs 1m x .5m x 40" (portes / tablette)	2 Counters 1m x .5m x 40" (doors / shelve)	300,00 \$	375,00 \$	
1050		Comptoir courbe 1mdia. x 40"	Curved counter 1mdia. x 40"	320,00 \$	400,00 \$	
1051		Comptoir vitré .5m x 1m x 40" (1 tablette vitrée)	Glass counter .5m x 1m x 40" (1 glass shelf)	250,00 \$	325,00 \$	
1052		Comptoir vitré .5m x 1m x 40" (2 tablettes vitrées)	Glass counter .5m x 1m x 40" (2 glass shelves)	250,00 \$	325,00 \$	
1053		Colonne vitrée .5m x .5m x 8'	Showcase (with glass) .5m x .5m x 8'	375,00 \$	475,00 \$	
1054		Colonne vitrée .5m x 1m x 8'	Showcase (with glass) .5m x 1m x 8'	420,00 \$	520,00 \$	

☐ VISA Visa	☐ MasterCard Master card	☐ AMERICAN EXPRESS Amex	SOUS-TOTAL / SUBTOTAL:	\$
N° de carte / Card no.:			TPS / GST (5%):	\$
Date d'expiration / Expiration Date:			TVQ / QST (9.975%):	\$
Titulaire de la carte / Cardholder:			TOTAL:	\$
Signature du titulaire / Cardholder's signature:				
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation			Chargé(e) de projet / Project manager: Dominic Guay	

Date:	Compagnie / Company:		Tél. / Phone:	Téléc. / Fax:
Adresse / Address:			Code postal / Postal Code:	
Courriel / E-mail:				
Responsable / Contact:			No. stand / Booth no.:	TPS / GST 138629431RT
Nom de l'événement / Show name:		Date:	Lieu / Place:	TVQ / QST
ICSC		19 et 20 Juin 2013 June 19-20, 2013	Le Westin Montréal, 9 ^e étage	1016915714

VEUILLEZ REMPLIR ET RETOURNER AVANT LE: / PLEASE COMPLETE AND RETURN IT BEFORE: 24 / 05 / 2013

Un supplément de 25% vous sera facturé pour les commandes reçues après la date limite / An additional 25% will be charged on orders received after the deadline date

DEMANDE DE MAIN D'OEUVRE / REQUEST FOR LABOUR

Si la procédure n'est pas indiquée, toute commande à l'avance sera retardée jusqu'à ce que l'exposant se présente au comptoir de service sur le site même de l'exposition.

Tarifs de main-d'oeuvre: Toutes les heures de travail effectuées avant 8h00 et après 16h30 sur semaine, de même que les samedis, dimanches et jours fériés seront calculées selon les tarifs ci-bas mentionnés.

Temps régulier: 67,00\$ / homme-heure (minimum deux heures par homme)

Temps supplémentaire: 100,00\$ / homme-heure (minimum deux heures par homme)

Temps double: 130,00\$ / homme-heure (applicable sur les jours fériés)

Autorisation de travail: Les demandes de services et de main-d'oeuvre commandées par les entrepreneurs de services ou autres, doivent être approuvées par l'exposant au moyen d'une lettre d'autorisation. Le paiement des services et de la main-d'oeuvre demeure la responsabilité de l'exposant.

If procedure is not indicated, no order will be assigned until exhibitor's representative reports to the service desk on show site.

Labour rates: All labour before 8:00 a.m. and after 4:30 p.m., weekdays, and all hours Saturday, Sunday and Holidays will be charged at double time.

Straight time: \$67.00 / per man hour (two hours minimum per man)

Overtime: \$100.00 / per man hour (two hours minimum per man)

Double time: \$130.00 / per man hour (is applicable on all Holidays)

Work authorization: Labour and Services ordered on behalf of exhibitor's by display builders or other parties must be authorized in a letter from exhibitors. Payment for all labour and services will be the responsibility of the exhibitor.

NOUS DÉSIRONS RÉSERVER LES SERVICES DE MAIN-D'OEUVRE SELON L'HORAIRE SUIVANT WE WILL REQUIRE LABOUR ACCORDING TO THIS SCHEDULE

DESCRIPTION	NOMBRE HOMMES / NUMBER OF MEN	DATE	HEURE / TIME	DRÉE / LENGHT approx. approx.
Main-d'oeuvre (montage) / Labour (to set up)				
Main-d'oeuvre (démontage) / Labour (to dismantle)				

CHOISISSEZ LE SERVICE DÉSIRÉ / PLEASE INDICATE DESIRED SERVICE

☐ SERVICE A ATTENDEZ L'EXPOSANT, CELUI-CI DOIT SUPERVISER LE TRAVAIL.	L'heure du début des travaux ne peut-être garantie que lorsque la main-d'oeuvre est réservée pour le début de la journée de travail soit 8h00 am. Il est important que l'exposant se présente au bureau des commandes pour prendre en charge les hommes réservés. Il est aussi important de se présenter au bureau des commandes une fois le travail accompli. TOUT LE TRAVAIL EST EFFECTUÉ SOUS LA SUPERVISION DE L'EXPOSANT.
☐ SERVICE A DO NOT PROCEED EXHIBITOR WILL SUPERVISE.	Starting time can guaranteed only in those instances where men are requested for the start of working day, which is 8:00 a.m. It is important that the exhibitor representative check in at the service desk to pick up men ordered. Also, it is important for the representative to check men out at the service desk upon completion of the work. ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.
☐ SERVICE B PROCÉDEZ IMMÉDIATEMENT, IL N'EST PAS NÉCESSAIRE D'ATTENDRE QUE L'EXPOSANT SOIT PRÉSENT.	Tout le travail est effectué sous la supervision du personnel de DEE. Nous ajouterons 25% de la facture totale de main d'oeuvre pour ce service additionnel (35,00\$ minimum). Ce service vous permet d'économiser le temps précieux de votre personnel. AFIN D'ÊTRE EN MESURE D'EFFECTUER LE TRAVAIL EXIGÉ SANS LA SUPERVISION DE VOTRE REPRÉSENTANT, NOUS VOUS PRIONS DE BIEN VOULOIR COMPLÉTER LE QUESTIONNAIRE SUIVANT: ☐ Unité complète ☐ Instructions dans la caisse ☐ Instructions spéciales ci-incluses ☐ Nombre de caisses ☐ Photo incluse ☐ Instructions ci-incluses
☐ SERVICE B TO PROCEED EXHIBITOR NEED NOT BE PRESENT.	All work is done under the direction of DEE staff. Our charge for this additional service is 25% of your total labour bill (\$35.00 minimum). This service saves the expense and loss of productive time of your own personnel. IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, WE MUST HAVE THE INFORMATION BELOW COMPLETED. ☐ Self - contained unit ☐ Photo attached ☐ Set-up plans in crate ☐ special instructions attached ☐ No of crates ☐ Set-up plans attached

DIRECTIVES SPÉCIALES / SPECIAL INSTRUCTIONS

Signature autorisée / Authorized signature: _____ Date: _____

☐  Visa	☐  Master card	☐  Amex	SOUS-TOTAL / SUBTOTAL:	\$
N° de carte / Card no.:			TPS / GST (5%):	\$
Date d'expiration / Expiration Date:			TVQ / QST (9.975%):	\$
Titulaire de la carte / Cardholder:			TOTAL:	\$
Signature du titulaire / Cardholder's signature:			Chargé(e) de projet: Project manager: Dominic Guay	
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation				

Date:	Compagnie / Company:	Tél: / Phone: ()	Téléc: / Fax: ()
Adresse / Address:		Code postal / Postal Code:	
Courriel / E-mail:			
Responsable / Contact:		No. stand / Booth no.:	TPS / GST 138629431RT
Nom de l'événement / Show name: ICSC		Date: 19 et 20 Juin 2013 June 19-20, 2013	Lieu / Place: Le Westin Montréal, 9 ^e étage TVQ / QST 1016915714

UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE / USE COLUMN RATES (B) IF PAID AFTER **24 / 05 / 2013****ENSEIGNES DE DIMENSIONS RÉGULIÈRES / SIGNS OF STANDARD SIZES**

QTÉ. / QTY.	DIMENSION / SIZE	A	B	TOTAL
	7" X 44" ☐ verticale / vertical ☐ horizontale / horizontal	35,00 \$	45,00 \$	
	14" X 22" ☐ verticale / vertical ☐ horizontale / horizontal	35,00 \$	45,00 \$	
	22" X 28" ☐ verticale / vertical ☐ horizontale / horizontal	65,00 \$	85,00 \$	
	28" X 44" ☐ verticale / vertical ☐ horizontale / horizontal	125,00 \$	165,000 \$	
	40" X 60" ☐ verticale / vertical ☐ horizontale / horizontal	250,00 \$	350,00 \$	
	Facia de 9" x 3m avec impression / 9" x 3m header with print	95,00 \$	125,00 \$	

TEXTE ET DISPOSITION DE L'ENSEIGNE
(lettres moulées ou dactylographiées)**TEXT AND LAYOUT OF SIGN**
(print or type)**IMPORTANT****LES PRIX ACTUELS SE RÉFÈRENT AUX ÉNONCÉS SUIVANTS:**

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

CURRENT PRICES ARE BASED ON THE FOLLOWING:

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

DIRECTIVES SPÉCIALES / SPECIAL INSTRUCTIONS

Signature autorisée / Authorized signature:	Date:
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☐ VISA Visa	☐ Master card	☐ AMERICAN EXPRESS Amex	SOUS-TOTAL / SUBTOTAL:	\$
N° de carte / Card no.:			TPS / GST (5%):	\$
Date d'expiration / Expiration Date:			TVQ / QST (9.975%):	\$
Titulaire de la carte / Cardholder:			TOTAL:	\$
Signature du titulaire / Cardholder's signature:				
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation				
			Chargé(e) de projet: Project manager:	Dominic Guay



Date:	Compagnie / Company:	Tél: / Phone: ()	Télec: / Fax: ()
Adresse / Address:		Code postal / Postal Code:	
Courriel / E-mail:			
Responsable / Contact:		No. stand / Booth no.:	TPS / GST 138629431RT
Nom de l'événement / Show name: ICSC		Date: 19 et 20 Juin 2013 June 19-20, 2013	Lieu / Place: Le Westin Montréal, 9 ^e étage

UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE / USE COLUMN RATES (B) IF PAID AFTER **24 / 05 / 2013**

CODE	QTE QTY	DESCRIPTION	DESCRIPTION	A	B	TOTAL
2A		Chaise en tissus couleur charbon	Charcoal chair	145,00 \$	175,00 \$	
2B		Causeuse en tissus couleur charbon	Charcoal fabric loveseat	210,00 \$	250,00 \$	
3A		Table de conférence de 42"	42" Round meeting table	100,00 \$	135,00 \$	
5A		Table bistro ronde en granite de 30"	30" Round bar table	100,00 \$	135,00 \$	
5B		Tabouret en cuir noir	Black banana stool	100,00 \$	135,00 \$	
5D		Tabouret noir	Black fanback stool	65,00 \$	75,00 \$	
7A		Table de conférence en granite 36" x 72"	36" x 72" conference table	165,00 \$	195,00 \$	
7G		Chaise basse en cuir noir	Low back swivel chair	95,00 \$	125,00 \$	
7L		Chaise Haute en cuir noir	High back swivel chair	115,00 \$	145,00 \$	
11A		Chaise en cuir noir	Black leather tub chair	135,00 \$	175,00 \$	
5000		Sofa "RETRO" en cuir noir	Retro black leather sofa	420,00 \$	520,00 \$	
5001		Causeuse "RETRO" en cuir noir	Retro black leather loveseat	300,00 \$	375,00 \$	
5002		Fauteuil "RETRO" en cuir noir	Retro black leather chair	225,00 \$	275,00 \$	
CHB-WLT		Chaise en cuir blanc	White leather tub chair	150,00 \$	175,00 \$	
CHB-BLS		Chaise pivotante en cuir brun	Brown leather swivel tub chair	120,00 \$	155,00 \$	
CHB-VFG		Chaise en tissus	Vintac fresh groovy fabric chair	100,00 \$	125,00 \$	
BAR-CW		Chaise en cuir blanc "Barcelona"	White barcelona chair	325,00 \$	395,00 \$	
BAR-CR		Chaise en cuir rouge "Barcelona"	Red barcelona chair	325,00 \$	395,00 \$	
BAR-LW		Causeuse en cuir noire "Barcelona"	Black barcelona leather loveseat	575,00 \$	695,00 \$	
BAR-LR		Causeuse en cuir noire "Barcelona"	Black barcelona loveseat	575,00 \$	695,00 \$	
BAR-OW		Pouf en cuir blanc "Barcelona"	White barcelona ottoman	185,00 \$	225,00 \$	
BAR-CT		Table à café vitrée, base en métal chromé	Barcelona square glass top coffee table	275,00 \$	330,00 \$	
CE-GBW		Table à café vitrée, base en bois noir	Coffee table-glass / black wood base	220,00 \$	260,00 \$	
CE-ACG		Table de bout vitrée, base en métal chromé; hauteur ajustable	Adjustable height round end table glass chrome	115,00 \$	145,00 \$	
CE-BTE		Table de bout vitrée fumée, base en bois noir	Black wood smoked glass top end table	95,00 \$	125,00 \$	
CE-BTT		Table à café vitrée fumée, base en bois noir	Black wood smoked glass top coffee table	115,00 \$	145,00 \$	
CE-BCT		Table à café vitrée fumée, base en métal chromé	Chrome metal smoked glass top coffee table	120,00 \$	140,00 \$	
CE-BCE		Table de bout vitrée fumée, base en métal chromé	Chrome metal smoked glass top end table	100,00 \$	130,00 \$	

☐ VISA Visa	☐ Master card	☐ AMERICAN EXPRESS Amex	SOUS-TOTAL / SUBTOTAL:	\$
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Signature du titulaire / Cardholder's signature:				
50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation			Chargé(e) de projet: Dominic Guay	

DEE Luxe



2A - Chaise en tissu couleur Charbon
Charcoal Chair



2B - Causeuse en tissu couleur Charbon
Charcoal Loveseat



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



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



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



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



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



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



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



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



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



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

DEE Luxe



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



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



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



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



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



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



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



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



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



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



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



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



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



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

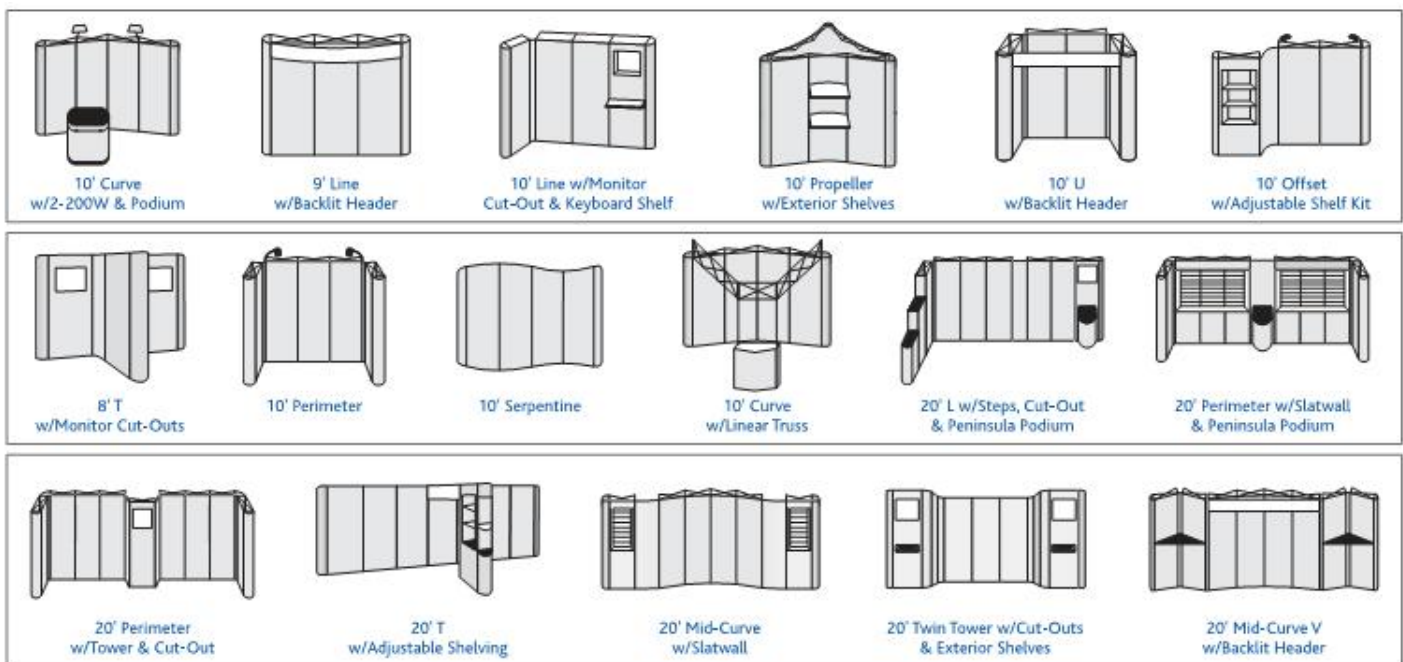
Nous offrons aussi des stands portatifs

We also sell portable displays



N'hésitez pas à nous contacter pour plus d'informations

**Don't hesitate to contact us to get more info on
our portable stand**



**Contactez nous pour une soumission !
Contact us to get a quote !**

Customs Clearance Service International Council of Shopping Centers (ICSC)

Customs:

The services of an Official Customs Broker are strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. **The Commerce Trade Show Logistics Group Ltd.** will assist all Exhibitors with their temporary imports, permanent entries & export of Exhibit Materials.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

The Commerce Trade Show Logistics Group Ltd. will provide the following services:

- Post all securities and bonds with Canadian Border Services Agency
- Prepare the proper Customs entries to account for any sales you may make & remit the payments to Customs
- Prepare outbound export documents, bills of lading and provide US Customs Clearance when required as well as providing shipping labels

Private Vehicles:

Due to legal regulations, We ask that Exhibitors using their own vehicles to transport materials into Canada to please notify us two weeks before they plan to cross the border. We need to confirm that information and forms have been completed and submitted so that the border crossing goes smoothly.

For Customs information please call/fax or email your completed forms too:

Tel: 905-673-5445 **Fax:** 905-673-2574 **Toll Free:** 1-888-827-SHOW (7469)

Beverly Carson, beverlyc@commerctradeshows.com (Customs Services)

Rob Parr, rbp@commerctradeshows.com (Customs Services)

Checklist of Forms

☐ Customs Services Order Form (Mandatory)

☐ Canada Customs Invoice (Mandatory)

****Please note:** All forms must be completed and returned to Commerce (via email or fax)

Please read carefully before completing your documents inside.

1. COMMERCE CUSTOMS & TRANSPORTATION ORDER FORM

Please complete the enclosed Commerce Order Form, ensuring that all fields, including credit card information, are filled.

N.B. Goods cannot be returned to the U.S. after the show unless I.R.S./Tax I.D./E.I.N number is provided

2. CANADA CUSTOMS DOCUMENTATION (PHOTOCOPIES ARE ACCEPTABLE)

Enclosed is a Canada Customs Invoice. **AN EXAMPLE FOR COMPLETION PURPOSES IS ENCLOSED.**

How to complete the Canada Customs Invoice:

- Fill in a information required on the Canada Customs Invoice (Follow example enclosed)
- 3 completed Canada Customs Invoices must be attached to your Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading.
- The Bill of Lading or Air Waybill, all Customs documents & labels must be marked "NOTIFY COMMERCE FOR CUSTOMS CLEARANCE"
- Fax copies of the Canada Customs Invoice, ORDER FORM, Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading (& a copy of the FCC Information Sheet if required)
- Retain a photocopy of all documents for your records & your on-site COMMERCE REPRESENTATIVE.

3a. ITEMS NOT OF U.S. ORIGIN & TO BE RETURNED TO U.S. AFTER EVENT

VERY IMPORTANT:

For items you are shipping to Canada that are not of U.S. origin but have been shipped from the U.S., the U.S. Certificate of Registration (Form 4455) contained in this brochure is required. This form must accompany the shipment to Canada & must be signed by U.S. Customs prior to coming to Canada.

Complete the 4455 as per the example & **MARK IN THE BODY OF YOUR BILL OF LADING OR AIR WAYBILL:**

"CERTIFICATE OF REGISTRATION 4455 ATTACHED. GOODS MUST BE IDENTIFIED BY U.S. CUSTOMS AT PORT OF EXIT AND CERTIFIED COPIES TO BE GIVEN TO COMMERCE AT DESTINATION."

3b. ITEMS THAT EMIT OR ARE CAPABLE OF EMITTING RADIATION

Goods of this type: High voltage vacuum tube or switch, Industrial X-Ray systems, laser light show, microwave heating products, microwave ovens, CD Players, etc. Require an FDA Radiation Form when they are returned to the U.S. Please complete the enclosed FDA Radiation Form to ensure your goods are not delayed upon return. Send the FDA Radiation Form with your Commerce Order Form.

3c. ITEMS THAT EMIT OR ARE CAPABLE OF EMITTING RADIO FREQUENCIES

Goods of this type: T.V's, communications equipment, monitors, microwaves, etc. Require a Federal Communications Commission Statement when they are returned to the U.S. Please complete the enclosed FCC Information Sheet to ensure your goods are not delayed upon return. Send the FCC Form with your Commerce Order Form. Fax the FCC Form to Commerce with a copy of the Order Form, Canada Customs Invoice & Bill of Lading or Air Waybill.

4. SHIPPING INSTRUCTIONS

Before shipping by Parcel Courier, i.e., UPS; call Commerce Customs Brokers for advice. We strongly suggest that all exhibitors DO NOT ship by parcel courier, or parcel post mail.

- Exhibition goods shipped by common surface carrier should be scheduled to arrive & be available for Customs processing 1 week prior to show opening.

Exceptions:

AIRFREIGHT – Schedule to arrive 3 days prior to show opening.

VAN LINE SHIPMENTS – May be sent direct to show site and should be scheduled to arrive on the appropriate move-in day.

- All shipments **MUST BE SENT PREPAID**
- For direct delivery shipments: all Truck Bill of Lading, Ocean Bill of Lading, Air Waybills & shipping labels should be addressed consigned to:

Exhibitor Name:

Booth Number:

Name of Event:

Location:

City/Province:

Zip Code:

Notify: COMMERCE FOR CUSTOMS CLEARANCE

5. PRIVATE/COMPANY VEHICLES

For goods being transported to Canada by: company, rented, personal or other non-Canada Customs Bonded method of transport; Canada Customs Invoices (Certificate of Registration Form & FCC Information Form if applicable), must accompany the shipment. You **MUST** notify us in advance with:

- Date and estimated time of crossing.
- Specific border crossing point.
- Total value and brief description of the goods.
- Driver's Name, Vehicle License Number and State shown on License Plate.
- A fax copy will be required for all appropriate forms including the Order Form.

This information should be provided to our office two weeks prior to entering Canada.

6. AIRLINE HAND BAGGAGE

If you are bringing exhibit or commercial goods as airline baggage, in most cases "Formal" Customs clearance is required.

Contact our office at least 1 week in advance of your flight so arrangements can be made. Canada Customs Invoices (Certificate of Registration Form & FCC Information Form if applicable), must accompany the individual carrying the materials.

A facsimile copy will be required for all appropriate forms including the Order Form.

7. SHOW SITE PROCEDURES

The show site has been declared a bonded area for the entire event. Under no circumstances are any goods to be removed without prior consent of COMMERCE.

COMMERCE can provide the following services:

- Return of goods to your stated destination.
Export Documents, Bill of Lading and labels supplied by COMMERCE.
- Arrange Customs clearance of those goods remaining in Canada. The applicable duties and taxes must be paid prior to removal from the show site.
- Arrange in-bond transfer of goods to be displayed at another Canada Customs recognized event.
- Coordinate under Customs supervision the destruction of non-returning items.
- Note: COMMERCE is not responsible for lost, stolen or damaged freight. All goods should be insured; prior to; during; and after the show.

Customs Clearance Services Order Form

Please accept as your authority for Customs Clearance Services

Pick up Address	Company Name: ABC Company	Delivery Address	Company Name: ABC Company
	IRS #: 12-345678		Show Name: International Council of Shopping Centers Booth #: 123
	Address: 123 Nowhere Street		Address: C/O Lange Transportation C/O Le Westin Montreal
	Suite 3		270 Saint - Antoine O.
	City: New York		Allee/Alley entre/between Saint-Antoine O. & Saint-Jacques
Bill To	State/Prov: NY Zip/Post: 00000	Return Freight	City: Montreal
	Contact: John Smith		State/Prov: Quebec Zip/Post: H2Y 0A3
	Phone: 123-456-7890 Fax: 123-456-7891		On-Site Contact: Mike Doe Cell: 123-456-7892
	Email: johnsmith@abccompany.com		Email: mikedoe@abccompany.com
	Company Name: ABC Company		Company Name: ABC Company
Address: 456 Somewhere Road	Address: 123 Nowhere Street		
City: Miami	City: New York		
State/Prov: FL Zip/Post: 11111	State/Prov: NY Zip/Post: 00000		
Contact: Jane Adams	Contact: John Smith		
Phone: 123-456-7890 Fax: 123-456-7891	Phone: 123-456-7890 Fax: 123-456-7891		
Email: janeadams@abccompany.com	Email: johnsmith@abccompany.com		

Terms of Payment and Security Deposit -MUST BE COMPLETED IN FULL

Charge to ☐ Visa ☐ MasterCard ☒ American Express	Title: CEO
Card Holder Name: John Smith	
Credit Card Number: 1234 5648 9123 1253	Expiry Date: 01/12 Security Number: 1234
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.	
Card Holder Signature: <i>Signature required here</i>	Date: <i>dd/mm/yyyy</i>

Shipment Information

Carrier (If not using Commerce Logistics): Name of Carrier				
Pick up Date: Date we can pick up	Time: 9am-5pm	Delivery Date: Deliver date to show	Time: 9am-3pm	
# of Pieces	Dimensions (Inches)			Weight (LBS)
Cartons/Boxes 2	L 23	W 23	H 48	112
Crates/Fiber Case	L	W	H	
Skid/Pallet 1	L 48	W 48	H 48	400
Carpet/Other	L	W	H	
TOTAL 3				TOTAL 512
Requested Service Level: ☐ Air ☐ 2 nd Day ☒ Truck				
Additional Services Required: ☒ Lift Gate ☐ Inside Pick Up/Delivery				

Cargo Insurance SERVICE NOT PROVIDED -CHECK WITH YOUR CARRIER

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss or damages stated below. Cargo insurance will not apply or cover any electric goods.	
Do you require additional insurance? ☐ Yes ☒ No	Declared Value:
<i>(Additional Fees for Cargo Insurance will apply)</i>	

Terms and Conditions

This order is place with the specific understanding that we hereby release The Commerce Trade Show Logistics Group Ltd. (CTSLG Ltd.) and or agents from all liability for loss, damages and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties be handled. 1) CTSLG Ltd. shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) CTSLG Ltd. will not be responsible for any loss, damages or delay due to fire, acts of god, strikes or lock outs of any kind beyond its control. 3) CTSLG Ltd. liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) CTSLG Ltd. shall not be liable to any extent whatsoever for the actual, potential or assumed losses of profits or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitors' materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.
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I have read and agree to the Terms and Conditions of this Contract with CTSLG Ltd.

Print Name: John Smith	Signature/Authorization: <i>Signature required here</i>	Date: <i>dd/mm/yyyy</i>
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Please Fax completed order form to 905-673-2574

Customs Clearance Services Order Form

Please accept as your authority for Customs Clearance Services

Pick up Address	Company Name:		Company Name:	
	IRS #:		Show Name:	
	Address:		Booth #:	
	City:		Address:	
	State/Prov:		City:	
	Zip/Post:		State/Prov:	
	Contact:		Zip/Post:	
Delivery Address	Phone:		On-Site Contact:	
	Fax:		Cell:	
	Email:		Email:	
	Company Name:		Company Name:	
	Address:		Address:	
	City:		City:	
	State/Prov:		State/Prov:	
Zip/Post:		Zip/Post:		
Contact:		Contact:		
Phone:		Phone:		
Fax:		Fax:		
Email:		Email:		

Terms of Payment and Security Deposit –MUST BE COMPLETED IN FULL

Charge to	☐ Visa	☐ MasterCard	☐ American Express	Title:
Card Holder Name:				Expiry Date:
Credit Card Number:				Security Number:
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				
Card Holder Signature:				Date:

Shipment Information

Carrier (If not using Commerce Logistics):				
Pick up Date:	Time:	Delivery Date:	Time:	
# of Pieces	Dimensions (Inches)			Weight (LBS)
Cartons/Boxes	L	W	H	
Crates/Fiber Case	L	W	H	
Skid/Pallet	L	W	H	
Carpet/Other	L	W	H	
TOTAL				TOTAL
Requested Service Level:	☐ Air	☐ 2 nd Day	☐ Truck	
Additional Services Required:	☐ Lift Gate	☐ Inside Pick Up/Delivery		

Cargo Insurance SERVICE NOT PROVIDED –CHECK WITH YOUR CARRIER

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss or damages stated below. Cargo insurance will not apply or cover any electric goods.		
Do you require additional insurance?	☐ Yes	☐ No
Declared Value:		

Terms and Conditions

This order is place with the specific understanding that we hereby release The Commerce Trade Show Logistics Group Ltd. (CTSLG Ltd.) and or agents from all liability for loss, damages and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties be handled. 1) CTSLG Ltd. shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) CTSLG Ltd. will not be responsible for any loss, damages or delay due to fire, acts of god, strikes or lock outs of any kind beyond its control. 3) CTSLG Ltd. liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) CTSLG Ltd. shall not me liable to any extent whatsoever for the actual, potential or assumed losses of profits or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitors' materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with CTSLG Ltd.

Print Name:

Signature/Authorization:

Date:

Please Fax completed order form to 905-673-2574

CANADA CUSTOMS INVOICE/FACTURES DES DOUANES CANADIENNES

Page 1 of de 1

1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC Company 123 Nowhere Street New York, NY 00000		2. Date of Direct Shipment to Canada/Date d'expédition directe vers le Canada 2013/06/12 (YYYY/MM/DD)	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC Company - Booth 123 International Council of Shopping Centers Westin Montreal c/o Lange Transportation 270 Saint-Antoine O. Montreal, Quebec H2Y 0A3 NOTIFY: COMMERCE LOGISTICS for Customs Clearance		3. Other References (Include Purchaser's Order No.)/Autres références (inclure le no de commande de l'acheteur) 12-456789	
		5. Purchaser's Name and Address (if other than Consignee)/Nom et Adresse de l'acheteur (s'il diffère du destinataire) No sale Involved	
		6. Country of Transshipment / Pays de transbordement N/A	
		7. Country of Origin of Goods/Pays d'origine des marchandises USA	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.
VII. 1) Is this a related company transaction?/Est-ce que les compagnies sont liées entre elles? YES/OUI ☒ NO/NON ☐		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.) No sale Involved	
Transportation: Give Mode and Place of Direct Shipment to Canada Transport. Préciser mode et lieu d'expédition directe vers le Canada Carrier, City and State of Shipment		Currency of Settlement / Devises du paiement USD	
11. No. Of Pkgs/ No. 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 (précisez l'unité)	14. Unit Price/Prix Unitaire 15. Total
2 pcs 2 pcs 1 pc 1 pc 3 pcs 2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets) Cartons - Advertising Brochures/Catalogs/Technical Literature Carton - Plastic Key Chains Carton - Books Crates - Computers Crates - Computer Monitors	1 1,000 50 50 3 2	\$5,000.00 \$0.10 \$0.50 \$1.00 \$1,000.00 \$500.00 \$5,000.00 \$100.00 \$25.00 \$50.00 \$3,000.00 \$1,000.00
XI. 1) Total Number of Pieces/ Nombre total de pieces			
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		16. Total Weight/Poids Total Net: N/A Gross/Brut: 300 lbs	
Commercial Invoice No./No. De la facture commerciale		17. Invoice Total Total de la facture \$9,175.00	
19. Exporter's Name & Address (if other than Vendor)/Nom & adresse de l'exportateur (s'il diffère du vendeur) Name: Tel: Fax:		20. Originator (Name and Address)/Expéditeur d'origine (Nom et adresse) ABC Company 123 Nowhere Street, Suite 3 New York, NY 00000 Name: John Smith Tel: 123-456-7890 Fax: 123-456-7891	
21. Agency ruling (if applicable)/Décision de l'Agence (s'il y a lieu) N/A		22. If fields 23-25 are not applicable, check this box/Si les zones 23 à 25 sont sans objet, cochez cette case ☒	
23.	24.	25.	



**The Commerce
Trade Show
Logistics Group Ltd.**

**CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES**

Page _____
Of _____
de _____

1. Vendor (Name and Address) / Vendeur (Nom et adresse)		2. Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada	
4. Consignee (Name and Address) / Destinataire (Nom et adresse)		3. Other References (Include Purchaser's Order No.)	
5. Purchaser's Name and Address (if other than Consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)		6. Country of Transshipment / Pays de transbordement	
VII. 1 is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes ☐ No ☐ Oui ☐ Non ☐		7. Country of Origin of Goods / Pays d'origine de marchandises IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. S'IL L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES EN PRÉCISER LA PROVENANCE EN 12.	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition direct vers le Canada		9. Condition of Sale 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.)	
10. Currency of Settlement / Devises du paiement		11. No. of pkgs / Nbre de colis	
12. Specification of Commodities (Kind of Packages, Marks and Number, General Description and Characteristics i.e. Grade Quality) Désignation 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	
XI. 1 Total number of Pieces / Nombre total de Pieces		16. Total Weight / Poids total Net _____ Gross / _____	
17. Invoice Total / Total de la facture		18. If any of fields 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 ☐ Commercial Invoice No. / N° de la facture commerciale _____	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère de vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse)	
21. Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case ☐	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblages après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur ☐ (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises. ☐			

T. 905-673-5445

F. 905-673-2574 info@commercetradeshows.com

Services de dédouanement

*ICSC – Le Conseil International des Centres Commerciaux
19th – 20th Juin 2013, à la Westin Montreal*

Douanes :

Les services d'un courtier en douanes officiel sont fortement recommandés pour tous les envois provenant de l'extérieur du Canada. Ceci permettra d'éliminer la possibilité que des produits soient retenus à la frontière canadienne en raison de documents inappropriés ou incomplets et que ces produits arrivent trop tard ou n'arrivent pas. **The Commerce Trade Show Logistics Group Ltd.** aidera les exposants en matière d'importations temporaires, de déclarations en douane permanentes et de l'exportation de leur matériel d'exposition.

Les exposants qui utilisent leur propre courtier en douanes devront gérer leur propre cautionnement ou dépôt en espèces auprès de Douanes Canada au point d'entrée au Canada.

The Commerce Trade Show Logistics Group Ltd. fournira les services suivants :

- Déposer l'ensemble des garanties financières et du cautionnement auprès de l'Agence des services frontaliers du Canada
- Préparer les déclarations de douane appropriées pour toutes les ventes que vous pouvez faire et remettre les paiements aux douanes
- Préparer les documents d'exportation sortants, les connaissements et fournir le dédouanement aux États-Unis lorsque requis, de même que de fournir les étiquettes d'expédition.

Véhicules privés :

En raison des dispositions juridiques, nous demandons à tous les exposants qui utilisent leur propre véhicule pour le transport de produits vers le Canada de nous aviser deux semaines avant leur intention de traverser la frontière. Nous devons confirmer que les renseignements et les formulaires ont été remplis et soumis afin que le passage à la frontière se déroule sans problèmes.

Pour plus d'information, veuillez appeler/télécopier vos formulaires remplis à :

Tél. : 905-673-5445 Téléc. : 905-673-2574 Sans frais : 1-888-827-SHOW (7469)

Beverly Carson, beverlyc@commerctradeshows.com (Services des douanes)

Rob Parr, robp@commerctradeshows.com (Services des douanes)

Liste de vérification des formulaires

- ☐ Formulaire de commande de services douaniers
- ☐ Facture des douanes canadiennes
- ☐ Certificat d'enregistrement (formulaire 4455)
- ☐ Énoncé au sujet de l'importation d'appareils de radiofréquence aptes à causer des interférences néfastes (formulaire 740 de la FCC)
- ☐ Déclaration relative à des produits soumis aux normes en matière de contrôle de la radiation (formulaire 2877 de la FDA)

****Attention :** Tous les formulaires doivent être remplis et renvoyés à Commerce (par courrier ou télécopieur)

Veuillez lire attentivement les instructions suivantes avant de remplir vos documents contenus à l'intérieur.

1. FORMULAIRE DE COMMANDE DE SERVICES DOUANIERS ET DE TRANSPORT DE COMMERCE

Veuillez remplir le formulaire de commande de Commerce fourni en pièce jointe, en vous assurant que toutes les sections, y compris les détails de votre carte de crédit, sont dûment remplies.

N.B. Aucun article ne pourra être renvoyé aux États-Unis après l'évènement, sauf si un numéro d'I.R.S./d'E.I.N./fiscal est fourni.

2. DOCUMENTS DES DOUANES CANADIENNES (LES PHOTOCOPIES SONT ACCEPTABLES)

Vous trouverez en pièce jointe une facture des douanes canadiennes. **UN EXEMPLE INDIQUANT COMMENT LA REMPLIR EST ÉGALEMENT FOURNI.**

Comment remplir la facture des douanes canadiennes :

- Fournir tous les renseignements requis sur la facture des douanes canadiennes (suivre l'exemple joint).
- 3 factures des douanes canadiennes dûment remplies doivent être jointes à votre connaissance routier, bordereau d'expédition aérienne ou connaissance maritime.
- Le connaissance ou le bordereau d'expédition aérienne, ainsi que tous les documents et étiquettes de douane, doivent porter l'inscription « **NOTIFIER COMMERCE POUR LE DÉDOUANEMENT** ».
- Télécopier les copies de la facture des douanes canadiennes, le **FORMULAIRE DE COMMANDE**, le connaissance routier, bordereau d'expédition aérienne ou connaissance maritime (et une copie de la fiche de renseignements de la FCC si cela est requis).
- Conserver une photocopie de chacun des documents pour vos dossiers et votre **REPRÉSENTANT(E) DE COMMERCE** sur place.

3a. ARTICLES NE PROVENANT PAS DES ÉTATS-UNIS ET DEVANT ÊTRE RENVOYÉS AUX ÉTATS-UNIS APRÈS L'ÉVÈNEMENT

TRÈS IMPORTANT :

Pour les articles que vous expédiez au Canada, qui ne proviennent pas des États-Unis mais qui ont été expédiés à partir des États-Unis, le « Certificate of Registration » (Formulaire 4455) contenu dans cette brochure est requis. Ce formulaire doit accompagner la cargaison au Canada **et doit être signé par les douanes américaines avant l'entrée au Canada.**

Remplissez le Formulaire 4455 en suivant l'exemple et **AJOUTEZ L'INSCRIPTION SUIVANTE SUR LE CORPS DE VOTRE CONNAISSANCE OU BORDEREAU D'EXPÉDITION AÉRIENNE :**

« CERTIFICATE OF REGISTRATION 4455 JOINT. LES ARTICLES DOIVENT ÊTRE CONTRÔLÉS PAR LES DOUANES AMÉRICAINES AU PORT DE SORTIE ET LES COPIES CERTIFIÉES DOIVENT ÊTRE REMISES À COMMERCE AU LIEU DE DESTINATION. »

3b. ARTICLES ÉMETTANT OU CAPABLES D'ÉMETTRE UNE RADIATION

Les articles de types lampe ou interrupteur à haute tension, systèmes à rayon X industriels, équipement de lumière laser, produits de chauffage par micro-ondes, fours à micro-ondes, lecteurs CD, etc., requièrent un Formulaire de radiation de la FDA lorsqu'ils sont renvoyés aux États-Unis. Veuillez remplir le Formulaire de radiation de la FDA fourni en pièce jointe, afin de garantir que vos articles ne seront pas retardés au moment du renvoi. Veuillez envoyer le Formulaire de radiation de la FDA avec votre formulaire de commande de Commerce.

3c. ARTICLES ÉMETTANT OU CAPABLES D'ÉMETTRE DES RADIOFRÉQUENCES

Les articles de types télévisions, équipement de communications, moniteurs, micro-ondes, etc. requièrent une Déclaration de la Federal Communications Commission lorsqu'ils sont renvoyés aux États-Unis. Veuillez remplir la Fiche de renseignements de la FCC fournie en pièce jointe, afin de garantir que vos articles ne seront pas retardés au moment du renvoi. Veuillez envoyer le Formulaire de la FCC avec votre formulaire de commande de Commerce. Télécopier le Formulaire de la FCC à Commerce, ainsi qu'une copie du formulaire de commande, la facture des douanes canadiennes et le connaissance ou bordereau d'expédition aérienne.

4. INSTRUCTIONS D'EXPÉDITION

Avant de procéder à l'expédition par service de colis (UPS), veuillez appeler les Courtiers en douanes de Commerce pour leur demander conseil. Nous recommandons fortement à tous les exposants de NE PAS effectuer leurs expéditions par service de colis ou courrier postal de colis.

- Pour les articles d'exposition expédiés par transporteur de surface ordinaire, vous devez programmer leur arrivée et leur disponibilité dans le cadre du traitement des douanes 1 semaine avant l'ouverture de l'évènement.

Exceptions :

FRETS AÉRIENS – Prévoyez l'arrivée 3 jours avant l'ouverture de l'évènement.
EXPÉDITIONS PAR FOURGONS – doivent être envoyées directement au site de l'évènement et leur arrivée doit être programmée pour le jour d'installation approprié.

- Toutes les expéditions **DOIVENT ÊTRE PRÉPAYÉES**
- Pour les expéditions en livraison directe : tous les connaissances routiers, bordereaux d'expédition aérienne, connaissances maritimes et toutes les étiquettes d'expédition doivent contenir les informations suivantes :

Nom de l'exposant(e) :

Numéro de stand :

Nom de l'évènement :

Site de l'évènement :

Ville/Province :

Code postal :

Notifier : COMMERCE POUR LE DÉDOUANEMENT

5. VÉHICULES PRIVÉS/D'ENTREPRISE

Pour les articles transportés au Canada par : véhicule d'entreprise, de location, ou personnel, ou tout autre moyen de transport ne relevant pas des douanes canadiennes; les factures des douanes canadiennes (ainsi que le Formulaire « Certificate of Registration » et la Fiche de renseignements de la FCC le cas échéant), doivent accompagner la cargaison. Vous **DEVEZ** nous fournir en avance les renseignements suivants :

- Date et heure estimées du passage de la frontière.
- Point de passage frontalier spécifique.
- Valeur totale et brève description des articles.
- Nom du conducteur (de la conductrice), numéro d'immatriculation du véhicule et État indiqué sur la plaque d'immatriculation.
- Une copie sera requise pour tous les formulaires appropriés, y compris le formulaire de commande.

Ces renseignements doivent être fournis à notre bureau deux semaines avant l'entrée au Canada.

6. BAGAGES DE CABINE

Si vous emportez des articles d'exposition ou commerciaux en tant que bagages de cabine, dans la plupart des cas, un dédouanement « formel » est requis. Contactez notre bureau au moins 1 semaine avant votre vol pour que les mesures adéquates soient prises. Les factures des douanes canadiennes (ainsi que le Formulaire « Certificate of Registration » et la Fiche de renseignements de la FCC le cas échéant), doivent accompagner le transport individuel de matériaux. Une copie sera requise pour tous les formulaires appropriés, y compris le formulaire de commande.

7. PROCÉDURES CONCERNANT LE SITE DE L'ÉVÈNEMENT

Le site de l'évènement a été déclaré « zone sous douane » pour toute la durée de l'évènement. En aucun cas, un article ne peut être retiré sans l'autorisation préalable de COMMERCE.

COMMERCE peut fournir les services suivants :

- Renvoi des articles à votre destination indiquée.
Les documents d'exportation, connaissances et étiquettes sont fournis par COMMERCE.
- Organiser le dédouanement des articles demeurant au Canada. Les droits et taxes applicables doivent être payés préalablement au retrait des articles du site de l'évènement.
- Organiser le transfert interne des articles qui seront exposés lors d'autres événements reconnus par les douanes canadiennes.
- Coordonner la destruction des articles non renvoyés sous la supervision des douanes.
- Note : COMMERCE décline toute responsabilité en cas de pertes, de vols ou de dommages subis par des frets. Tous les articles doivent être assurés avant, pendant et après l'évènement.

Formulaire de commande de services douaniers

Veuillez accepter sous votre autorité les services douaniers décrits ci-dessous.

Adresse de ramassage	Nom de la société :	Adresse de livraison	Nom de la société :	
	N° IRS :		Nom de l'événement :	N° de kiosque :
	Adresse :		Adresse :	
	Ville :		Ville :	
	État/Province : Code postal :		État/Province : Code postal :	
	Personne-ressource :		Personne-ressource sur place :	
Tél. :	Télécopieur :		Cellulaire :	
Adresse de facturation	Nom de la société :	Fret de retour	Nom de la société :	
	Adresse :		Adresse :	
	Ville :		Ville :	
	État/Province : Code postal :		État/Province : Code postal :	
	Personne-ressource :		Personne-ressource :	
	Tél. :		Télécopieur :	Tél. : Télécopieur :

Modalités de paiement et dépôt de garantie – SECTION À REMPLIR DANS SON INTÉGRALITÉ

Carte à débiter	☐ Visa	☐ MasterCard	☐ American Express
Nom du titulaire de la carte :		Titre :	
Numéro de la carte de crédit :		Date d'expiration :	Code de sécurité :
Par la présente, j'autorise l'utilisation de cette carte de crédit pour le paiement des services relatifs à ce formulaire de commande. Je suis conscient(e) que les cartes de crédit rejetées sont sujettes à une majoration de 30 %.			
Signature du titulaire de la carte :		Date :	

Renseignements sur la cargaison

Transporteur :					
Date de ramassage :		Heure :		Date de livraison :	
Heure :					
Nombre d'articles		Dimensions (pouces)			Poids (livres)
Cartons/Boîtes		Longueur	Largeur	Hauteur	
Conteneur/caisse fibre		Longueur	Largeur	Hauteur	
Plateau/Palette		Longueur	Largeur	Hauteur	
Tapis/Autre		Longueur	Largeur	Hauteur	
TOTAL					TOTAL
Niveau de service requis :		☐ Aérien	☐ Sous 2 jours	☐ Routier	
Services additionnels requis :		☐ Hayon	☐ Ramassage/Livraison intérieur(e)		

Assurance des marchandises – SERVICE NON FOURNI – CONSULTEZ VOTRE TRANSPORTEUR

Vous acceptez et comprenez que la valeur déclarée pour le transport de cette cargaison s'élève à 0,50 \$ par livre, multipliée par le nombre de livres pour cette partie de la cargaison perdue ou endommagée, mais ne peut s'élever à moins de 50,00 \$ par cargaison, SAUF SI une valeur est déclarée sous ce seuil et que les frais applicables sont payés. Sous réserve des conditions générales relatives à la responsabilité du Transitaire en cas de pertes ou de dommages, décrites ci-dessous. L'assurance des marchandises ne s'applique pas et ne couvre pas les articles électriques.

Requièrez-vous une assurance complémentaire? ☐ Oui ☐ Non Valeur déclarée : _____

(Des frais additionnels seront applicables pour l'assurance des marchandises.)

Conditions générales

Cette commande est placée avec la compréhension spécifique que nous libérons par la présente The Commerce Trade Show Logistics Group Ltd. (CTSLG Ltd.) et/ou ses agents de toute responsabilité en cas de pertes, de dommages et/ou de vol de nos marchandises et propriétés, quelle qu'en soit la cause, et nous avons assuré la totalité de ces propriétés pour qu'elles soient prises en charge. 1) CTSLG Ltd. décline toute responsabilité en cas de dommages subis par des matériaux décaissés ou mal emballés, ou présentant des dommages dissimulés. 2) CTSLG Ltd. décline toute responsabilité en cas de pertes, de dommages ou de délais survenus pour cause d'incendie, de catastrophe naturelle, de grèves d'employés ou patronale de toute sorte échappant à son contrôle. 3) La responsabilité de CTSLG Ltd. est décrite dans la section Assurance des marchandises / Valeur déclarée ci-dessus. Veuillez à être auto-assuré(e) et veuillez noter que vous devez déclarer une valeur pour la cargaison et payer les frais applicables à ce service. 4) CTSLG Ltd. ne peut en aucun cas être tenue responsable des pertes de profits ou de revenus réelles, potentielles ou supposées, ou pour toute dépense collatérale pouvant être causés en cas de pertes ou de dommages aux matériaux d'un(e) exposant(e) rendant leur implication impossible ou peu pratique. 5) Chaque exposant(e) est responsable de déclarer tout matériel dangereux et de se soumettre à toutes les lois locales, fédérales, provinciales et nationales.

Je déclare avoir lu et accepté les conditions générales du présent contrat avec CTSLG Ltd.

Nom en lettres moulées :

Signature/Autorisation :

Date :

Veuillez envoyer ce formulaire de commande dûment rempli par télécopieur au 905-673-2574, et par courriel à l'adresse info@commerctradeshows.com, ainsi qu'au coordinateur de l'événement

Formulaire de commande de services douaniers

Veuillez accepter sous votre autorité les services douaniers décrits ci-dessous.

Adresse de ramassage	Nom de la société : ABC Company		Adresse de livraison	Nom de la société : ABC Company	
	N° IRS : 12-3456789			Nom de l'événement : ICSC - Le Conseil International des Centres Commerciaux	
	Adresse : 123 Nowhere Street			N° de kiosque : 123	
	Ville : New York			Adresse : Westin Montreal	
	État/Province : NY Code postal : 00000			270 Saint Antoine Ouest	
	Personne-ressource : John Smith			Ville : Montréal	
Adresse de facturation	Tél. : 123-46-7890 Télécopieur : 123-456-7891		Fret de retour	État/Province : QC Code postal : H2Y 0A3	
	Nom de la société : ABC Company			Personne-ressource sur place : Mike Doe Cellulaire : 123-456-7892	
	Adresse : 123 Nowhere Street			Nom de la société : ABC Company	
	Ville : New York			Adresse : 123 Nowhere Street	
	État/Province : NY Code postal : 00000			Ville : New York	
	Personne-ressource : John Smith			État/Province : NY Code postal : 00000	
Tél. : 123-456-7890 Télécopieur : 123-456-7891		Personne-ressource : John Smith		Tél. : 123-456-7890 Télécopieur : 123-456-7891	

Modalités de paiement et dépôt de garantie – SECTION À REMPLIR DANS SON INTÉGRALITÉ

Carte à débiter	☐ Visa	☐ MasterCard	☒ American Express
Nom du titulaire de la carte : John Smith		Titre : CEO	
Numéro de la carte de crédit : 1234 5648 9123 1253		Date d'expiration : 01/12 Code de sécurité : 1234	
Par la présente, j'autorise l'utilisation de cette carte de crédit pour le paiement des services relatifs à ce formulaire de commande. Je suis conscient(e) que les cartes de crédit rejetées sont sujettes à une majoration de 30 %.			
Signature du titulaire de la carte : **Signature requise ici		Date :	

Renseignements sur la cargaison

Transporteur :			
Date de ramassage :		Heure :	Date de livraison :
Heure :		Heure :	
Nombre d'articles		Dimensions (pouces)	
Cartons/Boîtes	Longueur	Largeur	Hauteur
Conteneur/caisse fibre	Longueur	Largeur	Hauteur
Plateau/Palette	Longueur	Largeur	Hauteur
Tapis/Autre	Longueur	Largeur	Hauteur
TOTAL		TOTAL	
Niveau de service requis : ☐ Aérien ☐ Sous 2 jours ☐ Routier			
Services additionnels requis : ☐ Hayon ☐ Ramassage/Livraison intérieur(e)			

Assurance des marchandises – SERVICE NON FOURNI – CONSULTEZ VOTRE TRANSPORTEUR

Vous acceptez et comprenez que la valeur déclarée pour le transport de cette cargaison s'élève à 0,50 \$ par livre, multipliée par le nombre de livres pour cette partie de la cargaison perdue ou endommagée, mais ne peut s'élever à moins de 50,00 \$ par cargaison, SAUF SI une valeur est déclarée sous ce seuil et que les frais applicables sont payés. Sous réserve des conditions générales relatives à la responsabilité du Transitair en cas de pertes ou de dommages, décrites ci-dessous. L'assurance des marchandises ne s'applique pas et ne couvre pas les articles électriques.

Requièrez-vous une assurance complémentaire? ☐ Oui ☒ Non Valeur déclarée :

(Des frais additionnels seront applicables pour l'assurance des marchandises.)

Conditions générales

Cette commande est placée avec la compréhension spécifique que nous libérons par la présente The Commerce Trade Show Logistics Group Ltd. (CTSLG Ltd.) et/ou ses agents de toute responsabilité en cas de pertes, de dommages et/ou de vol de nos marchandises et propriétés, quelle qu'en soit la cause, et nous avons assuré la totalité de ces propriétés pour qu'elles soient prises en charge. 1) CTSLG Ltd. décline toute responsabilité en cas de dommages subis par des matériaux décaissés ou mal emballés, ou présentant des dommages dissimulés. 2) CTSLG Ltd. décline toute responsabilité en cas de pertes, de dommages ou de délais survenus pour cause d'incendie, de catastrophe naturelle, de grèves d'employés ou patronale de toute sorte échappant à son contrôle. 3) La responsabilité de CTSLG Ltd. est décrite dans la section Assurance des marchandises / Valeur déclarée ci-dessus. Veuillez à être auto-assuré(e) et veuillez noter que vous devez déclarer une valeur pour la cargaison et payer les frais applicables à ce service. 4) CTSLG Ltd. ne peut en aucun cas être tenue responsable des pertes de profits ou de revenus réelles, potentielles ou supposées, ou pour toute dépense collatérale pouvant être causés en cas de pertes ou de dommages aux matériaux d'un(e) exposant(e) rendant leur implication impossible ou peu pratique. 5) Chaque exposant(e) est responsable de déclarer tout matériel dangereux et de se soumettre à toutes les lois locales, fédérales, provinciales et nationales.

Je déclare avoir lu et accepté les conditions générales du présent contrat avec CTSLG Ltd.

Nom en lettres moulées :
John Smith

Signature/Autorisation :
Signature requise ici

Date :

Veuillez envoyer ce formulaire de commande dûment rempli par télécopieur au 905-673-2574, et par courriel à l'adresse info@commerctradeshows.com, ainsi qu'au coordinateur de l'événement

CANADA CUSTOMS INVOICE / FACTURES DES DOUANNES CANADIENNES

Page ___ of/de ___

1. Vendor (Name and Address) / <i>Vendeur (Nom et Adresse)</i> 		2. Date of Direct Shipment to Canada / <i>Date d'expédition directe vers le Canada</i> (YYYY/MM/DD)	
4. Consignee (Name and Address) / <i>Destinataire (Nom et Adresse)</i> 		3. Other References (Include Purchaser's Order No.) / <i>Autres références (inclure le no de commande de l'acheteur)</i> 	
		5. Purchaser's Name and Address (if other than Consignee) / <i>Nom et Adresse de l'acheteur (s'il diffère du destinataire)</i> No sale involved	
		6. Country of Transshipment / <i>Pays de transbordement</i> N/A	
7. Country of Origin of Goods / <i>Pays d'origine des marchandises</i> 		If shipment includes goods of different origins, enter origins against items in field 12. <i>Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</i>	
VII. 1) Is this a related company transaction? / <i>Est-ce que les compagnies sont liées entre elles?</i> YES/OUI ☐ NO/NON ☐		9. Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) / <i>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignment, location de marchandises, etc.)</i> No sale involved	
Transportation: Give Mode and Place of Direct Shipment to Canada <i>Transport: Préciser mode et lieu d'expédition directe vers le Canada</i> 		Currency of Settlement / <i>Devises du paiement</i> 	
11. No. Of Pkgs/ No. De Colis	12. Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / <i>Désignation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)</i> 	13. Quantity (state unit) / <i>Quantité (précisez l'unité)</i> 	Replacement Value Valeur de
			14. Unit Price / <i>Prix Unitaire</i>
			15. Total
XI. 1) Total Number of Pieces / <i>Nombre total de pièces</i> 			
18. If any fields of 1 to 17 are included on an attached Commercial Invoice, check this box. <i>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</i> Commercial Invoice No. / <i>No. De la facture commerciale</i> _____		16. Total Weight / <i>Poids Total</i> Net: N/A Gross/Brut:	
19. Exporter's Name & Address (if other than Vendor) / <i>Nom & adresse de l'exportateur (s'il diffère du vendeur)</i> Name: Tel: Fax:		17. Invoice Total / <i>Total de la facture</i> 	
		20. Originator (Name and Address) / <i>Expéditeur d'origine (Nom et adresse)</i> Name: Tel: Fax:	
		21. Agency ruling (if applicable) / <i>Décision de l'Agence (s'il y a lieu)</i> N/A	
22. If fields 23-25 are not applicable, check this box / <i>Si les zones 23 à 25 sont sans objet, cochez cette case</i> ☒			
23.		24.	
		25.	

CANADA CUSTOMS INVOICE/FACTURES DES DOUANNES CANADIENNES

Page 1 of/de 1

1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC Company 123 Nowhere Street New York, NY 00000		2. Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada 2013/12/31 (YYYY/MM/DD)	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC Company –Booth 123 ICSC - Le Conseil International des Centres Commerciaux c/o Westin Montreal 270 Saint Antoine Ouest Montréal, QC, H2Y 0A3 *Notifier: COMMERCE LOGISTICS POUR LE DÉDOUANEMENT		3. Other References (Include Purchaser's Order No.) / Autres références (inclure le no de commande de l'acheteur) 12-456789	
5. Purchaser's Name and Address (if other than Consignee) / Nom et Adresse de l'acheteur (s'il diffère du destinataire) No sale involved		6. Country of Transshipment / Pays de transbordement N/A	
7. Country of Origin of Goods / Pays d'origine des marchandises Canada		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.	
VII. 1) Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles? YES/OUI ☒ NO/NON ☐		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.) No sale involved	
Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d'expédition directe vers le Canada Carrier, City and State of Shipment		Currency of Settlement / Devises du paiement USD	
11. No. Of Pkgs/ No. 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 (précisez l'unité)	14. Unit Price / Prix Unitaire
2 pcs 2 pcs 1 pc 1 pc 3 pcs 2 pcs	Wooden Crates –Display Booth (backwalls, lights, graphics, carpets) Cartons –Advertising Brochures/Catalogs/Technical Literature Carton –Plastic Key Chains Carton –Books Crates- Computers Crates –Computer Monitors	1 1,000 50 50 3 2	\$5,000.00 \$0.10 \$0.50 \$1.00 \$1,000.00 \$500.00
		15. Total Value / Valeur de	
		\$5,000.00 \$100.00 \$25.00 \$50.00 \$3,000.00 \$1,000.00	
XI. 1) Total Number of Pieces / Nombre total de pieces			
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		16. Total Weight / Poids Total Net: N/A Gross/Brut: 300 lbs	
Commercial Invoice No. / No. De la facture commerciale		17. Invoice Total / Total de la facture \$9,175.00	
19. Exporter's Name & Address (if other than Vendor) / Nom & adresse de l'exportateur (s'il diffère du vendeur) Name: Tel: Fax:		20. Originator (Name and Address) / Expéditeur d'origine (Nom et adresse) ABC Company 123 Nowhere Street, Suite 3 New York, NY 00000 Name: John Smith Tel: 123-456-7890 Fax: 123-456-7891	
21. Agency ruling (if applicable) / Décision de l'Agence (s'il y a lieu) N/A		22. If fields 23-25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cochez cette case ☒	
23.	24.	25.	

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection
CERTIFICATE OF REGISTRATION19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

NO.

VIA (Carrier)

B/L or INSURED NO.

DATE

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS
TO BE MAILED (If Applicable)c/o The Commerce Trade Show Logistics Group Ltd.
1600 Courtneypark Dr.E Unit2
Mississauga, ON L5T 2W8
CANADA

ARTICLES EXPORTED FOR:

☐ ALTERATION*☐ REPAIR*☐ USE ABROAD☐ REPLACEMENT☐ PROCESSING*☐ OTHER, (specify)* NOTE: The cost or value of alterations, repairs, or processing
abroad is subject to CBP duty.**LIST ARTICLES EXPORTED**

Number Packages	Kind of Packages	Description

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign)

DATE

The Above-Described Articles Were:

EXAMINED

LADEN under my supervision

DATE

PORT

DATE

PORT

SIGNATURE OF CBP OFFICER

SIGNATURE OF CBP OFFICER

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (Print or Type and Sign)

DATE

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651 -0010. The estimated average time to complete this application is 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection
CERTIFICATE OF REGISTRATION19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

NO.

VIA (Carrier)

B/L or INSURED NO.

DATE

04/19/2011

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS
TO BE MAILED (If Applicable)ABC Company
c/o The Commerce Trade Show Logistics Group Ltd.
1600 Courtneypark Dr.EUnit2
Mississauga, ON L5T 2W8
CANADA

ARTICLES EXPORTED FOR:

☐ ALTERATION*☐ REPAIR*☐ USE ABROAD☐ REPLACEMENT☐ PROCESSING*☐ OTHER, (specify)

EXHIBITION

* NOTE: The cost or value of alterations, repairs, or processing
abroad is subject to CBP duty.

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
7 4	Crates Cartons	Please see attached Commercial Invoice Be sure to mark the following in the body of your Air Way bill or Bill of Lading: "U.S. Certificate of Registration Form 4455 attached. Goods MUST be presented for examination by U.S. Customs prior to export from the U.S. and certified copies must be sent to The Commerce Trade Show Logistics Group Ltd. at show site.

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign)

John Smith, Owner

**Signature required here

DATE

04/19/2011

The Above-Described Articles Were:

EXAMINED

LADEN under my supervision

DATE

PORT

DATE

PORT

SIGNATURE OF CBP OFFICER

SIGNATURE OF CBP OFFICER

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use
reverse if needed)

SIGNATURE OF IMPORTER (Print or Type and Sign)

John Smith, Owner

**Signature required here

DATE

04/19/2011

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this
information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The
estimated average time to complete this application is 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs
and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

**STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE OF
CAUSING HARMFUL INTERFERENCE**

(Read instructions before completing form. Please type or print clearly in ink.)

Part I - All Blocks MUST Be Completed				
Date of Entry	Entry Number	Port of Entry ¹	Harmonized Tariff Number ²	Quantity of Item (not number of containers) ³

Device Model/Type Name or #	Trade Name	FCC ID	Description of Equipment

Manufacturer's Name and Address	Consignee's Name and Address	Importer's Name and Address

Printed or Typed Name of Importer or Consignee	Signature of Importer or Consignee	Date (Month/Day/Year)

Warning: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. § 1001.

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT: (Place an "X" in only one box)	
☐	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
☐	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
☐	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed. (See Instructions)
☐	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed. (See Instructions)
☐	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
☐	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
☐	6. The described equipment is being imported for use exclusively by the U.S. Government.
☐	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being imported for an individual's personal use and are not intended for sale.
☐	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

1. Port of Entry Use Schedule D – Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics – a four digit code i.e., New York City, NY 1001.
2. Harmonized Tariff Number – Harmonized Tariff Schedule of the United States.
3. This quantity must be total number of items, not number of containers.

**STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE OF
CAUSING HARMFUL INTERFERENCE**

(Read instructions before completing form. Please type or print clearly in ink.)

Part I - All Blocks MUST Be Completed				
Date of Entry	Entry Number	Port of Entry ¹	Harmonized Tariff Number ²	Quantity of Item (not number of containers) ³
Please leave these fields blank				Show quantity of same model items this document covers 1

Device Model/Type Name or #	Trade Name	FCC ID	Description of Equipment
430 CD Model # PA1023OU	Toshiba	DZL211029	Computer

Manufacturer's Name and Address	Consignee's Name and Address	Importer's Name and Address
Toshiba International Toshiba Building, 3rd Floor 1-1 Shibaura 1-chome Minato-ku, Tokyo 105-8001 Japan This information is mandatory. You must list the name, address and country of manufacturing facility	ABC Company 123 Nowhere Street New York, NY 00000	ABC Company 123 Nowhere Street New York, NY 00000

Printed or Typed Name of Importer or Consignee	Signature of Importer or Consignee	Date (Month/Day/Year)
Joe Smith	<i>*Signature required here</i>	

Warning: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. § 1001.

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT: (Place an "X" in only one box)	
☐	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
☒	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
☐	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed. (See Instructions)
☐	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed. (See Instructions)
☐	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
☐	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
☐	6. The described equipment is being imported for use exclusively by the U.S. Government.
☐	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being imported for an individual's personal use and are not intended for sale.
☐	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

- Port of Entry Use Schedule D – Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics – a four digit code i.e., New York City, NY 1001.
- Harmonized Tariff Number – Harmonized Tariff Schedule of the United States.
- This quantity must be total number of items, not number of containers.

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE FOOD AND DRUG ADMINISTRATION DECLARATION FOR IMPORTED ELECTRONIC PRODUCTS SUBJECT TO RADIATION CONTROL STANDARDS		<i>Form Approved OMB No. 0910-0025</i> INSTRUCTIONS 1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested. 2. If submitting paper entry documents, submit the following to FDA: a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.) b. 1 copy of FDA 2877 c. Commercial Invoice(s) in English.	
U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE <i>(if not importer)</i>	
PRODUCT DESCRIPTION	QUANTITY <i>(Items/Containers)</i>	MODEL NUMBER(S) & BRAND NAME(S)	
DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: <i>(Mark X applicable statements, fill in blanks, & sign)</i>			
☐ A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY: ☐ 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____ ☐ 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance. Specify reason for exclusion _____ ☐ 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type). ☐ 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing. ☐ 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts). ☐ 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.) ☐ 7. Are being reprocessed in accordance with P.L. 104-134 or other FDA guidance, are labeled "FOR EXPORT ONLY," and will not be sold, distributed, or transferred without FDA approval.			
☐ B. COMPLY WITH THE PERFORMANCE STANDARDS WHICH ARE APPLICABLE AT DATE OF MANUFACTURE AND THAT A CERTIFICATION LABEL OR TAG TO THIS EFFECT IS AFFIXED TO EACH PRODUCT. COMPLIANCE DOCUMENTED IN: ☐ 1. Last annual report or Product/Initial report _____ ACCESSION NUMBER of Report Name of MANUFACTURER OF RECORD <i>(Filed report with FDA/CDRH)</i> ☐ 2. Unknown manufacturer or report number; State reason: _____			
☐ C. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE: ☐ 1. Research, Investigations/Studies, or Training (attach Form FDA 766) ☐ 2. Trade Show/Demonstration; List dates & use restrictions _____			
☐ D. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE HELD AND WILL REMAIN UNDER BOND; AND WILL NOT BE INTRODUCED INTO COMMERCE UNTIL NOTIFICATION IS RECEIVED FROM FDA THAT PRODUCTS HAVE BEEN BROUGHT INTO COMPLIANCE IN ACCORDANCE WITH AN FDA APPROVED PETITION. <i>(See Form FDA 766.)</i> ☐ 1. Approved Petition is attached. ☐ 2. Petition Request is attached. ☐ 3. Request will be submitted within 60 days.			
WARNING: Any person who knowingly makes a false declaration may be fined not more than \$10,000 or imprisoned not more than 5 years or both, pursuant to Title 18 U.S.C. 1001. Any person importing a non-compliant electronic product may also be subject to civil penalties of \$1000 per violation, up to a maximum \$300,000 for related violations pursuant to Title 21 U.S.C. 360pp.		SIGNATURE OF IMPORTER OF RECORD _____ NAME AND TITLE OF RESPONSIBLE PERSON _____	
Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Food and Drug Administration CDRH (HFZ-342) 2094 Gaither Road Rockville, MD 20850 <i>An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.</i>			

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE FOOD AND DRUG ADMINISTRATION DECLARATION FOR IMPORTED ELECTRONIC PRODUCTS SUBJECT TO RADIATION CONTROL STANDARDS		Form Approved OMB No. 0910-0025 INSTRUCTIONS 1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested. 2. If submitting paper entry documents, submit the following to FDA: a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.) b. 1 copy of FDA 2877 c. Commercial Invoice(s) in English.	
U.S. CUSTOMS PORT OF ENTRY Please leave these 3 fields blank		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN This information is mandatory. You must list the name, address and country of manufacturing facility. Toshiba International Toshiba Building, 3rd Floor 1-1 Shibaura 1-Chome Minato-ku 105-8001 Japan		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (if not importer) ABC Company 123 Nowhere Street New York, NY 00000	
PRODUCT DESCRIPTION Computer	QUANTITY (Items/Containers) Items not containers 1	MODEL NUMBER(S) & BRAND NAME(S) Toshiba Model # PA1023OU	
DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: (Mark X applicable statements, fill in blanks, & sign)			
☐ A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY: ☐ 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____ ☐ 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance. Specify reason for exclusion _____ ☐ 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type). ☐ 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing. ☐ 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts). ☐ 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.) ☐ 7. Are being reprocessed in accordance with P.L. 104-134 or other FDA guidance, are labeled "FOR EXPORT ONLY," and will not be sold, distributed, or transferred without FDA approval. ☒ B. COMPLY WITH THE PERFORMANCE STANDARDS WHICH ARE APPLICABLE AT DATE OF MANUFACTURE AND THAT A CERTIFICATION LABEL OR TAG TO THIS EFFECT IS AFFIXED TO EACH PRODUCT. COMPLIANCE DOCUMENTED IN: ☐ 1. Last annual report or Product/Initial report _____ ACCESSION NUMBER of Report Toshiba _____ Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH) ☒ 2. Unknown manufacturer or report number; State reason: Purchased in USA, Used at Canadian Trade Show, Returning to the USA ☐ C. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE: ☐ 1. Research, Investigations/Studies, or Training (attach Form FDA 766) ☐ 2. Trade Show/Demonstration; List dates & use restrictions _____ ☐ D. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE HELD AND WILL REMAIN UNDER BOND; AND WILL NOT BE INTRODUCED INTO COMMERCE UNTIL NOTIFICATION IS RECEIVED FROM FDA THAT PRODUCTS HAVE BEEN BROUGHT INTO COMPLIANCE IN ACCORDANCE WITH AN FDA APPROVED PETITION. (See Form FDA 766.) ☐ 1. Approved Petition is attached. ☐ 2. Petition Request is attached. ☐ 3. Request will be submitted within 60 days.			
WARNING: Any person who knowingly makes a false declaration may be fined not more than \$10,000 or imprisoned not more than 5 years or both, pursuant to Title 18 U.S.C. 1001. Any person importing a non-compliant electronic product may also be subject to civil penalties of \$1000 per violation, up to a maximum \$300,000 for related violations pursuant to Title 21 U.S.C. 360pp.		SIGNATURE OF IMPORTER OF RECORD *Signature required here	
Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Food and Drug Administration CDRH (HFZ-342) 2094 Gaither Road Rockville, MD 20850 An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.		NAME AND TITLE OF RESPONSIBLE PERSON John Smith, CEO	

LE WESTIN

MONTRÉAL

Nom de l'exposition / Name of event: ICSC

Date: _____

Nom et numéro du kiosque / Booth name and number: _____

Veuillez compléter et retourner le formulaire avant le 7 juin.

***Pour les commandes reçues après le 7 juin, les prix indiqués seront majorés de 25%.**

Please complete and return before June 7th.

*** There will be an additional 25% charge to each request received after June 7th.**

QUANT	DESCRIPTION	PRIX / PRICE	# DE JOURS # OF DAYS	TOTAL
	Internet haute vitesse <i>High speed Internet</i>	Sans fil/ wireless: sans frais/no charge Câble/ cabled: \$ 75.00 chaque/each		
	Téléphone conférence de type Polycom (Inventaire limité) <i>Polycom speaker phone (Limited inventory)</i>	\$ 135.00 par jour / <i>Each day +</i> <i>Installation/démontage (\$60.00)</i>		
	Ligne téléphonique dédiée (le téléphone n'est pas inclus)* <i>DID phone line (phone not included)*</i>	\$ 150.00 Chaque / Each		
		TAXES EN SUS / TAXES NOT INCLUDED		

TPS / GST : R-824616544 TVQ / QST : 1211078801

Compagnie / Company _____

Adresse / Address _____

Tel _____ Fax _____ Courriel / E-mail _____

Nom / Name _____

Carte de crédit / Credit card information

Nom / Name _____ Type _____

No. _____ Exp. _____

Signature _____

Livraison d'équipement sera géré par LANGE – All equipment delivery will be handled by Lange.

Pour toute demande équipement audiovisuel / For audio visual equipment request:

AVW TELAV (514) 380-3472

Retourner par télécopieur au 514-380-3332 ou courriel à cdesrosi@avwtelav.com

Please fax back form to 514-380-3332 or by email at cdesrosi@avwtelav.com

Le Westin Montréal, 270 St. Antoine Ouest, Montréal, Québec, Canada H2Y 0A3

COMPANY:		SHOW NAME:	
STREET:		LOCATION:	
CITY:		BOOTH #:	
PROV / STATE:	POSTAL CODE:	INSTALLATION DATE:	TIME:
E-MAIL:		EXHIBIT START DATE:	TIME:
PHONE:	FAX:	EXHIBIT END DATE:	TIME:
ORDERED BY:		CONTACT ON-SITE:	
PO #:	PST #:	STAYING AT:	PHONE:

QUANTITY	EQUIPMENT AVAILABLE		SHOW RATE		TOTAL
FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS					
	17" LCD FLAT SCREEN MONITOR	(4:3 RATIO, 1280 x 1024)	\$80.00		
	20" LCD FLAT SCREEN MONITOR	(4:3 RATIO, 1280 x 1024)	\$120.00		
	32" LCD FLAT SCREEN MONITOR	(16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$250.00		
	37" LCD FLAT SCREEN MONITOR	(16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$350.00		
	42" PLASMA FLAT SCREEN MONITOR	(16:9 RATIO, 1024 x 1024, VIDEO, SPEAKERS)	\$450.00		
	45" LCD FLAT SCREEN MONITOR	(16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$600.00		
	50" PLASMA FLAT SCREEN MONITOR	(16:9 RATIO, 1280 x 768, SPEAKERS)	\$700.00		
	65" PLASMA FLAT SCREEN MONITOR	(16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$1,000.00		
	FLAT SCREEN MONITOR FLOOR STAND		\$50.00		
	LCD PROJECTOR	(1024 x 768, 2500 LUMENS)	\$350.00		
COMPUTERS					
	All computers come with10/100 Ethernet, Windows and Office software				
	STANDARD DESKTOP COMPUTER	(P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$260.00		
	PERFORMANCE DESKTOP COMPUTER	(P4, 2.4GHZ, 512RAM, 40GB HD, DVD R/W, 17" LCD MONITOR)	\$325.00		
	NOTEBOOK COMPUTER	(P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$325.00		
COMPUTER ACCESSORIES					
	COLOUR INKJET PRINTER		\$150.00		
	LASER PRINTER - B & W, 15 PPM		\$200.00		
	LASER PRINTER - B & W, 25 PPM	(NETWORKABLE)	\$300.00		
	DESKTOP SPEAKERS - PAIR		\$50.00		
	ETHERNET 10/100 8 PORT SWITCH		\$50.00		
VIDEO PLAYERS & MONITORS					
	DVD PLAYER - MULTIZONE		\$75.00		
	VHS PLAYER		\$60.00		
	VHS COMBO UNIT WITH 20" MONITOR		\$120.00		
	20" LCD FLAT SCREEN MONITOR	(4:3 RATIO)	\$120.00		
	32" LCD FLAT SCREEN MONITOR	(16:9 RATIO)	\$250.00		
	37" LCD FLAT SCREEN MONITOR	(16:9 RATIO)	\$350.00		
	28" CRT VIDEO RECEIVER/MONITOR		\$75.00		
	53" VIDEO PROJECTION CABINET	(4:3 RATIO, VIDEO, SPEAKERS)	\$350.00		
VIDEO ACCESSORIES					
	VIDEO CART WITH SKIRT		\$20.00		
	VIDEO CART WITH SKIRT	(WHEN USING PERSONAL EQUIPMENT)	\$30.00		
	6 FT TRIPOD SCREEN		\$35.00		
AUDIO EQUIPMENT					
	CD PLAYER	(REQUIRES SOUND SYSTEM)	\$35.00		
	BOOTH AUDIO SYSTEM 1	(2 SPEAKERS, MIXER/AMPLIFIER)	\$135.00		
	BOOTH AUDIO SYSTEM 2	(2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$275.00		
	WIRELESS MICROPHONE	(HANDHELD, LAVALIER, OR HEADSET)	\$130.00		

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD) CREDIT CARD #: EXPIRY: AUTHORIZED SIGNATURE: NAME ON CREDIT CARD: DATE:	PAYMENT	EQUIPMENT TOTAL:		
		DELIVERY & PICKUP:	\$100	
		LABOUR - SETUP/DISMANTLE:		
		LABOUR - ADDITIONAL:		
		SUB-TOTAL:		
	IF PST EXEMPT ENTER # BELOW	PROVINCIAL SALES TAX:	7.5%	
		GST or HST:	5%	
		PST EXEMPTION:		\$0.00
		CDN TOTAL:		

For further information, please contact:	Christine Desrosiers AVW-TELAV 270 rue St-Antoine Ouest Le Westin Montréal Montréal, QC CANADA	514-380-3472 PHONE 514-380-3332 FAX cdesrosi@avwtelav.com
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TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
- 2 Orders received less than 5 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by an AVW-TELAV representative.
Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 AVW-TELAV is not responsible for any equipment performance problems caused by customer's software.