Dear Exhibitor:

Thank you for choosing to exhibit at the 21st International Congress of Parkinson’s Disease and Movement Disorders at the Vancouver Convention Centre—West (VCC). There is much excitement about this annual event from both the organizing committees and our delegates. We hope you enjoy your visit to this beautiful city and that your experience exhibiting with us is a rewarding one.

Exhibit Hall C is conveniently located on the Exhibition Level of the VCC. Posters will again be set up in the exhibition hall and this year we are pleased to introduce the MDS Pavilion located within the hall. The Pavilion will serve as a place of relaxation and socialization for our delegates along with hosting short, informal discussions from MDS leadership, task forces etc. The coffee breaks will take place in the exhibit hall which will provide exhibitors more exposure and time to interact with delegates.

We look forward to meeting you and hope you have a successful show. Please share your suggestions and ideas regarding our exhibits program. You are a valued part of our Congress and on behalf of the MDS Leadership, International Congress Oversight Committee and the Congress Local Organizing Committee, we thank you for your participation.

Philip Thompson
Chair, International Congress Oversight Committee

A. Jon Stoessl
Chair, Congress Local Organizing Committee
Exhibitor Service Manual

Section 1: General Information

Important Deadline Dates
Contact Names
Exhibit Information
Rules and Regulations

Section 2: Additional Marketing Opportunities

Congress Registration Mailing List Request
Promotional Item Approval Form
Registration Bag Insert Approval Form

Section 3: Venue Information and Order Forms

Venue Rules
Audio Visual order form
Catering Order Form
Electrical order form
Internet order form
General Service Contractor information
Furniture order forms
Labor order forms
Exhibit transportation and material handling forms

*Please note the ability to order items provided by GES through their online system, Expresso: https://e.ges.com/CA-00047733
For all other items/requests, please follow the instructions on each form
SECTION 1

General Information
Important MDS Deadlines

The International Parkinson and Movement Disorder Society’s
21st International Congress of Parkinson's
Disease and Movement Disorders

*Please note that these are only deadlines for MDS. Please refer to show information in the
other sections for other deadlines.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SEND TO</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2017</td>
<td>MDS</td>
<td>Deadline for graphics for purchased advertisement space in the MDS Final Program</td>
</tr>
<tr>
<td>April 17, 2017</td>
<td>MDS</td>
<td>Deadline to submit registration bag inserts for pre-production approval</td>
</tr>
<tr>
<td>April 3, 2017</td>
<td>MDS</td>
<td>Early registration deadline</td>
</tr>
<tr>
<td>May 1, 2017</td>
<td>MDS</td>
<td>Deadline to submit technical plans for approval for space-only exhibits</td>
</tr>
<tr>
<td>May 1, 2017</td>
<td>RR Donnelley</td>
<td>Deadline for delivery of approved purchased registration bag inserts to RR Donnelley for insertion into the bags. Please send 4,000 to:</td>
</tr>
</tbody>
</table>

Gareth Holden
MDS INSERT ____NAME OF INSERT HERE____
RR Donnelley
901 Great Northern Way
Vancouver, BC - V5T 1E1
604-240-6525
CARTON 1 OF ____ etc.

May 2, 2017    | MDS           | Final pre-registration deadline for Exhibitor Personnel and Regular Delegates |
| May 15, 2017  | MDS           | Deadline to submit promotional items for distribution at booth for approval |
| June 2, 2017 – |               | Exhibit installation begins @ 2:00pm                                   |
| June 5, 2017  |               | Exhibit hall open                                                      |
| June 8, 2017  |               | Exhibit dismantlement begins @ 3:30pm                                 |
Contact Names
The International Parkinson and Movement Disorder Society’s
21st International Congress of Parkinson’s
Disease and Movement Disorders

Exhibit Contacts
Congress Secretariat
Kristy Moeller
Meetings Manager
International Parkinson and Movement Disorder Society
555 East Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Telephone: +1 414-276-2145
E-mail: kmoeller@movementdisorders.org

Audio Visual
John Harder
Freeman AV
Telephone: 604-647-7280
JHarder@vancouverconventioncentre.com

Catering
Sean Schneider
VCC
E-mail SSchneider@vancouverconventioncentre.com

Meeting Rooms/Hospitality Rooms
Kristy Moeller
Telephone: +1 414-276-2145
E-mail: kmoeller@movementdisorders.org

Official Show Contractor
GES
Exhibitor Services Department: (403) 243-2212
www.ges.com
Exhibitor Ordering:
Chelsea McLellan, Direct line: 403-218-7430,
mchelsea@ges.com
Online Ordering System, Expresso: https://e.ges.com/CA-00047733

Registration – Groups
Nisa Bullock
Showcare Event Solutions
Telephone: +1 514-847-0512
Fax: +1 514-380-5378
**Registration – Individuals**
Showcare Event Solutions
Telephone: +1 514-847-0512
Fax: +1 514-380-5378
E-mail: mdscongress@showcare.com

**Shipments and Freight Forwarding**
GES
Wes Moroz
Telephone:
Direct 403.218.7428
Mobile 403.333.8481
E-mail: wmoroz@ges.com

**Venue**
Sabine Granoux
Vancouver Convention Centre
1055 Canada Place, Vancouver
British Columbia, V6C 0C3, Canada
[www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com)
Telephone: 604 647 7306
E-mail: sgranoux@vancouverconventioncentre.com

**Photographer – Should you wish to contract for photos of your exhibit**
Bob Levy
E-mail: rlevyphoto@gmail.com

**Congress Website**
Exhibit Information
The International Parkinson and Movement Disorder Society’s
21st International Congress of Parkinson's
Disease and Movement Disorders

Installation and Dismantlement
*Installation:
Friday, June 2 2:00pm—Overnight build is permissible
Saturday, June 3 8:00am – Overnight build is permissible
Sunday, June 4 8:00am – 11:00pm (Non-Profit exhibitors can start set-up at
12:00)

*Dismantlement:
Thursday, June 8 3:30pm – Overnight
Friday, June 9 8:00am-12:00pm

*NOTE: The empty containers will be returned at the close of the show.

Construction Guidelines
- The maximum building height is 13ft for island booths.
- All technical plans for space-only exhibits will need to be submitted to MDS for approval by May 1, 2017.
- For island booths (aisles on all four sides): Sufficient see-through areas must be provided to prevent blocking views of adjacent booths (i.e. 50% of the island must be open display and not completely enclosed).
- Rigged banner / signage / bulkheads: The bottom of the rigged items must be set 1ft above the highest point of the booth. The height restriction for the top of the sign is 23ft. Banners must not be hung closer than three feet from a shared wall with other exhibitors. Please refer to the VCC Service Directory for more information regarding rigged banner/signage.

Exhibitors must register and pick up their badge at the Exhibitor Registration Desk.

Exhibitor Registration Desk Hours—Entrance Lobby Vancouver Convention Centre West—Level 1
Saturday, June 3: 16:00 – 20:00
Sunday, June 4: 7:00 – 20:00
Monday, June 5: 7:00 – 18:00
Tuesday, June 6: 7:00 – 18:00
Wednesday, June 7: 7:00 – 18:00
Thursday, June 8: 7:00 – 16:00
**Exhibit Hall Hours—Exhibit Hall-Exhibition Level**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday, June 5</td>
<td>9:00 – 16:00</td>
</tr>
<tr>
<td>Tuesday, June 6</td>
<td>9:00 – 16:00</td>
</tr>
<tr>
<td>Wednesday, June 7</td>
<td>9:00 – 16:00</td>
</tr>
<tr>
<td>Thursday, June 8</td>
<td>9:00 – 15:30</td>
</tr>
</tbody>
</table>

Exhibitors will be allowed in the Exhibit Hall 30 minutes before the exhibits open each day and may remain in the Hall 30 minutes after it closes. Exhibitors must staff their exhibits during the above hours. Exhibit stands may not be left unattended for extended periods of time. No packing of equipment, literature or dismantling of exhibits will be permitted until after 17:00 on Thursday, June 8.

*Exhibit Hall hours are subject to change. Exhibitors will be notified if a change in hours is necessary.*

**Admission to Exhibits**

Each exhibitor will be granted three (3) complimentary Exhibitor Personnel badges for access to the Exhibit Hall only. Additional Exhibitor Personnel badges can be purchased at $100 USD each. Information on how to register booth personnel has been emailed to the exhibiting company’s contact person.

**Badge Policy**

Admission to the Exhibit Hall will be by name badge only. Security guards will monitor the entrances for proper identification. Exhibit stand personnel must show an official MDS exhibitor name badge in order to gain access to the Exhibit Hall during installation, show, or dismantlement hours.

**Official Service Contractor**

GES is the official show organizer for the 21st International Congress.

**Requirements for Independent Contractors**

Exhibiting companies who plan to use the services of a display house/service firm other than the designated service contractor must abide by the following rules:

- The exhibitor must notify the MDS International Secretariat in writing no less than 30 days prior to the International Congress of the names of the display house/service firm, address, telephone number and contact person.
- The display house/service firm must furnish a copy of an insurance certificate to the MDS International Secretariat in the amount of $1,000,000.00 USD liability to include property damage. This certificate must be submitted no less than 30 days prior to the meeting. The certificate must indicate full coverage for installation days, show days and dismantling days.
- Display house/service firms may only be in the exhibit hall during installation and dismantlement hours.
- Display house/service firms may not solicit business on the exhibit floor at any time.
- Display house/service firms must cooperate with the official designated contractors especially by not interfering with the efficient use of an official contractor’s workers.
# Rules and Regulations

## The International Parkinson and Movement Disorder Society’s 21st International Congress of Parkinson's Disease and Movement Disorders

### Advertising Material

Canvassing or distributing of advertising material by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor’s assigned space. Limited signage advertising industry supported sessions and events must be approved and displayed by the MDS International Secretariat. Unauthorized signage will be removed.

### Attendee Mailing List

Exhibitors may order an attendee mailing list in advance of the International Congress. The mailing list is for one-time rental use only and may not be duplicated. Under no circumstances may the list be copied, reproduced or duplicated in any form other than for the purpose of the specified mailing.

### Audiovisual Equipment

Sound systems must be kept at a reasonable level, and may not interfere with other exhibitors.

### Demonstrations

Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations will be permitted outside of the exhibitor’s assigned space.

### Facility Regulations

Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations is listed in this Manual.

### Food and Beverage Distribution

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the Vancouver Convention Centre. Further information is provided in this Manual.

### Hospitality Suites and Special Events

Company-sponsored special events must be approved by the MDS International Secretariat and is only allowed for Platinum Supporters. MDS attendees, leadership and faculty members cannot be invited to an event that conflicts with MDS programs, including the Scientific Program, or other MDS Events. Please contact the MDS International Secretariat for more information.

### Liability

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the Vancouver Convention Centre and its owners or managers, which result from any act or omission of the exhibitor. The exhibitor agrees to defend, indemnify and hold harmless, the International Parkinson and Movement Disorder Society, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the exhibitor’s use of the property. The exhibitor’s liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor’s occupancy and use of the exhibition premises, the Vancouver Convention Centre or any part thereof.

In addition, the exhibitor acknowledges that the International Parkinson and Movement Disorder Society, the Vancouver Convention Centre, and all other service providers do not maintain insurance covering the exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

### Market Research

Surveys or market research of any kind is prohibited.
Meeting Space

Exhibiting and non-exhibiting companies may not schedule meetings or events during the official dates of the International Congress without the written consent of the MDS International Secretariat. Requests for meeting space of company-sponsored sales meetings and MDS-approved activities should be submitted in writing to the MDS International Secretariat, attention Meetings Manager. Only Platinum Supporters are allowed to submit a request for renting space at the International Congress venue.

No Smoking

Smoking in the Exhibit Hall, scientific sessions, foyers and all public space in the Vancouver Convention Centre is prohibited.

Prizes and Lotteries

Prizes, sponsored contests and prize drawings will not be permitted.

Products and Services

Only those products and services detailed on the exhibit space application form or in writing prior to the International Congress and approved by the MDS International Secretariat may be exhibited or advertised.

Promotional Items

This manual contains a promotional item approval form which must be submitted by May 15, 2017 along with a sample, photo, or written description of each item. Distribution of descriptive product literature, notepads, pens and pencils is permitted and does not have to be approved. Other items may be distributed from the exhibitor’s stand only with prior written approval. All items distributed must benefit/improve patient care. Any exhibitor found distributing materials which have not been officially accepted may be required to cease distribution immediately. For those companies who comply with the PhRMA Code, please refer to the Code with regards to promotional items.

Relocation

The MDS International Secretariat reserves the right to relocate exhibitors. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the MDS International Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

Restriction of Exhibits

The MDS International Secretariat reserves the right to: (a) reject for any reason any exhibit application submitted for the MDS International Congress; (b) reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and (c) evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason. Violation of any regulations on the part of the exhibitor, their employees or agents shall annul the right to occupy space and such exhibitor will forfeit to the MDS International Secretariat all monies which may have been paid. Upon evidence of violation, the MDS International Secretariat may enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor’s risk. The exhibitor shall pay all expenses and damages which the MDS International Secretariat may thereby incur.

Security

A professional security guard service will be provided throughout installation and dismantlement as well as after daily Exhibit Hall hours. Neither the security service, MDS, decorator nor the Vancouver Convention Centre is responsible for any loss or damage to exhibitor property.

Selling from Exhibit Stand

Selling merchandise is prohibited at the 21st International Congress. Order forms may be distributed. The only exception to this is book publishers; book publishers may sell their publications.

Subletting Exhibit Space

Subletting exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.
SECTION 2

Additional Marketing Opportunities
Congress Registration Mailing List Request
The International Parkinson and Movement Disorder Society’s
21st International Congress of Parkinson's
Disease and Movement Disorders

To request a mailing list for Congress registrants please complete and return this form with full payment and sample mailing piece by April 3, 2017. The list will be pulled on April 10 for pre-registrations and June 25 for post-Congress registrations. A sample of the item(s) to be mailed must be included with this form. All lists are for one-time use only.

Return this form and sample mailing piece to: MDS International Secretariat
C/O Kristy Moeller, Meetings Manager
555 E. Wells Street, Suite 1100
Milwaukee, WI, USA 53202
Fax: +1 414-276-3349

Name: Company:

Address:

City: State/Province: Postal Code/Zip: Country:

Telephone: Fax: E-mail:

Description of item(s) to be mailed – (a sample must be included with completed form)

TYPE OF LIST:
Labels are available in pressure sensitive (stick-on) label format only.
☐ Mailing list (without e-mail addresses), hard copy labels, sent by post
☐ Mailing list including e-mail addresses sent electronically in Excel format

SORTING CRITERIA
☐ Last Name Alpha
☐ Postal Code/Zip
☐ Country specific: ___________________________________________________

TYPE OF LIST
☐ Pre-Congress List (pulled on 4/22/16)
☐ Post-Congress List (pulled on 7/15/16)

PAYMENT INFORMATION -Please check one-
☐ Mailing list without e-mail addresses, hard copy labels - Payment Amount: $2,000.00 USD
☐ Mailing list with e-mail addresses sent electronically - Payment Amount: $2,500.00 USD

Payment Type: ☐ Visa ☐ Master Card ☐ American Express ☐ Check Enclosed (made payable to MDS)

Credit Card Number: _______________________________ Expiration Date: __________________

Cardholder’s Name (please print): __________________________________________________________

Cardholder’s Signature: ________________________________________________________________

I understand that the participant mailing list provided by the International Parkinson and Movement Disorder Society is for a one-time rental use only. Under no circumstances may the list be copied, reproduced or duplicated in any form other than for the purpose of the specified mailing.

Signature: ________________________________ Date: __________________
MEMBERSHIP MAILING LIST RENTAL AGREEMENT

The List Renter acknowledges that the MDS Congress Mailing lists and any portions thereof, are the exclusive property of the International Parkinson and Movement Disorder Society, hereafter known as MDS or the List Owner.

The List Renter agrees to provide the MDS with a sample of the mailing piece with each order. The mailing piece is subject to approval by the MDS Secretariat before the mailing list will be released. Sample mailing piece must be of a professional use to the members and must not reference MDS in any way without the prior consent of MDS. If consent is granted, a copy of the consent must accompany the order.

The List Renter agrees and understands that all names and addresses furnished are provided for a ONE-TIME use only. The List Renter guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used as specified in the written order. The List Renter shall not use the list to mail any mailing piece different from the one submitted with the order and approved by MDS.

On completion of each one-time mailing, the List Renter shall immediately destroy all electronic files, unused mailing labels, letters, envelopes, and other typed or printed matter which contains names and addresses supplied by the List Owner.

The List Renter agrees to make full payment for the mailing list rental within 30 days of receipt of invoice. List Renter understands that the MDS does not guarantee success of List Renters mailing and cannot be held responsible for use of mailing list after List Renter receives said order.

List Renter understands that there is a NO RETURN POLICY on label orders. If there are any doubts of how order will be perceived when processed, then the MDS Secretariat should be contacted for clarification before placing the order. No refunds or credits will be made after an order has been processed.

The List Renter understands that there is a 5% margin of error per list for bad addresses. No refunds or credits will be provided for return labels below the 5% allowance.

After you have read and understood this agreement, please sign the order form, this Rental Agreement, and return to MDS via mail, fax or e-mail.

List Renter’s Name (please print):________________________________________

Title:___________________________________

Approved Signature:________________________________________ Date_________
The International Parkinson and Movement Disorder Society’s
21st International Congress of Parkinson’s
Disease and Movement Disorders

Approval Deadline: May 15, 2017

Please complete the following form and submit it with a sample of the item(s) to be distributed at the International Congress. All promotional items must be reviewed and approved by the MDS International Secretariat prior to production. Please kindly contact Kristy Moeller, kmoeller@movementdisorders.org, at the MDS International Secretariat with any questions. Distribution of descriptive product literature, notepads, pens and pencils is permitted and does not have to be approved. For those companies who comply with the PhRMA Code, please refer to the Code with regards to promotional items.

Name: 
Company: 
Booth #: 

Address: 

City: State/Province: Zip/Postal Code: Country: 

Telephone: Fax: E-mail: 

Description of Item(s):

Please check one:  □ Sample to be sent by mail  □ Sample to be sent electronically or via fax

A completed Promotional Item(s) Approval Form, along with a sample, should be returned to the MDS International Secretariat no later than May 15, 2017:

MDS International Secretariat 
c/o Kristy Moeller 
555 E. Wells Street, Suite 1100 
Milwaukee, WI 53202 USA 
Tel: +1 414-276-2145 Fax: +1 414-276-3349

For MDS Use Only:

□ Approved as submitted
□ Approved with the following modifications: ____________________________________________
□ Not approved for the following reasons: ____________________________________________
Registration Bag Insert Approval Form
The International Parkinson and Movement Disorder Society’s
21st International Congress of Parkinson’s
Disease and Movement Disorders

Approval Deadline: April 17, 2017
Delivery Deadline: May 1, 2017

Please complete the following form and submit it with a sample of the item(s) to be inserted into the Congress Registration Bags. All supporter and non-supporter promotional items or printed inserts for the Congress Registration Bags must be reviewed and approved by the MDS International Secretariat prior to production by April 17. The cost of an insert varies by size. Please kindly contact Kristy Moeller, kmoeller@movementdisorders.org, at the MDS International Secretariat for pricing and any questions.

Name: ___________________________ Company: ___________________________ Booth #: ___________________________

Address: ___________________________

City: ___________________________ State/Province: ___________________________ Zip/Postal Code: ___________________________ Country: ___________________________

Telephone: ___________________________ Fax: ___________________________ E-mail: ___________________________

Description of Item(s): ___________________________________________________________

Please check one: □ Sample to be sent by mail □ Sample to be sent electronically or via fax

A completed Registration Bag Insert Approval Form, along with a sample, should be returned to the MDS International Secretariat no later than April 17, 2017:

MDS International Secretariat
c/o Kristy Moeller
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Tel: +1 414-276-2145
Fax: +1 414-276-3349

Upon approval, delivery of 4,000 approved Registration Bag Inserts should arrive to the following address no later than May 1, 2017:

Gareth Holden
MDS INSERT ______NAME OF INSERT HERE_____
RR Donnelley
901 Great Northern Way
Vancouver, BC - V5T 1E1
604-240-6525

CARTON 1 OF _____ etc.

For MDS Use Only:

□ Approved as submitted

□ Approved with the following modifications: ___________________________________________________________

□ Not approved for the following reasons: _______________________________________________________________
SECTION 3

Venue information, order forms, freight forwarding etc.
GES is pleased to have been selected the official service contractor by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by GES.

For your convenience, we will be offering the following services:

- Online Ordering
- Furnishings
- Carpet & Underpadding
- GEM Exhibits & Accessories
- Signs & Graphics
- Plants
- Installation & Dismantling Labour
- In-Booth Forklift
- Material Handling
- GES Logistics / Shipping
- GES Customs

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **May 15, 2017** as indicated on each form. **GES** accepts Visa, Mastercard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for all applicable taxes when exhibiting in B.C.

If you need assistance or additional information, please contact our Exibitor Services Department at (403) 243-2212.
Show Site Work Rules

Union Information
To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Jurisdiction Information
GES has a friendly, skilled, quality conscious and productive labor force in Vancouver. GES is in partnership with the Construction Maintenance & Allied Workers Union (CMAW). Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use fulltime company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

Material Handling
The unloading and delivery of all display related materials, machinery and equipment from the convention site docks to the exhibitor’s booths and loading out from the exhibitor’s booths to trucks at the docks must be performed by the Official Service Contractor. Exhibitors may “hand carry” items into the convention site, provided they do not use material handling equipment to assist them (e.g. dollies, luggage carts, hand trucks).

Facility
Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning and phones. Their work rules and union jurisdictional issues would apply for these services. Should you have any questions concerning the service jurisdiction of any of the facilities please call GES at 800.636.8235.

Gratuites
Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone
Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline
GES expects the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior.
Accelerate your experience with Expresso exhibit planning, ordering and management.

Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

• Booth furniture.
• Carpet and flooring.
• Material handling.
• Booth labour.
• And much more.
Expresso℠

Expresso is more than just an online exhibitor manual. Exhibitors can:

• Order exhibit products and services.
• Print shipping labels.
• View important show and event information.
• Download the show schedule into Outlook or iCalendar.
• View account order status and history.

Experience a difference with Expresso.

• Each show has their own custom website.
• Runs on all browsers for PCs, Macs and tablets.
• Everything in one place; all organizer and show information, ordering and even third party forms.
• Keeps you on-time and on-budget.
SHOW: 21st Int. Congress of Parkinson's Disease & Movement Disorders

<table>
<thead>
<tr>
<th>EXHIBITOR INFORMATION</th>
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<tbody>
<tr>
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<tr>
<td>COMPANY</td>
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<td>CITY</td>
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<td>FAX</td>
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<tr>
<td>CONTACT NAME</td>
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<tr>
<th>IMPORTANT - READ CAREFULLY</th>
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</thead>
<tbody>
<tr>
<td>Please fill out the Credit Card Authorization below if:</td>
</tr>
<tr>
<td>- You or your company are forwarding payment to GES in the form of a cheque.</td>
</tr>
<tr>
<td>- There is any possibility you or your representative will be ordering any service on-site.</td>
</tr>
<tr>
<td>- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>PLEASE COMPLETE THE FOLLOWING</th>
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</thead>
<tbody>
<tr>
<td>□ Mastercard □ Visa □ American Express</td>
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<td>□ Corporate □ Personal</td>
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</tr>
<tr>
<td>CARDHOLDER'S NAME (PRINT):</td>
</tr>
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</tr>
<tr>
<td>Tel:</td>
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<tr>
<td>Fax:</td>
</tr>
</tbody>
</table>

This authorization allows GES to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY
SHOW: 21st Int. Congress of Parkinson’s Disease & Movement Disorders

**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>BOOTH #:</th>
<th>COMPANY</th>
<th>STREET</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>CITY</th>
<th>PROV/STATE</th>
<th>CODE</th>
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<table>
<thead>
<tr>
<th>CONTACT NAME</th>
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</tbody>
</table>

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Advanced Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor’s credit card.

---

**Exhibiting Company**

<table>
<thead>
<tr>
<th>Name of Exhibiting Company</th>
<th>Phone #</th>
<th>Fax #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>Prov/State</th>
<th>Code/Zip</th>
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<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Name (print)</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CREDIT CARD AUTHORIZATION**

- [ ] MASTERCARD
- [ ] VISA
- [ ] AMERICAN EXPRESS
- [ ] CORPORATE
- [ ] PERSONAL
- EXPIRY DATE: ________________
- CARD #: ____________

<table>
<thead>
<tr>
<th>Cardholder’s Name (print)</th>
<th>Cardholder’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Third Party / Exhibit House**

<table>
<thead>
<tr>
<th>Name of Third Party/Exhibit House</th>
<th>Phone #</th>
<th>Fax #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<th>Address</th>
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<th>Code/Zip</th>
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<table>
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<tr>
<th>Authorized Name (print)</th>
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**CREDIT CARD AUTHORIZATION**

- [ ] MASTERCARD
- [ ] VISA
- [ ] AMERICAN EXPRESS
- [ ] CORPORATE
- [ ] PERSONAL
- EXPIRY DATE: ________________
- CARD #: ____________

<table>
<thead>
<tr>
<th>Cardholder’s Name (print)</th>
<th>Cardholder’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

---

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:
DISCOUNT PRICING:
To qualify for Discount Pricing, orders must be received with payment in full on or before the deadline date. Late orders will be charged the Regular Prices. Orders without payment cannot be processed until payment is received and could be charged the Regular Price.

METHOD OF PAYMENT:
GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. Exhibitors will be charged a $25.00 fee for returned NSF cheques.

BANK WIRE TRANSFER INFORMATION:
To properly credit your account, please complete the BANK WIRE TRANSFER FORM included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

NOTE: There is a minimum $20.00 Service Charge (North America) $40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

PAYMENT SCHEDULE:
Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company’s CREDIT CARD AUTHORIZATION FORM on file.

THIRD PARTY BILLING:
You may arrange for an exhibit house or other agent to manage your exhibit & order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See THIRD PARTY BILLING REQUEST FORM.

ADJUSTMENTS AND CANCELLATIONS:
Adjustments to your invoice will not be made after the close of the show. Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

ALL EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.
Please complete and return this form to: Jolanta Baloniak, Accounts Receivable
GES Canada Limited
Email: ar@ges.com  Fax: 905-283-0501

Your Company Name: ____________________________________________________________
Contact Name: ________________________________________________________________
Contact Number: _______________________________________________________________
Booth Number: ___________________________ Event Name: Congress of Parkinson's Disease & Movement Disorders

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name: GES Canada Limited
Bank Name: Bank of Montreal
Address: 350 - 7th Avenue SW
Calgary, AB
T2P 3N9

IF YOU ARE SENDING
CANADIAN DOLLARS ($CDN)

EFT/Direct Deposit

Institution code #: 001
Transit #: 00109
Account #: 1967-990

IF YOU ARE SENDING
AMERICAN DOLLARS ($US)

Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCA2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNB0US3NYC
Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: __________________________ Date of Transfer: ________________

*Minimum Bank Charge: $20.00 (North American) $40.00 (International)
Total: __________________________

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed. *Minimum Bank Charges as shown above, reflect GES's bank charges only. Any additional wire transfer and EFT fees are the exhibitor's responsibility.
furnishings

Grey Fabric Side Chair

Grey Fabric Counter Stool

Grey Fabric Arm Chair

Steno Chair

30" Round / 30" High Pedestal Table

30" Round / 18" High Coffee Table

4', 6', OR 8' Long Raised Draped Table with White Vinyl Top

4', 6', OR 8' Long Draped Table with White Vinyl Top

Note: Items may differ from city to city
furnishings

Coat Tree

22" W X 28" H Chrome Sign Holder (sign extra)

Easel

Gold Ballot Drum

Plexi Pocket

40" W x 20" D x 36" H White Counter Storage Unit

Bag Holder 41" H

Stanchions 6" Belt

Plastic Wastebasket

Note: Items may differ from city to city
SHOW: 21st Int. Congress of Parkinson's Disease & Movement Disorders

DISCOUNT PRICE DEADLINE DATE: May 15, 2017

CREDIT CARD AUTHORIZATION

<table>
<thead>
<tr>
<th>CARD TYPE</th>
<th>EXPIRY DATE</th>
<th>CARDHOLDER NAME</th>
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<tbody>
<tr>
<td>MASTERCARD</td>
<td></td>
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</tr>
<tr>
<td>VISA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMEX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CHEQUE ATTACHED (PAYABLE TO GES) |

EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>STREET</th>
<th>CITY</th>
<th>PROV/STATE</th>
<th>CODE</th>
<th>PHONE</th>
<th>FAX</th>
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<tbody>
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</tbody>
</table>

CONTACT NAME

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature  Date

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled draped tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.

---

<table>
<thead>
<tr>
<th>FURNISHINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Grey Fabric Side Chair</td>
</tr>
<tr>
<td>Grey Fabric Counter Stool</td>
</tr>
<tr>
<td>Grey Fabric Arm Chair</td>
</tr>
<tr>
<td>Grey Folding Chair</td>
</tr>
<tr>
<td>Cocktail Table 40&quot; High</td>
</tr>
<tr>
<td>30&quot; Round 30&quot; High Pedestal Table</td>
</tr>
<tr>
<td>Coat Tree</td>
</tr>
<tr>
<td>22&quot; x 28&quot; Chrome Sign Holder (Sign Extra)</td>
</tr>
<tr>
<td>Easel</td>
</tr>
<tr>
<td>Ballot Drum</td>
</tr>
<tr>
<td>Garment Rack on Wheels</td>
</tr>
<tr>
<td>White Counter Storage Unit 40&quot; H</td>
</tr>
<tr>
<td>Bag Holder 40&quot;H</td>
</tr>
<tr>
<td>Tape Stanchion</td>
</tr>
<tr>
<td>Wastebasket</td>
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<p>| DRAPE DISPLAY TABLES 30&quot; HIGH |</p>
<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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</thead>
<tbody>
<tr>
<td>4 Ft. Long x 2 Ft. Wide</td>
<td>$114.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>6 Ft. Long x 2 Ft. Wide</td>
<td>$114.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>8 Ft. Long x 2 Ft. Wide</td>
<td>$114.00</td>
<td>$160.00</td>
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</table>

<p>| RAISED DRAPE DISPLAY TABLES 42&quot; HIGH |</p>
<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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</thead>
<tbody>
<tr>
<td>4 Ft. Long x 2 Ft. Wide</td>
<td>$138.00</td>
<td>$193.00</td>
<td></td>
</tr>
<tr>
<td>6 Ft. Long x 2 Ft. Wide</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td>8 Ft. Long x 2 Ft. Wide</td>
<td>$163.00</td>
<td>$228.00</td>
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<p>| CUSTOM BOOTH DRAPING |</p>
<table>
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<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Ft. High (Per Linear Ft.)</td>
<td>$14.00</td>
<td>$20.00</td>
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<tr>
<td>8 Ft. High (Per Linear Ft.)</td>
<td>$17.00</td>
<td>$25.00</td>
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- TERMS & CONDITIONS

SUBTOTAL 5% GST

7% PST TOTAL

GST#R104060264
**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>BOOTH #:</th>
<th>COMPANY</th>
<th>STREET</th>
<th>CITY</th>
<th>PROV/STATE</th>
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<th>PHONE</th>
<th>FAX</th>
<th>CONTACT NAME</th>
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<tbody>
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**CREDIT CARD AUTHORIZATION**

<table>
<thead>
<tr>
<th>MASTERCARD</th>
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<th>AMEX</th>
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<th>CARDHOLDER NAME</th>
<th>CARDHOLDER SIGNATURE</th>
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<table>
<thead>
<tr>
<th>CHEQUE ATTACHED</th>
<th>(PAYABLE TO GES)</th>
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<tbody>
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</tbody>
</table>

**ALL ORDERS MUST BE PREPAID IN FULL**

(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

### BOOTH CARPET - STANDARD SIZE

Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dye lot.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Ft. X 10 Ft.</td>
<td>Single Booth</td>
<td>$207.00</td>
<td>$290.00</td>
<td></td>
</tr>
<tr>
<td>10 Ft. X 20 Ft.</td>
<td>Double Booth</td>
<td>$412.00</td>
<td>$577.00</td>
<td></td>
</tr>
</tbody>
</table>

**COLOUR SELECTION:**

- [ ] BLACK
- [ ] BLUE
- [ ] GREY
- [ ] RED

### BOOTH CARPET - CUSTOM SIZE

If your booth requires a size not listed above, please complete this section.

<table>
<thead>
<tr>
<th>BOOTH SIZE:</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Ft. x _____ Ft. = _____ Sq. Ft.</td>
<td>Underpadding</td>
<td>$2.71/Sq. Ft.</td>
<td>$3.80/Sq. Ft.</td>
</tr>
</tbody>
</table>

**UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)**

<table>
<thead>
<tr>
<th>BOOTH SIZE:</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
</table>

**PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)**

<table>
<thead>
<tr>
<th>BOOTH SIZE:</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
</table>

**PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY**

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

- [ ] YES
- [ ] NO

**Terms & Conditions**

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. **Carpet colour subject to availability.**

---

I have read and understand the Terms & Conditions of my Agreement with GES CANADA.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
Specialty Furniture

42” Round Black Meeting Table

Grey Leather Ripple Sled Base Meeting Chair

Black Leather Ripple Sled Base Meeting Chair

Bar Fridge

Literature Stand

White Meeting Chair

Round Meeting Chairs

72” Chrome & White Meeting Table

48” Black Coffee Table

48” White Coffee Table

24” Round End Table
Black Top

32” Round Coffee Table
Black Top

32” Round Coffee Table
White Top

Also available in 39” round coffee tables

Black Round Tub Chairs

White Round Tub Chairs

For more options please contact the Exhibitor Services Department 403.243.2212 or check out: divinefurniturerental.com
NOTE: Specialty Furniture will not be available to rent on-site.

NOTE: Pricing for 3 seater Sofa available upon request.

SHOW: 21st Int. Congress of Parkinson’s Disease & Movement Disorders

EXHIBITOR INFORMATION

BOOTH #: ______________________________
COMPANY ______________________________
STREET ________________________________
CITY _______ PROV/STATE _______ CODE ______
E-MAIL ________________________________
PHONE __________________ FAX __________
CONTACT NAME _________________________

CREDIT CARD AUTHORIZATION

[ ] MASTERCARD [ ] VISA [ ] AMEX

EXPIRY DATE _______ / _______

CARDHOLDER NAME _______________________
CARDHOLDER SIGNATURE ___________________

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Ladder Stool (Cloth Seat)</td>
<td>$188.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equino White Stool</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leather Stool</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Wireback Stool</td>
<td>$233.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sculpted Leather Chair</td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sculpted Leather Loveseat</td>
<td>$441.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome/White Cocktail Table (24&quot; square top, 42&quot; high)</td>
<td>$227.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Cocktail Table (Black 30&quot; diameter top, 42&quot; high)</td>
<td>$249.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Square Cocktail Table (Black 30&quot; top, 42&quot; high)</td>
<td>$249.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corbusier Leather Chair</td>
<td>$421.00</td>
<td></td>
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<tr>
<td></td>
<td>Corbusier Leather Loveseat</td>
<td>$496.00</td>
<td></td>
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<tr>
<td></td>
<td>18&quot; Throw Pillows</td>
<td></td>
<td>$34.00</td>
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<table>
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<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>42&quot; Black Meeting Table (Round)</td>
<td>$219.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leather Ripple Sled Base Meeting Chair grey black</td>
<td>$182.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Fridge</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature Stand</td>
<td>$219.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72&quot; Chrome &amp; White Meeting Table</td>
<td>$352.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Meeting Chairs white red black</td>
<td>$149.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot;x48&quot; Coffee Table white black top</td>
<td>$239.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot; Round End Table white black top</td>
<td>$190.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Coffee Table 32&quot; 39&quot; white top black top</td>
<td>$214.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Tub Chairs white black</td>
<td>$341.00</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Specialty Furnishings must be ordered no later than May 15, 2017

NOTE: Pricing for 3 seater Sofa available upon request.

Terms & Conditions

• Colours, sizes and styles may vary.
• Exhibitor is responsible for all items for the duration of the show.
• There will be no refunds/exchanges for cancellations after May 17, 2017.
• Charges are for rental of equipment only. All items remain the property of GES.
• All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL
5% GST
7% PST
TOTAL

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature __________________ Date _____________

GST # R104060264
PLEASE COMPLETE THE FOLLOWING:

SIZE ORDERED: PACKAGE A: □ 10’x10’

Infill Panel
- White Only

Carpet Colour:
- □ Black
- □ Blue
- □ Red
- □ Grey

Package A Identification Sign to Read:

Package B Identification Sign to Read: Left: ____________________________ Right: ________________________________

□ Custom Header to be added

Please e-mail artwork to: calgarygraphics@ges.com
Label e-mail with Exhibitor Name & Show Name/Date (file must be eps, ai, cdr)

Custom Header Signs/Logos will be charged $100.00 extra per sign

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

Show Special

-> Spend less  -> Sell More  -> Look great

☑ Installed and Dismantled
☑ Ready before you arrive
☑ No Labour Costs
☑ No Trucking Costs
☑ No Material Handling Costs
☑ Includes Carpet
☑ Includes Header Sign(s)
☑ Choice of Colours
☑ Accessories Available

PACKAGE A: 10’x10’ BOOTH
- Header Sign - 12”x78”
- Infill Panels
- Colour Coordinated 10’x10’ Carpet
- Price after Deadline Date: $1,558.00

Indicate Date and Time you plan to arrive to merchandise your exhibit:

Date ____________________________ Time ____________________________

PACKAGE B: 10’x20’ BOOTH
- 2 Header Signs - 12”x78” each
- Infill Panels
- Colour Coordinated 10’x20’ Carpet
- Price after Deadline Date: $2,450.00

Terms & Conditions
- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature ____________________________ Date ____________________________

GST#: R104000264
standard exhibit rentals

3 Easy Steps

1. Select the model number that suits your needs
2. Choose carpet and panel colours on the GEM Exhibit Rental order form
3. Complete & send order form

Grey indicates standard header sign(s)

GEM Model #1 - 10’x10’ Corner
GEM Model #2 - 10’x10’ Corner
GEM Model #3 - 10’x10’
GEM Model #4 - 10’x10’
GEM Model #5 - 10’x10’
3 Easy Steps

1. Select the model number that suits your needs
2. Choose carpet and panel colours on the GEM Exhibit Rental order form
3. Complete & send order form

Grey indicates standard header sign(s)
#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8   Tel: (403) 243-2212   Fax: (403) 243-3868   Toll Free 1-800-636-8235   www.gesexpo.ca

**GEM EXHIBIT SYSTEM ORDER FORM**

**SHOW:** 21st Int. Congress of Parkinson's Disease & Movement Disorders  
**DISCOUNT PRICE DEADLINE DATE:** May 15, 2017

**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>BOOTH #</th>
<th>COMPANY</th>
<th>STREET</th>
<th>CITY</th>
<th>PROV/STATE</th>
<th>CODE</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>FAX</th>
<th>CONTACT NAME</th>
</tr>
</thead>
</table>

**CREDIT CARD AUTHORIZATION**

- [ ] MASTERCARD
- [ ] VISA
- [ ] AMEX

<table>
<thead>
<tr>
<th>EXPIRY DATE</th>
<th>CARDHOLDER NAME</th>
<th>CARDHOLDER SIGNATURE</th>
<th>CHEQUE ATTACHED (PAYABLE TO GES)</th>
</tr>
</thead>
</table>

**ALL ORDERS MUST BE PREPAID IN FULL**  
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

<table>
<thead>
<tr>
<th>Model Number</th>
<th>Discount Price</th>
<th>Regular Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model #1</td>
<td>$1,329.00</td>
<td>$1,861.00</td>
</tr>
<tr>
<td>Model #2</td>
<td>$1,381.00</td>
<td>$1,933.00</td>
</tr>
<tr>
<td>Model #3</td>
<td>$1,523.00</td>
<td>$2,132.00</td>
</tr>
<tr>
<td>Model #4</td>
<td>$1,809.00</td>
<td>$2,533.00</td>
</tr>
<tr>
<td>Model #5</td>
<td>$1,871.00</td>
<td>$2,619.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Model Number</th>
<th>Discount Price</th>
<th>Regular Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model #6</td>
<td>$2,536.00</td>
<td>$3,550.00</td>
</tr>
<tr>
<td>Model #7</td>
<td>$3,361.00</td>
<td>$4,705.00</td>
</tr>
<tr>
<td>Model #8</td>
<td>$2,716.00</td>
<td>$3,802.00</td>
</tr>
<tr>
<td>Model #9</td>
<td>$3,111.00</td>
<td>$4,355.00</td>
</tr>
<tr>
<td>Model #10</td>
<td>$3,774.00</td>
<td>$5,284.00</td>
</tr>
</tbody>
</table>

**Package Includes:** Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

**Package Does Not Include:** Cleaning, Light Fixtures or Electrical Outlets

**PLEASE COMPLETE THE FOLLOWING:**

- **MODEL NUMBER:**
  - Upgrade options available. Contact Exhibitor Services.

<table>
<thead>
<tr>
<th>Font Colour:</th>
<th>Infill Panel Colour:</th>
<th>Carpet Colour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Black</td>
<td>[ ] Black</td>
<td>[ ] Black</td>
</tr>
<tr>
<td>[ ] Blue</td>
<td>[ ] Blue</td>
<td>[ ] Blue</td>
</tr>
<tr>
<td>[ ] Grey</td>
<td>[ ] Grey</td>
<td>[ ] Grey</td>
</tr>
<tr>
<td>[ ] White</td>
<td>[ ] White</td>
<td>[ ] White</td>
</tr>
</tbody>
</table>

Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read:

Models 7 or 10 Identification Sign to Read:  
Left: ____________________________  
Right: ____________________________

Indicate Date & Time for Arrival:

Custom Header Signs/Logos will be charged $100.00 extra per sign

**Terms & Conditions**

- Payment may be made by cheque up to two weeks prior to the 1st day of move in.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.

**SUBTOTAL**

- 5% GST
- 7% PST

**TOTAL**

GST #R104060264

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature ____________________________  Date ____________________________

**GST #R104060264**
SHOW: 21st Int. Congress of Parkinson’s Disease & Movement Disorders

EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>STREET</th>
<th>CITY</th>
<th>PROV/STATE</th>
<th>CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
</table>

CONTACT NAME

CREDIT CARD AUTHORIZATION

- [ ] MASTERCARD
- [ ] VISA
- [ ] AMEX

EXPIRY DATE

CARDHOLDER NAME

CARDHOLDER SIGNATURE

CHEQUE ATTACHED (PAYABLE TO GES)

ALL ORDERS MUST BE PREPAID IN FULL

(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA)

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pedestal (White) 20”L x 20”W □ 28”H or □ 36”H</td>
<td>$102.00</td>
<td>$143.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pedestal White 40”L X 40”W (Tops are 20” X 20”) (Unit Heights - 16”- 28” &amp; 28”- 41”)</td>
<td>$510.00</td>
<td>$714.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Storage Counter (White) 80”L X 20”W X 40”H</td>
<td>$298.00</td>
<td>$417.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Curved Counter (White) 80”L X 20”W X 36”H</td>
<td>$357.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>99A Showcase (White/Glass) 40”L X 20”W X 40”H</td>
<td>$329.00</td>
<td>$461.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>99B Showcase (White/Glass) 40”L X 20”W X 40”H</td>
<td>$340.00</td>
<td>$476.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>99C Showcase (White/Glass) 26”L X 26”W X 96”H</td>
<td>$360.00</td>
<td>$504.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>99D Showcase (White/Glass) 40”L X 20”W X 96”H</td>
<td>$446.00</td>
<td>$624.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Waterfall With Eight Balls</td>
<td>$19.00</td>
<td>$27.00</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Garnet Rail 39”W</td>
<td>$36.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Shelves □ Flat □ Angled 37”L X 12”W</td>
<td>$55.00</td>
<td>$77.00</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Slatwall Panels - 37”W X 96”H Black (Upgrade for standard panels)</td>
<td>$158.00</td>
<td>$221.00</td>
<td></td>
</tr>
</tbody>
</table>

To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES

Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Corners.

Terms & Conditions

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Discount Price Date will be processed at the Regular Price.

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date
SHOW: 21st Int. Congress of Parkinson's Disease & Movement Disorders

EXHIBITOR INFORMATION

BOOTH #: _______________________

COMPANY

STREET

CITY__________PROV/STATE_______CODE__________

PHONE_________FAX

CONTACT NAME

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

EXPIRY DATE ___/_______

CARDHOLDER NAME

CARDHOLDER SIGNATURE

CHEQUE ATTACHED (PAYABLE TO GES)

SIGN LAYOUT

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

SIGN SIZES Discount Price Regular Price

11” x 14” $46.00 $64.00

14” x 22” $81.00 $113.00

22” x 28” $104.00 $146.00

7” x 44” $78.00 $109.00

28” x 44” $134.00 $188.00

40” x 60” $295.00 $413.00

LOGOS ARE NOT INCLUDED IN PRICING

PLEASE PRINT OR TYPE WORDING REQUIRED:

ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE SERVICE DESK.

Terms & Conditions

• All orders received after the Discount Price Date will be processed at the Regular Price.
• There are no refunds/exchanges on signs.
• All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature ___________________________ Date ________________

SUBTOTAL

5% GST

7% PST

TOTAL

GST # R104060264
## PLANT ORDER FORM

### EXHIBITOR INFORMATION
- **SHOW:** 21st Int. Congress of Parkinson’s Disease & Movement Disorders
- **DISCOUNT PRICE DEADLINE DATE:** May 15, 2017
- **CREDIT CARD AUTHORIZATION**
  - **CREDIT CARD:**
    - MasterCard
    - Visa
    - Amex
  - **EXPIRY DATE:**
  - **CARDHOLDER NAME:**
  - **CARDHOLDER SIGNATURE:**
  - **CHEQUE ATTACHED:**
    - Payable to GES

### ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

Create a Lasting Impression!

### GREEN FLOOR PLANTS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 ft. to 5 ft. Tall</td>
<td>$67.00</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 ft. to 8 ft. Tall</td>
<td>$112.00</td>
<td>$157.00</td>
<td></td>
</tr>
</tbody>
</table>

### GREEN TABLE PLANTS

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Regular Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston Fern</td>
<td>$59.00</td>
<td>$83.00</td>
</tr>
<tr>
<td>Table Plant - 10”</td>
<td>$51.00</td>
<td>$71.00</td>
</tr>
<tr>
<td>Mums</td>
<td>$38.00</td>
<td>$53.00</td>
</tr>
</tbody>
</table>

### FLOWERING PLANTS & SPECIAL REQUESTS

- Standard Fresh Flower Arrangement: Call for quote
- Premium Fresh Flower Arrangement: Call for quote
- Exotic Arrangement: Call for quote

---

**PLEASE NOTE:** Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

---

**Terms & Conditions**

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show. No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

---

I have read and understand the Terms & Conditions of my Agreement with GES.

---

**Signature** __________________________  **Date** __________________________
LABOUR SERVICE ORDER FORM

SHOW: 21st Int. Congress of Parkinson's Disease & Movement Disorders

EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>STREET</th>
<th>CITY</th>
<th>PROV/STATE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B0WTH #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL</th>
<th>PHONE</th>
<th>FAX</th>
<th>CONTACT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CREDIT CARD AUTHORIZATION

- MASTERCARD
- VISA
- AMEX

<table>
<thead>
<tr>
<th>EXPIRY DATE</th>
<th>CARDHOLDER NAME</th>
<th>CARDHOLDER SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

LABOUR RATES ARE CHARGED PER PERSON AT A MINIMUM CHARGE OF ONE HOUR. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS. (A 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

<table>
<thead>
<tr>
<th>Time</th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00am - 4:00pm</td>
<td>4:00pm - 6:00pm</td>
<td>After 6:00pm Mon - Fri</td>
</tr>
<tr>
<td></td>
<td>8:00am - 4:00pm Sat &amp; Sun</td>
<td>4:00pm Sat, Sun and holidays</td>
<td></td>
</tr>
<tr>
<td>Rate</td>
<td>$89.00 PER HOUR</td>
<td>$133.50 PER HOUR</td>
<td>$178.00 PER HOUR</td>
</tr>
</tbody>
</table>

EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOUR

INSTALLATION

- Set Up Drawings or Photos Attached: yes
- Delivery Date: Day / Date / Month / Year
- Delivery Time: am / pm

SUPERVISION

- By Exhibitor (Provide Name of Rep): yes
- By GES (30% surcharge applies): no
- (Exhibitor MUST be Present to Supervise)
- (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: Day / Date / Month / Year

START TIME REQUIRED: am / pm

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

DISMANTLING

- Pick-up Date: Day / Date / Month / Year
- Pick-up Time: am / pm

SUPERVISION

- By Exhibitor (Provide Name of Rep): yes
- By GES (30% surcharge applies): no
- (Exhibitor MUST be Present to Supervise)
- (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: Day / Date / Month / Year

START TIME REQUIRED: am / pm

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature: ___________________________ Date: ___________________________

GST #R104060264
IN-BOOTH FORKLIFT SERVICE IS AVAILABLE TO EXHIBITORS REQUIRING ASSISTANCE WITH POSITIONING OF EXHIBITOR MATERIALS WITHIN YOUR BOOTH SPACE. MINIMUM CHARGE OF 1 HOUR PER ORDER. (INCLUDES INSTALLATION AND DISMANTLING).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am - 4:00pm Monday - Friday</td>
<td>4:00pm - 6:00pm Monday - Friday</td>
<td>After 6:00pm Monday - Friday</td>
</tr>
<tr>
<td>$148.00 PER HOUR</td>
<td>$222.00 PER HOUR</td>
<td>After 4:00pm Sat &amp; Sun &amp; Holidays</td>
</tr>
<tr>
<td></td>
<td>$296.00 PER HOUR</td>
<td></td>
</tr>
</tbody>
</table>

A 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.
ALL RATES INCLUDE FORKLIFT AND DRIVER (5% GST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: ___________________________ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Month</th>
<th># of Hours</th>
<th># of Forklifts</th>
</tr>
</thead>
</table>

DISMANTLING TIME REQUIRED:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Month</th>
<th># of Hours</th>
<th># of Forklifts</th>
</tr>
</thead>
</table>

APPROXIMATE TIMES:

MOVE-IN
Start: _____ □ am □ pm Finish: _____ □ am □ pm Total Hours: _____

MOVE-OUT
Start: _____ □ am □ pm Finish: _____ □ am □ pm Total Hours: _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions
• Exhibitor must check forklift/driver in and out at the GES Service Centre.
• We reserve the right to change labourers and/or rates as shifts change.
• All claims or discrepancies must be settled within one week of show closing.
• GES Limits of Liability apply.

I have read and understand the Terms & Conditions of my Agreement with GES.

______________________________          _______________________
Signature                                      Date

GST #R104060264
#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

## SHOW: 21st Int. Congress of Parkinson’s Disease & Movement Disorders

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>BOOTH #:</th>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET</td>
<td>CITY</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
</tr>
</tbody>
</table>

### DISCOUNT PRICE DEADLINE DATE:

| May 15, 2017 |

### CREDIT CARD AUTHORIZATION

<table>
<thead>
<tr>
<th>MASTERCARD</th>
<th>VISA</th>
<th>AMEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPIRY DATE</td>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

| CARDHOLDER NAME | CARDHOLDER SIGNATURE | CHEQUE ATTACHED (PAYABLE TO GES CANADA) |

### MATERIAL HANDLING ORDER FORM

#### ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: **May 26, 2017**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **$97.00** per 100lbs. (200lb. minimum)
- Shipment(s) received after **May 26, 2017** will be charged at the direct shipment rate.

#### DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) may arrive at Show Site on or after: **June 2, 2017**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **$75.00** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

#### SMALL PACKAGES: (Maximum 50lbs / Shipment):

- Rate of **$60.00** First Package
- Rate of **$40.00** for each additional package (in the same shipment) to a 50lb. Maximum
  **Note**: If over 50lbs., Rates for Advance or Direct Shipments will apply

#### SPECIAL HANDLING: (40% Surcharge Applies to Entire Shipment):

- Shipments of loose, padded or uncrated materials. Special unloading requirements, such as ground side door/ constricted or stacked unloading.
- Shipments without certified weight ticket or proven inaccurate weight ticket.

#### PLEASE COMPLETE THE FOLLOWING:

- Carrier Name: ____________________________ Number of Pieces: _______ Total Weight: _______
- Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse
- Date goods are scheduled to arrive: ______________ Month/Day

### Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor’s responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

**I have read and understand the Terms & Conditions of my Agreement with GES.**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
ADVANCE WAREHOUSE
SHIPPING LABEL

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: ________________________________
(Name of Company where shipment originates.)

TO: ________________________________
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: ________________________________
(Your booth number at the show.)

C/O:     GES / MDS Parkinson's
3985 Still Creek Avenue
Burnaby, B.C.
V5C 4E2

CARRIER: ________________________________
(Name of your Transportation Company)

NUMBER [ ] OF [ ] PIECES

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

MAY 26, 2017
DIRECT TO SHOW SITE SHIPPING LABEL

EXHIBIT SHIPMENT FOR SHOW SITE DELIVERY

SHIPPER: ________________________________
(Name of Company where shipment originates.)

TO: ___________________________________
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: ____________________________
(Your booth number at the show.)

c/o: GES / MDS Parkinson's
     Vancouver Convention Centre
     1055 Canada Place
     Vancouver, BC
     V6C 0C3

CARRIER: ________________________________
(Name of your Transportation Company)

NUMBER ________ OF ________ PIECES

DIRECT TO SHOW SITE SHIPMENTS TO START ARRIVING ON:

JUNE 2, 2017
Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.
GES Logistics Services

Your Choice of Reliable Service Options
- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

24-Hour Tracking
Call toll free 1-800-636-8235 for immediate information on the status of your shipment

On-Site Representation
GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing
You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting
Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering
For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 403-243-2212 or 1-800-636-8235
- Fax: 403-243-3868

Ship everywhere with GES Logistics Services.
PICK UP INFORMATION

COMPANY NAME: PICK UP DATE: PICK UP TIME: 
ADDRESS: BUSINESS HOURS: LOADING DOCK: YES NO 
CITY: PROV/STATE: CODE: CUSTOMS PAPERWORK ATTACHED: YES NO 
CONTACT: IF YES, CUSTOMS BROKER: 
PHONE: CONTACT: 
FAX: EMAIL: PHONE: 

I will be shipping to: □ ADVANCED WAREHOUSE □ SHOW SITE 

DESTINATION

COMPANY NAME: BOOTH #: 
ON-SITE CONTACT: 
SHOW NAME: DELIVERY DATE: DELIVERY TIME: 
FACILITY: 
ADDRESS: 
CITY: PROV/STATE: CODE: 

SERVICE REQUIRED □ SAME DAY □ OVERNIGHT □ 2ND DAY □ 3-5 DAY □ GROUND 

ITEMS TO BE SHIPPED SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES: 

<table>
<thead>
<tr>
<th>CARTONS (CARDBOARD)</th>
<th>DIMENSIONS IN INCHES:</th>
<th>ESTIMATED WEIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H x W x L</td>
<td></td>
</tr>
</tbody>
</table>

| CASES/TRUNKS (FIBRE) COLOUR: | H x W x L |
| CRATES (WOODEN) | H x W x L |
| SKIDS/PALLETS | H x W x L |
| CARPET/COLOUR: | H x W x L |
| OTHER LIST: | H x W x L |
| TOTAL | | |

TOTAL WEIGHT:

BILLING AND PAYMENT INFORMATION

COMPANY NAME: ADDRESS: CITY: 
PROV/STATE: CODE: EMAIL: TEL: FAX: 
CREDIT CARD NUMBER: EXPIRY DATE: 

TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper’s responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor’s booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES CANADA to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES’s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES’s maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X __________________________ Date: __________________________

Please Print Name: __________________________
GES Customs Services

Reliable and Efficient Service
- Experienced and reliable staff you can depend on who specialize in Tradeshow Customs procedures
- Personnel are accessible at all times

Value Added Service
- Save time and money by making fewer calls

Personalized Service
- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation
GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the tradeshow floor

Simplified Ordering
For your convenience choose one of the ordering options available:
- Online: www.gesexpo.ca
- Phone: 403-243-2212 or 1-800-636-8235
- Fax: 403-243-3868

Leave all your shipping, customs clearance and furniture rentals to GES.
Please Read Carefully Before Completing the Attached Documents

CANADA CUSTOMS DOCUMENTATION REQUIRED ........................................ Page 1
US CUSTOMS DOCUMENTATION REQUIRED ...................................... Page 1
DETAILED DESCRIPTION & INSTRUCTIONS ......................................... Pages 2 - 7

SAMPLES & ORDER FORMS

A) GES Customs/Transportation Order Form
   (Mandatory for all shipments) .................................................. Pages A-A1
B) CANADA CUSTOMS INVOICE
   (Mandatory for all shipments) .................................................. Pages B-B1
C) NAFTA CERTIFICATE OF ORIGIN ................................................ Pages C-C1
D) CERTIFICATE OF REGISTRATION (Form 4455) ............................. Pages D-D1
E) FCC RADIO FREQUENCY FORM (Form 740) ................................ Pages E-E1
F) RADIATION CONTROL FORM (Form FD 2877) ............................ Pages F-F1
G) TEXTILE DECLARATION .............................................................. Pages G1
H) PRIVATE VEHICLE SHIPMENT INFORMATION FORM .............. Pages H-H1

ALL DOCUMENTS MUST BE FAXED TO GES CUSTOMS BROKERAGE
SERVICES PRIOR TO SHIPPING
Telephone: (403) 243-2212  Fax: (403) 243-3868
e-mail: calgary@gesexpo.com  website: www.gesexpo.ca
WELCOME TO CANADA

Canada is very proud to open its doors and borders to International Conventions, Meetings and Tradeshows. Like all countries, we have rules and regulations with respect to crossing the border and they are controlled and administered by Canada Customs, an official agency of the Revenue Department of the Canadian Government.

GES Customs Brokerage Services can help you make exhibiting across the border a simple and straightforward two-way experience for your people, products and display equipment. The following pages contain information and forms to assist you in that process by explaining what and when things have to be done.

CUSTOMS SIMPLIFIED - TIPS FOR SHIPPING ACROSS THE BORDER

1. Use Official Suppliers
   It is beneficial for exhibitors to use the official suppliers selected for the show (i.e. GES Customs Brokerage Services and GES Logistics).

2. Complete Customs Documents
   Complete all mandatory and necessary documents and fax copies to our GES office prior to shipping. Send all originals with the shipment and bring 2 copies to the show.

3. Ship on Time
   Have materials shipped to arrive 7 days prior to move-in and consolidate shipments to reduce costs. GES Logistics is the recommended transportation carrier. **All shipments must be paid for in advance. We do not recommend shipping by parcel carriers or by mail.**

4. Hand Carrying or Private Vehicle
   Notify GES in advance if you are bringing goods with you on the plane or crossing the border by company, rented or your own vehicle.

5. Tracing Service
   To assist GES personnel in locating your exhibit freight please bring a record of the shipment “Tracking Number” provided by GES Logistics or your carrier. Our personnel have the knowledge and connections to expedite your shipment to the show site as quickly as possible.

6. Changes & Return Shipments
   Notify GES Customs Brokers immediately of any change(s) to what is being shipped, quantities, addresses, etc., as well as what materials will be returned to the U.S. and provide the correct return address.

7. Communicate with GES CUSTOMS/LOGISTICS Contacts
   GES will be in touch with you starting 3-4 weeks prior to the event and will have staff on site or on call during move-in, show days, and move-out. Exhibitors will be provided with cell phone numbers for 24-hour, 7-days-a-week access to your GES CUSTOMS and LOGISTICS contacts.
CANADA CUSTOMS DOCUMENTS:
(Explanations and direction to samples and order forms for completion)

TIP: Review and highlight the forms that apply to your shipments for completion

- **GES Customs/Transportation Order Form** – (Mandatory for all shipments) - gives GES the authority to clear and coordinate the movement of your materials on your behalf (Pages A - A1 Sample).

- **Canada Customs Invoice – CCI** – (Mandatory for all shipments) - itemizes the contents of your shipment; quantities, countries of origin, unit and total shipment values. This is also where you would notify GES of any goods that will require special treatment or permits (Page B – B1 Sample).

- **NAFTA Certificate of Origin** - Goods that will be distributed (giveaways) to a Canadian, or remain in Canada must be identified on this form in order to receive the most favourable duty & tax treatment. This applies to NAFTA countries only; USA, Canada and Mexico (Pages C – C1 Sample).

- **Private Vehicle Shipment Information** – Goods that will be crossing the border via a company vehicle, rental or personal vehicle. You must fax GES this completed document one week in advance of your intended date of crossing. (Page H)

- **Airline Hand Baggage** - In the event you intend on bringing exhibit materials or commercial goods with you as hand baggage, a formal customs clearance may be required. Contact GES prior to departure for further information. Failure to follow these instructions may result in unexpected delays or payments at the airport. (Note: No Form)

UNITED STATES CUSTOMS DOCUMENTS:
(Explanations and direction to samples and order forms for completion)

TIP: Review and highlight the forms that apply to your shipments for completion

- **Certificate of Registration (FORM 4455)** - Goods that are not of USA origin and are intended to return to the USA (Pages D – D1 Sample).

**ATTENTION ELECTRONIC SHIPPERS - MANDATORY**
By not completing the following forms your materials will be denied re-entry into the USA

- **Radio Frequency Form (FCC 740)** – Goods that emit radio frequencies, e.g. computers, video cameras/recorders is mandatory by order of the U.S. Federal Communication Commission (Pages E – E1 Sample)

- **Radiation Form (FD 2877)** – Goods that emit radiation, e.g. CD Players, laser printers, monitors, televisions, x-ray equipment, etc. and is mandatory by order of U.S. Food & Drug Administration (Pages F – F1 Sample).

**ATTENTION TEXTILE SHIPPERS - MANDATORY**
By not completing the following forms your materials will be denied re-entry into the USA

- **Textile Declaration** - Goods such as carpets, curtains and clothing require this declaration to re-enter the USA. (Pages G – G1 Sample).

ALL DOCUMENTS MUST BE FAXED TO GES CUSTOMS BROKERAGE SERVICES PRIOR TO SHIPPING

Telephone: (403) 243-2212  Fax: (403) 243-3868  e-mail: calgary@gesexpo.com
GES Customs/Transportation Order Form

This Order Form must be completed for all shipments.

The GES Customs Order Form is your authorization to allow GES to act on your behalf. GES cannot clear your goods through Canada Customs without this form being fully completed. The information completed on this form allows us to properly classify and process your shipment(s) into and out of Canada. It also provides payment authorization and IRS identification details for the safe return of your goods back to the USA. GES accepts Credit Card, Cheque, Bank Transfer or Money Order.

Charges for GES Customs Brokerage services include the posting of any Canada Customs Bonds that may be required plus any additional pay-outs that are made on your behalf. These amounts may include duty and taxes for goods that remain in Canada, local cartage fees, terminal fees and U.S. Customs clearance.

Action Please complete all areas of the Form and fax to GES.

Canada Customs Invoice – CCI

This document must accompany every shipment.

The Canada Customs Invoice – CCI, is the most important document for any exhibition materials entering Canada. It must itemize all goods contained in the shipment with a description, quantity, value and country of origin.

Action

1. Fill in all required information on the Canada Customs Invoice – CCI

2. Include the original and two copies of your completed Canada Customs Invoice, in an envelope and staple to your Truck Bill of Lading or Air Waybill and label the envelope: “Notify GES Customs Brokers for Canada Customs Clearance”

3. Fax a copy of the Canada Customs Invoice to GES Customs Brokers prior to shipping your goods, and keep a copy for your on-site representative’s records.

North American Free Trade Agreement (NAFTA)

Certificate of Origin Completion Instructions

Goods and display materials entering Canada that will not be exported after the show may be subject to duty and/or tax. Under the North American Free Trade Agreement, you may reduce or eliminate the amount of duty that is normally payable if a properly completed NAFTA Certificate of Origin accompanies your shipment. This is only applicable to goods originating in other NAFTA countries: United States and Mexico.
Field 1  State the full legal name, address (including country) and legal tax identification number of the exporter. Legal tax identification number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and the United States, employer's identification number or Social Security Number.

Field 2  Complete field if the Certificate covers multiple shipments of identical goods as described in Field 5 that are imported into a NAFTA country for a specified period of up to one year (blanket period). "FROM" is the date upon which the Certificate becomes applicable to the goods covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential tariff treatment is claimed based on this Certificate must occur between these dates.

Field 3  State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the producer. If more than one producer's good is included on the Certificate, attach a list of the additional producers, including the legal name, address (including country) and legal tax identification number, cross referenced to the good described in Field 5. If you wish this information to be confidential, it is acceptable to state "Available to Customs upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".

Field 4  State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the importer. If importer is not known, state "UNKNOWN", if multiple importers, state "VARIOUS".

Field 5  Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (HS) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.

Field 6  For each good described in Field 5, identify the HS tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the HS tariff classification of the country into whose territory the good is imported.

Field 7  For each good described in Field 5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6A (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). Note: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.

Preference Criteria:

A  The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries, as referred to in Article 415. Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced". If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref. Article 401(a) and 415)

B  The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule or origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(b))

C  The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in Article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref.: Article 401(c))
Certificate of Origin Completion Instructions

D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:

1. the good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to HS General Rule of Interpretation 2(a); or
2. the good incorporated one or more non-originating materials, provided for as parts under the HS, which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.

Note: This criterion does not apply to Chapters 61 through 63 of the HS (Reference: Article 401(d))

E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the Most-Favoured-Nation Tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Reference: Annex 308.1)

F The good is an originating agricultural good under preference criterion A, B or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2.B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. Note 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. Note 2: A tariff rate quota is not a quantitative restriction.

Field 8 For each good described in field 5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.

Field 9 For each good described in Field 5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated according to the net cost method over a period of time, further identify the beginning and ending dates (DD/MM/YY) of that period. (Reference: Articles 402.1, 402.5)

Field 10 Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of customs duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each Party's schedule of tariff elimination. For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than 7%; otherwise indicate as "JNT" for joint production. (Reference: Annex 302.2)

Field 11 This field must be completed, signed and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed and dated by the producer. The date must be the date the Certificate was completed and signed.
**Airline Hand Baggage**

In the event you intend on bringing any exhibit materials or commercial goods with you as hand baggage, a formal Customs clearance may be required. Contact GES Customs Brokers prior to your departure for further information.

**Action**

Complete a GES Customs/Transportation Order Form and a Canada Customs Invoice – CCI, describing your materials, fax to GES and bring a copy with you. Upon arrival present the CCI to the Customs and Immigration officer in Toronto and inform him/her you are attending a convention/tradeshow and GES Customs Brokers will Customs clear your goods at the show. Canada Customs will issue you a C6 document to be presented to GES Customs Brokers upon arrival at show site.

Failure to follow these instructions may result in unexpected delays or payments at the airport.

**Private Vehicles or Company Vehicles**

In the event you will be transporting your exhibition materials to Canada with a company, rented or personal vehicle you **must** notify GES Customs Brokers, at least one week in advance of your intended date of crossing the border.

**Action**

Complete all required Customs documentation including the GES Customs/Transportation Order Form, Canada Customs Invoice – CCI and the Private Vehicle Shipment Information Form. Fax all completed documentation to GES Customs Brokers at least one week prior to your border crossing date. Ensure the driver of the vehicle has copies of all documentation.

Failure to follow these instructions may result in unexpected delays or payments at the border.

**Canadian Certificates or Permits**

Certain goods require Certificates or Permits before they are allowed entry into Canada. The specific kinds of materials that require certificates and/or permits are:

- Clothing/Textiles
- Plants/Agriculture
- Animals
- Alcohol
- Firearms
- Explosives
- Food
- Drugs

In the event you will be shipping any of these materials, or you are not certain if your materials are subject to special treatment, you must notify GES immediately.

**ATA Carnet**

The **ATA Carnet** is an internationally recognized Customs document that is similar to a passport for an individual traveler. It serves as a guarantee for the entry of materials into a country in place of the normal Customs documentation that would usually be required. An ATA Carnet is issued in the country of origin and provides bond coverage for the temporary importation of exhibit materials. Please contact GES for further information.
Certificate of Registration (Form 4455)
For Goods that are not of U.S. Origin/Manufacture

If you are shipping materials to Canada that are not made or produced in the USA but have been shipped from the USA and will be returning to the USA, they will require a Certificate of Registration (Form 4455).

Goods that are manufactured outside the United States are dutiable each time they cross the U.S. border, unless evidence can be provided that the goods are re-entering the United States.

This form must accompany your shipment to Canada and be validated or stamped by U.S. Customs at the port of exit prior to your departure. The carrier must be instructed in writing on the Bill of Lading or Air Waybill that this form must be validated/stamped.

If you are transporting your materials by company, rented or private vehicle, it is important that you stop at U.S. Customs prior to entering Canada to have this form Validated/Stamped.

**Action**
This form is not Valid unless it has been stamped and examined by U.S. Customs prior to leaving the U.S.A. An original must be provided to GES Customs Brokers at show site to be included in your documents for return to the USA.

FCC Form 740 Items Capable of Emitting Radio Frequencies
An FCC Form is required for all goods capable of emitting Radio Frequencies

The U.S. Federal Communications Commission (FCC) requires the filing of an FCC Form 740 for any radio frequency or sub assembly devices (manufactured outside the USA), which can cause harmful interference, prior to entry into the USA. A separate Form 740 is required for each model type.

Examples of Products that Emit Radio Frequencies:
A radio frequency (RF) device is any product capable of emitting radio signals while being operated, such as: computers & peripherals, telephones, video cameras & VCRs, transmitters/receivers, disk drives, video games, TV tuners.

**Action**
The FCC Form must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original of the FCC Form 740 for submission to U.S. Authorities upon return of your shipment to the USA.

FDA Form 2877 Electronic Products Capable of Emitting Radiation
An FDA Form 2877 is required for all goods capable of emitting Radiation

The USA Food and Drug Administration (FDA) and U.S. Customs regulations state that when shipping electronic equipment that emits or is capable of emitting radiation, Form FD 2877 must be completed prior to entry into the USA. This form is required regardless of the country of manufacture.

You must verify that a certificate, in the form of an identification tag or label, is affixed to the product that states compliance with USA Food and Drug regulations.
Examples of Products that Emit Radiation.

Products that emit radiation include televisions, monitors, laser printers, CD players, X-ray equipment and laser emitting equipment and devices.

**Action**

The FDA Form 2877 must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original of the FDA Form 2877 for submission to U.S. Authorities upon return of your shipment to the USA.

**Textile Declaration**

The U.S. Government requires the filing of a *Textile Declaration* for any textile products returning to the United States. This declaration would be for any products containing textiles such as carpet, drapes, t-shirts, tote bags, etc. In addition, goods from certain countries may require permits or may not be allowed re-entry into the U.S. due to trade quotas or embargo's with certain countries such as China, Singapore, Sri Lanka, etc.

**Completion Instructions** — See Example

1. Name of the person making the declaration.
2. Countries manufacturing the article, source of country of the textiles used in the manufacture of the article
3. Style & model numbers, colour, etc. (if applicable)
4. Name & number of items
5. Description of processing and country where processing was done
6. Date of export from Canada (date goods returning to US)
7. Description of imported material and country where the material was manufactured
8. Date material was exported from originating country

**Action**

The *Textile Declaration* must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original for submission to U.S. Authorities upon return of your shipment to the USA.

**All Customs documents must be faxed to GES prior to shipping**

For additional information contact GES the Official Customs Broker for this event.

Telephone: (403) 243-2212  Fax: (403) 243-3868  e-mail: calgary@gesexpo.com
**Customs / Transportation Order Form**

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)
- ✔ Customs Clearance
- Transportation

**SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION**

<table>
<thead>
<tr>
<th>Exhibitor / Company Name</th>
<th>ABC MACHINE COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Tax # or U.S. IRS ID #:</td>
<td>31-2293941</td>
</tr>
<tr>
<td>Event Name &amp; Booth #:</td>
<td>INTERNATIONAL MACHINERY SHOW 1430</td>
</tr>
<tr>
<td>Facility Name:</td>
<td>MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG</td>
</tr>
<tr>
<td>Shipment Date:</td>
<td>MARCH 3, 2001 From (City): NEW YORK</td>
</tr>
<tr>
<td>Carrier Name:</td>
<td>GES LOGISTICS</td>
</tr>
<tr>
<td>It Consists of (# Cartons):</td>
<td>6</td>
</tr>
<tr>
<td>Weight:</td>
<td>1,500 lbs.</td>
</tr>
<tr>
<td>Our Rep @ Event:</td>
<td>BILL SMITH</td>
</tr>
<tr>
<td>Staying At (Hotel):</td>
<td>Royal York 416-368-2511</td>
</tr>
</tbody>
</table>

Please do not ship by parcel courier or mail – we will not be responsible for timely delivery.

**SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION**

| Company Name:                     | ABC MACHINE COMPANY                      |
| Delivery Address:                 | 100 - 5TH AVENUE                          |
| City:                             | NEW YORK                                 |
| Name:                             | JOE BROWN                                 |
| Telephone:                        | 212-286-2140                             |
| Fax Number:                       | 212-286-2100                             |
| Ship Via:                         | ☑ Common Carrier                         |

**SECTION 3 CREDIT CARD AUTHORIZATION** (NOTE – THIS SECTION MUST BE COMPLETED)

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

CREDIT CARD INFORMATION MUST BE COMPLETED

<table>
<thead>
<tr>
<th>Charge To:</th>
<th>☑ VISA</th>
<th>☑ MASTERCARD</th>
<th>☑ AMERICAN EXPRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number:</td>
<td>123 456 789 012</td>
<td>Expiry: 09 / 03</td>
<td></td>
</tr>
<tr>
<td>Cardholder's Name:</td>
<td>BILL SMITH</td>
<td>Title: DIRECTOR OF SALES</td>
<td></td>
</tr>
<tr>
<td>Cardholder's Signature:</td>
<td>BILL SMITH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 4 INVOICE / STATEMENT INFORMATION**

| Company Name:                     | ABC MACHINE COMPANY                      |
| Mailing Address:                  | 100 - 5TH AVENUE                          |
| City:                             | NEW YORK                                 |
| Attention:                        | BILL SMITH                                |
| Telephone:                        | 212-286-2140                             |
| Fax Number:                       | 212-286-2100                             |

**SECTION 5 ORDER AUTHORIZED BY**

This Form Was Completed By: JOE BROWN

Title: DIRECTOR OF MARKETING Date: APRIL 17, 2001
THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE)
☐ Customs Clearance
☐ Customs Clearance And Transportation
☐ Transportation Only

SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: ____________________________
U.S. Tax # or U.S. IRS ID #: __________________________
Event Name & Booth #: ____________________________ Booth #: __________________________
Facility Name: __________________________
Shipment Date: __________________________
From (City): __________________________
Carrier Name: __________________________
It Consists of (# Cartons): __________________________
Weight: __________________________
☐ lbs. ☐ kgs.
Our Rep @ Event: __________________________
Staying At (Hotel): __________________________
Tel: __________________________

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: __________________________
Delivery Address: __________________________
City: __________________________ Province/State: __________________________ Postal / Zip: __________________________
Name: __________________________ Telephone: __________________________ Fax Number: __________________________
Ship Via: ☐ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3 CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)

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

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS
Credit Card Number: __________________________ Expiry: __________________________
Cardholder’s Name: __________________________ Title: __________________________
Cardholder’s Signature: __________________________

ORIGINAL SIGNATURE REQUIRED

SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: __________________________
Mailing Address: __________________________
City: __________________________ Province/State: __________________________ Postal / Zip: __________________________
Attention: __________________________ Telephone: __________________________ Fax Number: __________________________
Email: __________________________

SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: __________________________
( Please Print Full Name )
Title: __________________________ Date: __________________________

[Signature]
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WOODEN CRATES-COMPUTERS</td>
<td>3</td>
<td>$1,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>2</td>
<td>CRATE-COMPUTER MONITOR</td>
<td>1</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>3</td>
<td>CARTON-ADVERTISING LITERATURE</td>
<td>1,000</td>
<td>$0.10</td>
<td>$100.00</td>
</tr>
<tr>
<td>4</td>
<td>CARTON-PLASTIC KEY CHAINS / BOOKS</td>
<td>50</td>
<td>$0.50</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

XI.1 Total Number of Pieces / Nombre total de pieces: 6

18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box /
Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case

Commercial Invoice No. / No. De la facture commerciale

19 Exporter’s Name and Address (if other than Vendor) / Nom et adresse de l’exportateur (s’il differe du vendeur)

Name and Address: ABC MACHINE COMPANY / 100-5TH AVENUE / NEW YORK, NY / 10012-1010

Tel: 212-268-2140  Fax: 212-268-2511

20 Originator (Name and Address) / Expediteur d’origine (Nom et adresse)

Name and Address: ABC MACHINE COMPANY / 100-5TH AVENUE / NEW YORK, NY / 10012-1010

Contact: BILL SMITH

Tel: 212-268-2140  Fax: 212-268-2511
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor (Name and Address) / Vendeur (Nom et Adresse)</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Other References (Include Purchaser’s Order No.) / Autres références (inclure le no de commande de l’acheteur)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Consignee (Name and Address) / Destinataire (Nom et Adresse)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Purchaser’s Name and Address (If other than Consignee) / Nom et Adresse de l’acheteur (s’il diffère du destinataire)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Country of Transshipment / Pays de transbordement</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Country of Origin of Goods / Pays d’origine des marchandises</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If shipment includes goods of different origins, enter origins against items in 12 / Si l’expédition comprend des marchandises d’origines différentes, en préciser la provenance en 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII.</td>
<td>1</td>
<td>Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles?</td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>ES</td>
</tr>
<tr>
<td>8</td>
<td>Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d’expédition directe vers le Canada</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Condition of Sales and Terms of Payment / Conditions de vente et modalités de paiement (p. Ex. Vente, Expedition en consignation, location de marchandises, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Currency of Settlement / Devises du paiement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. No. of Pkgs. / Nbre. de colis</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Quantity (State Unit) / Quantité (Preciser l’unité)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replacement Value / Valeur de Remplacement</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Unit Price / Prix Unitaire</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XI.</td>
<td>1</td>
<td>Total Number of Pieces / Nombre total de pieces</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case</td>
</tr>
<tr>
<td></td>
<td>Commercial Invoice No. / No. De la facture commerciale</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Total Weight / Poids total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Invoice Total / Total de la facture</td>
</tr>
<tr>
<td></td>
<td>Net. Weight / Brut</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Exporter’s Name and Address (if other than Vendor) / Nom et adresse de l’exportateur (s’il diffère du vendeur)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Originator (Name and Address) / Expéditeur d’origine (Nom et adresse)</td>
</tr>
<tr>
<td></td>
<td>Contact:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>
## North American Free Trade Agreement
### Certificate of Origin

**Please Print or Type**

1. **Exporter’s Name and Address**

2. **Blanket Period**

   - From [ ] [ ] [ ] to [ ] [ ] [ ]

3. **Producer’s Name and Address**

4. **Importer’s Name and Address**

5. **Description of Goods**

6. **HS Tariff Classification Number**

7. **Preference Criterion**

8. **Producer**

9. **Net Cost**

10. **Country of Origin**

**I CERTIFY THAT:**

- The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;

- I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given, of any changes that would affect the accuracy or validity of this Certificate;

- The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North America Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and

- This Certificate consists of ___ pages, including all attachments.

**Authorized Signature:**

**Company:**

**Name:**

**Title:**

**Date:** [ ] [ ] [ ]

**Telephone:**

**FAX:**
# North American Free Trade Agreement

## Certificate of Origin

Please Print or Type

<table>
<thead>
<tr>
<th></th>
<th>Exporter’s Name and Address</th>
<th>2</th>
<th>Blanket Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From DD MM YY</td>
</tr>
<tr>
<td></td>
<td>Tax Identification Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Producer’s Name and Address</th>
<th>4</th>
<th>Importer’s Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Description of Goods</th>
<th>6</th>
<th>HS Tariff Classification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Preference Criterion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>Country of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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- This Certificate consists of ___ pages, including all attachments.

Authorized Signature:  
Company: 
Name:  
Title: 
Date: DD MM YY  
Telephone:  
FAX:  

Page C1
**FORM 4455**

**CERTIFICATE OF REGISTRATION**

COMPLETE WHEN GOODS ARE NOT OF U.S.A. ORIGIN

- Form approved OMB No. 48-R0247

**NO.**

**Via (Carrier):**

GES LOGISTICS

**B/L or INSURED NO.**

Y123456

**DATE:** APRIL 17, 2000

**NAME, ADDRESS AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable):**

ABC MACHINE COMPANY  
C/O GES CUSTOMS BROKERS  
3175 AIRWAY DRIVE  
MISSISSAUGA, ON  
L4V 1C2

**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 Customs duty.

**LIST ARTICLES EXPORTED**

<table>
<thead>
<tr>
<th>Number of Packages</th>
<th>Kind of Packages</th>
<th>Description of Articles</th>
</tr>
</thead>
</table>
| 3                  | CRATES           | CRATE #1 – IBM COMPUTER, SER#1710–MADE IN JAPAN  
|                    |                  | CRATE #2 – PANASONIC CD, SER#210–MADE IN JAPAN  
|                    |                  | CRATE #3 – ATI COLOUR MONITOR, SER#A10–MADE IN KOREA |

**Signature of Owner or Agent (Print or Type and Sign):**

BILL SMITH  
BILL SMITH  
212-286-2140  
DATE: APRIL 17, 2000

**The Above Described Articles Were:**

- EXAMINED  
- LADEN under my supervision

**DATE**  
**PORT**  
**SIGNATURE OF CUSTOMS OFFICER**  
**DATE**  
**PORT**  
**SIGNATURE OF CUSTOMS 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)

**IMPORTANT:** Be Sure To Mark In The Body Of Your Air Waybill Or Bill Of Lading As Follows:

U.S. CERTIFICATE OF REGISTRATION FORM 4455 ATTACHED. GOODS MUST BE EXAMINED BY U.S. CUSTOMS PRIOR TO EXPORT FROM THE U.S.A. AND CERTIFIED COPIES MUST BE GIVEN TO GES AT SHOW SITE.

If your list of goods exceeds the available space, prepare your list (as above) on a separate sheet and mark this form "exhibition material as per attached". Please attach a copy of your list to each copy of the 4455 forms.

**Signature of Owner or Agent (Print or Type and Sign):**

BILL SMITH – BILL SMITH  
DATE: APRIL 17, 2000

**NOTE:** Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.
FORM 4455

CERTIFICATE OF REGISTRATION

COMPLETE WHEN GOODS ARE NOT OF U.S.A. ORIGIN

(NOTE: Number of copies to be submitted varies with type of transaction. Inquire at District 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)

ARTICLES EXPORTED FOR:

☐ ALTERATION  ☐ PROCESSING
☐ REPAIR *  ☐ OTHER (SPECIFY)
☐ USE ABROAD
☐ REPLACEMENT

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

LIST ARTICLES EXPORTED

<table>
<thead>
<tr>
<th>Number of Packages</th>
<th>Kind of Packages</th>
<th>Description of Articles</th>
</tr>
</thead>
</table>

Signature of Owner or Agent (Print or Type and Sign)

DATE:

The Above Described Articles Were:

EXAMINED

DATE PORT

LADEN under my supervision

DATE PORT

SIGNATURE OF CUSTOMS OFFICER

SIGNATURE OF CUSTOMS OFFICER

CERTIFICATE ON RETURN

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If your list of goods exceeds the available space, prepare your list (as above) on a separate sheet and mark this form “exhibition material as per attached”. Please attach a copy of your list to each copy of the 4455 forms.

Signature of Owner or Agent (Print or Type and Sign)

DATE:

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.
INSTRUCTIONS FOR COMPLETION OF FCC FORM 740

This form must be completed for each radio frequency device, as defined in 47 U.S.C. 302 and 47 C.F.R. 2.801, which is imported into the Customs territory of the United States. The original shall be filed with the U.S. Customs Service on or before the date the shipment is delivered to a U.S. port of entry.

The completed form must accompany each such entry.

The following are typical examples of devices that require the use of FCC Form 740: radio and TV receivers, converters, transmitters, transmitting devices, radio frequency amplifiers, microwave ovens, industrial heaters, ultrasonic equipment, transceivers, and computers.

Marketing, as used in this form (and 47 C.F.R. 2.1201 et seq.), means sale or lease (including advertising for sale or lease, or display at a trade show) or import, ship or distribute for the purpose of selling or leasing or offering for sale or lease.

Limited quantities, as used in this form, are the number specified in 47 C.F.R. 2.1204(a)(3). Waivers of this limit are infrequently granted but may be requested from the FCC office listed in 47 C.F.R. 2.1204(a)(3)(iii). Written waiver requests must contain specific information required by that office.

Equipment imported for test, evaluation or display (see import conditions 3 or 4 of Part II of this form) may not be marketed (sold or leased, offered for sale or lease, advertised, etc.). Display of this equipment must include markings clearly indicating that the device(s) are not eligible for sale. See 47 C.F.R. 2.803 for details regarding this labeling.

Wireless telephony devices that do not have a FCC grant of equipment authorization must either comply with 47 C.F.R. 2.1204(a)(5) or 47 C.F.R. 2.803(a)(2) (e.g., Verification or Declaration of Conformity is required).

The identification (company name and model number/FCC ID) of the radio frequency device specified on the front of this form must be identical to the company name and model number/FCC ID inscribed on the device. If the device being imported requires an equipment authorization to be issued by the FCC (e.g., Certification), it is important that the name of the company, description of the device and FCC ID specified on the grant of equipment authorization agree exactly with the same information shown on the front of this form. Any discrepancy between the information on this form and the FCC grant of equipment authorization may result in unnecessary delays, additional expense, or enforcement action.

FCC Form 740 may be reproduced provided the following conditions are met (see 47 C.F.R. 0.409, Commission Policy on Private Printing of FCC Forms.) Some of the conditions are listed below:

1. That private companies reproducing the form use a printing process resulting in a product that is comparable to the original document;

2. That private companies reproducing the form refrain from including therein or attaching thereto any advertising matter or deleting any material from the form;

3. That private companies reproducing the form exercise care that the form being reproduced or distributed is the current edition presently used by the FCC for the type of application involved: such private company to be advised that, though the Commission will endeavor to keep the public advised of revisions of the form, it cannot assume responsibility to the extent of eliminating any element or risk against overstocking, etc.

PAPERWORK REDUCTION ACT STATEMENT AND PRIVACY ACT STATEMENT

The solicitation of information requested on this form is authorized by the Communications Act of 1934, as amended. The information collected will be used to ascertain whether equipment authorization is required, and if so, whether or not it has been granted. If all the information is not provided the importation of this or other shipments may be delayed or prevented. Accordingly, every effort should be made to provide all necessary information. Your response is required to obtain a benefit.

Public reporting for this collection of information is estimated to average .04 seconds per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, should be sent to the Federal Communications Commission, Performance and Evaluations and Records Management, Washington, DC 20554, Paperwork Reduction Project (3060-0059) DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Individuals are not required to respond to a collection of information unless it displays a currently valid OMB control number.

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

<table>
<thead>
<tr>
<th>Date of Entry</th>
<th>Entry Number</th>
<th>Port of Entry</th>
<th>Harmonized Tariff Number</th>
<th>Quantity of Item (not number of containers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please leave these fields blank.

<table>
<thead>
<tr>
<th>Device Model/Type Name or #</th>
<th>Trade Name</th>
<th>FCC ID</th>
<th>Description of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer’s Name and Address</th>
<th>Consignee’s Name and Address</th>
<th>Importer’s Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Printed or Typed Name of Importer or Consignee</th>
<th>Signature of Importer or Consignee</th>
<th>Date (Month/Day/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

3. This quantity must be total number of items, not number of containers.

FCC Form 740
DECLARATION FOR IMPORTED ELECTRONIC PRODUCTS SUBJECT TO RADIATION CONTROL STANDARDS

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 (if not importer)

PRODUCT DESCRIPTION

QUANTITY (Items/Containers)

MODEL NUMBER(S) & BRAND NAME(S)

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 ongoing 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
   ☐ 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. (See Form FDA 766.)
   ☐ 1. Approved Petition is attached. ☐ 2. Petition Request is attached. ☐ 3. Request will be submitted within 60 days.

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.

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

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.
INSTRUCTIONS TO IMPORTERS/BROKERS OF ELECTRONIC PRODUCTS

PURPOSE: The Form FDA 2877 must be completed for electronic products subject to Radiation Control Standards (21 CFR 1010 and 1020-1050) prior to entry into the United States. The local Food and Drug Administration (FDA) district office will review the declaration and notify the importer/agent if the products may be released into U.S. commerce or if they must be held under bond until exported, destroyed, or reconditioned. Until the shipment is released, it may be subject to redelivery for FDA examination.

PAPER OR ELECTRONIC SUBMISSION: Paper entries may be submitted by making the signed original Form FDA 2877 along with U.S. Customs forms to the local FDA district office; if electronic products are given a MAY PROCEED, a signed copy of CF 3461 will be returned, or if not given a MAY PROCEED, a FDA Notice of Action will be issued. For electronic entries, follow U.S. Customs Service ACS/ABI format and procedures, supported by a signed copy of this form or similar letter. Multiple entries of the same product and model families that are filed electronically may be supported by one form dated not more than 12 months previously.

DECLARATION: Select A, B, C, or D and then select the appropriate number; fill in requested information and sign. For electronic entries, AofC (affirmation of compliance) = RA#, RB#, RC#, or RD# (e.g., Radiation Declaration A5 = RA5). Transmit model number using AofC code MDL and transmit brand name using FDA line level brand name field. If RA3 or RA6 is selected, you must transmit quantity (number of units) using the Quantity and Unit of Measure Pairs at the FDA line level.

DECLARATION A: Importers should be prepared to demonstrate compliance to or non-applicability of FDA standards, regulations, or guidance. Components or sub-assemblies must be non-functioning. Products being reprocessed must be exported by the importer, without intermediate transfer of ownership. For RA3 the quantity limit is 3 and for RA6 the limit = 50 units TV products, microwave ovens, and Class 1 laser products limit = 200 units CD-ROM and DVD (digital versatile disc) laser products; see May 14, 1997, notice to industry issued by the Center for Devices and Radiological Health (CDRH).

DECLARATION B: If declaration RB1 is selected, provide the FDA Establishment Identifier (FEI) of the manufacturer who filed the radiation product/abbreviated report to FDA, CDRH, Rockville, Maryland. To transmit the accession number of that report use AofC code ACC. If the manufacturer cannot be determined or located, the importer must be able to provide evidence showing a certification (certifi.) label on each product and state reason: returned to orig importer or certifi. label evidence. The new AofC codes (RB1, RB2) for this declaration will not be activated until a process is made available to determine the FEI of the responsible firm. Continue to use RAB in electronic transmission until the FEI query is available and industry is notified of its availability.

DECLARATION C: Noncompliant products may be imported only for research, investigations/studies, demonstration or training. They should be used only by trained personnel and under controlled conditions to avoid unnecessary radiation exposure. Product(s) will be detained by the local FDA district office. Since product(s) for which “C” Declarations are made will be under Temporary Import Bond (TIB) or equivalent, ultimate disposition is limited to export or destruction under U.S. Customs supervision when the purpose has been achieved or the length of time stated has expired. For purposes other than demonstration, the Form FDA 766, outlining protections, must be approved by FDA prior to use. The importer/broker must include with the FDA 766:

1. A full description of the subject electronic product(s).
2. The purpose for which the product(s) is being imported.
3. How the product(s) will be used.
4. Where the product(s) will be located.
5. The approximate length of time and dates the product(s) will be in this country.

For product(s) being used for trade shows/demonstrations, list the dates and use restrictions (Form FDA 766 is not required). A sign stating that the product does not comply with FDA performance standards must be displayed and viewable at all times during the use of product(s). All medical products, cabinet x-ray, or Class Ilib and IV lasers may NOT operate (turn on product(s)) at trade shows.

DECLARATION D: Noncompliant products must be brought into compliance with standards under FDA supervision and following a plan approved by FDA. The plan, documented on the Form FDA 766, must address technical requirements, labeling, and reporting. Some plans may need approval by both the CDRH and the local FDA district office. Use of this declaration is limited to occasional shipments; ongoing reconditioning is considered manufacturing that is handled through other means. Product(s) will be detained by the local FDA district office. An FDA 766 must be filed indicating the procedure intended to bring the product into compliance. This procedure will include a satisfactory corrective action plan and/or a product report. The FDA 766 must include all of the information requested under Declaration C. The approximate length of time will be for the amount of time needed to bring product(s) into compliance. Declaration D is also made for failure to provide reports, failure to certify, etc.

If an importer/broker intends to import equipment into the United States for purposes of research, investigation, studies, demonstrations, or training but also wishes to retain the option of bringing the product into compliance with the performance standard, check Declarations C and D on the FDA 2877 and insert the word “or” between the Affirmations. Note: The U.S. Customs Service will treat this entry as a “D” Declaration for purposes of duty. Such requests must be made on the FDA 766; include Items 1, 2, and 3 under Declaration C, a statement of the need to use the option “C” or “D” Declaration, a statement of how the product(s) will be brought into compliance and the approximate length of time necessary to evaluate or demonstrate the product(s) and the time necessary to bring the product(s) into compliance (both actions must be accomplished within the period of time granted by FDA). For electronic entries select Declaration RD3.

Ultimately, product(s) must be brought into compliance with the applicable standard in accordance with a corrective action plan which has been approved by the FDA. If the product(s) are not brought into compliance within the allotted time frame of the approved application and an extension is not requested of, or granted by the FDA, the local FDA district office shall refuse entry on the shipment and require the product(s) to be either exported or destroyed under U.S. Customs supervision.

If additional guidance is needed, please contact your local FDA district office or consult the following FDA web pages: www.fda.gov/cdrh, www.fda.gov/ora/hier/ora_field_names.bx and www.fda.gov/ora/compliance_ref/prm_new2/contens.html.

FDA: CP 7382.007/.007A
DECLARATION OF MANUFACTURER, PRODUCER EXPORTER, OR IMPORTER OF TEXTILES & TEXTILE PRODUCTS

I, ______________________________________________ (Name), declare that the articles described below and covered by the entry to which this Declaration relates were subjected to manufacturing or processing operations in, and/or incorporate materials originating in, the foreign country* or countries identified below. I declare that the information set forth in this declaration is correct and true to the best of my information, knowledge and belief.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>E</td>
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<td>Etc.</td>
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<td>G</td>
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<td>I</td>
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</tbody>
</table>

*Country when used in this declaration includes territories and insular possessions of the United States. The country will be identified in the above declaration by the alphabetical designation appearing next to the named country.

<table>
<thead>
<tr>
<th>Marks of Identification, Nos.</th>
<th>Declaration of Article and Quantity</th>
<th>Description of manufacturing and/or Processing Operations and Country* of Manufacture and/or Processing</th>
<th>Date of Export</th>
<th>Description of Material and Country* of Production</th>
<th>Date of Export</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Date: __________________________________________ Signature: _______________________________________

Name: __________________________________________ Title: ___________________________________________

Company: ______________________________________ Address: _______________________________________
Private Vehicle Shipment Information Form

NAME OF SHOW: INTERNATIONAL MACHINERY SHOW
EXHIBITING COMPANY: ABC MACHINE COMPANY
ADDRESS & TELEPHONE: ROYAL YORK HOTEL TEL: 416-368-2511
BOOTH NUMBER: 1430
PERSON IN CHARGE: BILL SMITH
VEHICLE DRIVER’S NAME: BILL SMITH
VEHICLE LICENSE PLATE NUMBER AND STATE: 74326 STATE: FLORIDA
SHIPMENT DESCRIPTION: 1 – PORTABLE DISPLAY CANISTER
1 – BOX PRINT LITERATURE
SHIPMENT PIECES & WEIGHT: 2 – 100 lbs
VALUE OF SHIPMENT: $1,500.00 Check One: ☒ U.S. $ ☐ Cdn. $
BORDER CROSSING POINT: FORT ERIE
DATE AND TIME OF BORDER CROSSING: APRIL 17, 2000 4:30 pm
NAME OF PERSON COMPLETING FORM: BILL SMITH TEL: 212-286-2140

IMPORTANT – PAPERWORK MUST BE PREPARED IN ADVANCE FOR BORDER-CROSSING PLEASE COMPLETE AND FAX ASAP TO 403-243-3868 – ATTN: CUSTOMS DEPARTMENT
Private Vehicle Shipment Information Form

NAME OF SHOW

EXHIBITING COMPANY

ADDRESS & TELEPHONE

BOOTH NUMBER

PERSON IN CHARGE

VEHICLE DRIVER'S NAME

VEHICLE LICENSE PLATE NUMBER AND STATE

SHIPMENT DESCRIPTION

SHIPMENT PIECES & WEIGHT

VALUE OF SHIPMENT $ Check One: ☐ U.S. $ ☐ Cdn. $

BORDER CROSSING POINT

DATE AND TIME OF BORDER CROSSING

NAME OF PERSON COMPLETING FORM

TEL:

IMPORTANT – PAPERWORK MUST BE PREPARED IN ADVANCE FOR BORDER-CROSSING PLEASE COMPLETE AND FAX ASAP TO 403-243-3868 – ATTN: CUSTOMS DEPARTMENT
## Event Information:

**EVENT NAME:** 21ST INTERNATIONAL CONGRESS OF PARKINSON’S DISEASE AND MOVEMENT DISORDERS  
**EVENT LOCATION:** VANCOUVER CONVENTION CENTRE  
**EXHIBITING COMPANY NAME:**  
**DATE REQUIRED:** 
**DATE FINISHED:** 

## Customer Information:

**CONTACT ON SITE:**  
**Mobile Phone #:**

### QTY. LARGE DISPLAYS - Includes table-top base, does not include floorstand

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>DAILY RATE</th>
<th>WEEKLY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32&quot; LCD Display (16:9) Monitor</td>
<td>$250.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 40&quot; LED Display (16:9) - Includes Speakers</td>
<td>$350.00</td>
<td>$1,050.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 55&quot; LED Display (16:9) - Includes Speakers</td>
<td>$550.00</td>
<td>$1,650.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 70&quot; LCD Display (16:9) - Includes Speakers</td>
<td>$700.00</td>
<td>$2,100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floor Stand [Dual Post] 72&quot;H for Freeman AV Monitors ONLY</td>
<td>$75.00</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Use of Wall Mount Bracket for Freeman AV Monitors ONLY</td>
<td>contact us</td>
<td>contact us</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shelf for Dual Post Floor Stand above (for DVD or Laptop)</td>
<td>$15.00</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>

Items marked with * above will require additional labour - See Terms

### QTY. COMPUTERS (Desktop / Laptop) & Printers

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>DAILY RATE</th>
<th>WEEKLY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Laptop - I7 2.3G W7 OFFICE2010 (16:9)</td>
<td>$250.00</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desktop PC - I7 2.8G W7 OFFICE2010 &amp; 17&quot; LCD monitor (16:9)</td>
<td>$250.00</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot; LCD Display (16:9) WUXGA [No Audio Speakers]</td>
<td>$90.00</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HP 4250+ Laserjet Printer</td>
<td>$165.00</td>
<td>$330.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless Mouse</td>
<td>$55.00</td>
<td>$105.00</td>
<td></td>
</tr>
</tbody>
</table>

### QTY. VIDEO SCREENS / PROJECTORS / PLAYBACK

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>DAILY RATE</th>
<th>WEEKLY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tripod Screen - ( ) 50&quot; x 80&quot; or ( ) 70&quot; x 70&quot; or ( ) 84&quot; x 84&quot; or ( ) 96&quot; x 96&quot;</td>
<td>$60.00</td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting Room LCD data/video projector (16:9) WXGA, 3700 lumens</td>
<td>$350.00</td>
<td>$1,050.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exhibition Booth LCD data/video projector (16:9) 1080p, 5000 lumens</td>
<td>$750.00</td>
<td>$2,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Video cart with black skirting ( ) 42&quot; or ( ) 48&quot;</td>
<td>$30.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blu-Ray HD Player</td>
<td>$150.00</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>( ) DVD Player - NTSC or ( ) Multi-region DVD Player</td>
<td>$65.00</td>
<td>$195.00</td>
<td></td>
</tr>
</tbody>
</table>

Please call for rates on other screens, projectors, carts or rigging brackets

### QTY. AUDIO

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>DAILY RATE</th>
<th>WEEKLY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Booth Audio System - c/w 1 WIRED handheld mic, 1 mixer, 2 speakers on stands</td>
<td>$270.00</td>
<td>$810.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UHF wireless microphone ( ) handheld or ( ) headset or ( ) lavaliер</td>
<td>$160.00</td>
<td>$480.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wired Mic [Shure SM58]</td>
<td>$40.00</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slim Lectern Microphone [Shure MX412C]</td>
<td>$40.00</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PCDI</td>
<td>$30.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mixer - Mackie 1202 (4&quot;XLR + 8&quot;1/4&quot;)</td>
<td>$60.00</td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand</td>
<td>$85.00</td>
<td>$255.00</td>
<td></td>
</tr>
</tbody>
</table>

### Other

**TOTAL**

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**EQUIPMENT SUBTOTAL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>* + 6.5% of Equipment Subtotal required for Cabling/Consumables</td>
<td>$170.00</td>
</tr>
<tr>
<td><strong>BASIC INSTALLATION CHARGES</strong></td>
<td>$170.00</td>
</tr>
<tr>
<td><strong>ADDITIONAL LABOUR / DELIVERY CHARGES</strong></td>
<td>$170.00</td>
</tr>
<tr>
<td>Goods &amp; Services TAX (GST) 5%</td>
<td></td>
</tr>
<tr>
<td>BC Provincial Sales TAX (PST) 7%</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL $CDN**

---

**PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...**

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*** If you do not see what you are looking for please call our onsite sales representatives at 604 647 7281 or email us at [FreemanAV@vancouverconventioncentre.com](mailto:FreemanAV@vancouverconventioncentre.com) for a customized quotation ***
All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Payment Information:
Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

COMPANY NAME:
BILLING ADDRESS:

ORDERED BY:
EMAIL ADDRESS:
TELEPHONE:
FAX:

I hereby authorize Freeman AV or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

AUTHORIZED SIGNATURE:

ORDER COMMENTS / INSTRUCTIONS

Upon receipt of this Order Form, an Freeman AV representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

Additional Labour and/or delivery charges may also increase for multiple item orders.

Rental charges apply to show days only and do not include installation one day prior.

Rental charges apply to show days only and do not include installation one day prior.

Extension of Rental
To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

Guarantees & Responsibility Limitation
Freeman AV guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Freeman AV’s liability is limited to the amount of the Freeman AV contract. In no event shall Freeman AV be liable for special, indirect, or consequential damages.

Wages
Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 7:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

Overtime
Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

Facility Services and Charges
Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

Liability
The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Freeman AV personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Freeman AV personnel when use is completed.

Cancellation
In the event of cancellation of this contract, the customer shall pay Freeman AV 100% of the total contract price.

EMAIL scanned ORDER FORM TO: FreemanAV@vancouverconventioncentre.com or FAX ORDER FORM TO: +1 604 647 7232.
EXHIBITOR CATERING SERVICES 2016
DAILY ORDER FORM

EVENT: 21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS

BOOTH NUMBER: ____________________________ TELEPHONE: ____________________________

COMPANY: ________________________ TELEPHONE: ____________________________

CONTACT NAME: ________________________ FAX: ____________________________

E-MAIL: ____________________________

ADDRESS: ____________________________

DELIVERY DATE: ____________________________ DELIVERY TIME: ____________________________

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please use a separate order form for each day an order is required, then fax directly to the Exhibitor Services Department at 604-647-7325.
- A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call 604-689-8232 and ask the Catering Department for assistance.
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Any orders received within 3 business days prior to service are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of $140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to 18% service charge, 7% PST on Rentals, and 5% GST.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is $35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD:  

To avoid delay in processing your order, please circle your exact selection.

- x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves ……..$ 48.00 / dozen
- x Carrot Squares, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars ……..$ 51.00 / dozen
- x Assorted House Made Cookies ……..$ 48.00 / dozen
- x Hearty Sandwiches (One Sandwich per person) (Min Qty 12) ……..$ 14.00 / guest
- x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12) ……..$ 20.00 / guest
- x Individual Natural Yoghurts (Min Qty 12) ……..$ 4.25 each
- x Sliced Fresh Fruit & Berries Platter (Min Qty 12) ……..$ 7.00 / guest
- x Fresh Whole Fruit Basket (Min Qty 12) ……..$ 3.25 / guest
- x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty 12) ……..$ 14.00 / guest
- x Fresh Vegetable Crudite with Herb Dip (Min Qty 12) ……..$ 6.00 / guest
- x Kettle Chips (half pound basket) – (Min Qty 12) ……..$ 17.00 /basket
- x Pretzels or Japanese Dry Snacks (1 pound basket) – (Min Qty 12) ……..$ 17.00 /basket
- x Individual Bags of Chips, Pretzels – (Min Qty 12) ……..$ 3.00 / bag

BEVERAGE:

- x Freshly Brewed Moja Certified Organic Coffee or Decaf (serves 10 cups) ……..$ 47.50 / airpot
- x Hot Water with Selection of Tea Bags (serves 10 cups) ……..$ 47.50 / airpot
- x 6 pack Bottled Orange or Grapefruit Juice (Single Servings) ……..$ 30.00 / pack
- x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings) ……..$ 27.00 / pack
- x 6 pack Bottled Water (Single Servings) ……..$ 27.00 / pack
- x Water Cooler/Equipment Rental (Does not include Water Jug) ……..$ 25.00 /day
- x Water Jug 18 L (Does not include Equipment Rental) ……..$ 18.00 / each
- x Ice (One bin: 20 lbs) ……..$ 20.00 / bin

OTHERS:

- x Rental of black or white tablecloth in the size of 53”x53” or 90”x90” ……..$ 20.00 each
- x Rental of glass bowl for business cards ……..$ 10.00 each
EXHIBITOR CATERING SERVICES 2016

DAILY ORDER FORM

EVENT: 21ST INTERNATIONAL CONGRESS OF PARKINSON’S DISEASE AND MOVEMENT DISORDERS

BOOTH NUMBER: ________________________

COMPANY: ________________________ TELEPHONE: ________________________

ADDRESS: ________________________ FAX: ________________________

______________________________ E-MAIL: ________________________

CONTACT
NAME: ________________________

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

☐ American Express  ☐ Visa  ☐ MasterCard

TOTAL AMOUNT: ____________________________________________________________

CARD NUMBER: ____________________________________________________________

NAME OF CARDHOLDER: ____________________________________________________

EXPIRY DATE: ______________________________________________________________

SIGNATURE OF CARDHOLDER: ________________________________________________

All credit card charges will be processed in full prior to the Event. Any additional charges accrued will be charged post event.

Please fax this form to:
604-647-7325

www.vancouverconventioncentre.com
**EVENT INFORMATION:**

**EVENT NAME:**
21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS

**EVENT DATES:**
JUNE 5 - 8, 2017

**CUSTOMER INFORMATION:**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>COMPANY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Street City Province Postal/Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME:</th>
<th>PHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL:</th>
<th>FAX #:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Late Rate</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>(7 days prior to event move-in)</th>
<th>(under 7 days to event move-in)</th>
<th>(under 24h to event move-in)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)</td>
<td>@ $86.00</td>
<td>$102.00</td>
<td>$134.00</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)</td>
<td>@ $91.00</td>
<td>$107.00</td>
<td>$140.00</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL ITEMS** (Does not include Labour or Power Supply)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>POWER BAR WITH SURGE PROTECTION</td>
<td>@ $23.00</td>
<td>$28.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>3 M (15 FT.) or 5 M (25 FT) EXTENSION CORD</td>
<td>@ $23.00</td>
<td>$28.00</td>
<td>$36.00</td>
</tr>
</tbody>
</table>

**PRODUCTION or COMMERCIAL POWER** (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM (page 2).

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $189.00</td>
<td>$207.00</td>
<td>$265.00</td>
</tr>
<tr>
<td>30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $208.00</td>
<td>$228.00</td>
<td>$295.00</td>
</tr>
<tr>
<td>60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $340.00</td>
<td>$378.00</td>
<td>$488.00</td>
</tr>
<tr>
<td>100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $545.00</td>
<td>$588.00</td>
<td>$770.00</td>
</tr>
</tbody>
</table>

**LABOUR**

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN’S, INSPECTIONS AND SPECIFIED INSTALL TIMES

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICIAN LABOUR (Weekday hourly rate)</td>
<td>@ $96.00</td>
<td>$96.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)</td>
<td>@ $128.00</td>
<td>$128.00</td>
<td>$128.00</td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION:**

To fax form or for further inquiries: SUBTOTAL

Make Cheques Payable: Call (604) 647-7206 Fax (604) 647-7325 5.00% GST #100432764

**TOTAL**

**CANADIAN**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Cheque</td>
<td>American Express</td>
<td>Bank Wire Transfer</td>
</tr>
<tr>
<td>Visa</td>
<td>MasterCard</td>
<td></td>
<td>(Please inquire for additional details)</td>
</tr>
</tbody>
</table>

Credit Card Number Expiry Date

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature

Please visit us at www.vancouverconventioncentre.com to place your basic order online
**BOOTH LAYOUT TEMPLATE**

**Custom Layouts for Internet & Electrical**

**EVENT INFORMATION:**

**EVENT NAME:** 21ST INTERNATIONAL CONGRESS OF PARKINSON’S DISEASE AND MOVEMENT DISORDERS

**EVENT DATES:** JUNE 5 - 8, 2017

**CUSTOMER INFORMATION:**

**COMPANY NAME:**

---

**Please Note:** ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.

PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

---

**PLACE INSIDE THE GRID**

<table>
<thead>
<tr>
<th>Place inside the Grid</th>
<th>☐ 10x10 ☐ 20x20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical 750w</td>
<td>☐</td>
</tr>
<tr>
<td>Electrical 1500w</td>
<td>☐</td>
</tr>
<tr>
<td>Wired Internet</td>
<td>☐</td>
</tr>
<tr>
<td>Fax or POS</td>
<td>☐</td>
</tr>
<tr>
<td>Place surrounding booth # in</td>
<td>☐</td>
</tr>
<tr>
<td>brackets (i.e. 100)</td>
<td>☐</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>PRODUCTION &amp; COMMERCIAL POWER – Additional Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)</td>
<td></td>
</tr>
<tr>
<td>TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL</td>
<td></td>
</tr>
<tr>
<td>PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH (CIRCLE ONE)</td>
<td>CARPET OR HARDWOOD</td>
</tr>
<tr>
<td>QUOTE REQUEST (For 200A and Above or Overhead Power)</td>
<td></td>
</tr>
<tr>
<td>PLEASE INDICATE THE SERVICE REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>
**EVENT INFORMATION:**

**EVENT NAME:** 21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS  
**EVENT DATES:** JUNE 5 – 8, 2017

**CUSTOMER INFORMATION:**

| COMPANY NAME: | _____________________________________________________________________________________________________ |
| COMPANY ADDRESS: | _____________________________________________________________________________________________________ |
| STREET | CITY | PROVINCE/STATE | POSTAL/ZIP CODE |
| CONTACT NAME: | ______________________________ | TELEPHONE#: | ______________________________ |
| EMAIL: | | FAX#: | |

Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.

**EXHIBITOR WIFI:**

A separate access code is required for each device. Access codes are not transferable from one device to another. Each additional device access code will be active for the same period as the service purchased for first device. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

<table>
<thead>
<tr>
<th>Service up to 10Mbps</th>
<th>Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day Service - First Device</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>2 Day Service - First Device</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>3 Day Service - First Device</td>
<td>$295.00</td>
<td></td>
</tr>
<tr>
<td>4 Day Service - First Device</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>5 Day Service - First Device</td>
<td>$495.00</td>
<td></td>
</tr>
</tbody>
</table>

*Each Additional Device(s) @ $100.00

*Additional Device rates will be active for the same time period chosen as the service for the first device

**Volume discounts**

- 10 Device Pre-pack: $895.00
- 2 Day Service: $955.00
- 3-5 Day Service: $1,045.00

**PRIVATE WIFI NETWORK (DHCP)**

| SSID (NAME): | _____________________________________________________________________________________________________ |
| Password: | _____________________________________________________________________________________________________ |

First Device @ $1395.00 $1450.00 $1495.00

Additional Wireless Devices @ $100.00

**WIRED INTERNET SHARED 50Mbps (DHCP)**

Daily Rate

| First Device | $495.00 | $595.00 | $795.00 |
| Conference Rate (3 Days) | First Device | $1395.00 | $1450.00 | $1495.00 |
| Additional Devices | | | |

**Switch Rental – 5 or 8 Port**

| First Device | $75.00 | $75.00 | $75.00 |
| Switch Rental – 12 or 16 Port | | |

Please visit us at [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com) to place orders on line.
**WIRED INTERNET DEDICATED Enhanced**

<table>
<thead>
<tr>
<th>Number Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Enhanced – 20Mbps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 IP Address, Dedicated Bandwidth</td>
<td>First Device @</td>
<td>$1595.00</td>
<td>$1695.00</td>
<td>$1895.00</td>
</tr>
<tr>
<td>Daily Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Enhanced – 20Mbps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 IP Address, Dedicated Bandwidth</td>
<td>First Device @</td>
<td>$4495.00</td>
<td>$4695.00</td>
<td>$4995.00</td>
</tr>
<tr>
<td>Conference Rate (3 Days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Enhanced – 100Mbps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 IP Address, Dedicated Bandwidth</td>
<td>First Device @</td>
<td>$10995.00</td>
<td>$11995.00</td>
<td>$12995.00</td>
</tr>
<tr>
<td>Conference Rate (3 Days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Wired Internet Enhanced:**
  - Each Additional Location: @ $595.00 $625.00 $775.00
  - Each Additional Device: @ $130.00 $140.00 $150.00
  - Each Additional IP Address: @ $130.00 $140.00 $150.00
  - Switch rental – 5 or 8 Port: @ $75.00 $75.00 $75.00
  - Switch rental – 12 or 16 Port: @ $125.00 $125.00 $125.00

**VOICE CONNECTIVITY**

- **IP Telephone:** @ $295.00 $335.00 $395.00
- **IP Polycom Set Rental (Per Day):** @ $110.00 $115.00 $175.00
- **Fax Line – Equipment Not Included:** @ $295.00 $335.00 $395.00
- **POS Line – Equipment Not Included:** @ $295.00 $335.00 $395.00

Please check type of **POS** connection required: [ ] Analog Phone Line [ ] Wired Internet (Ethernet)

**DIGITAL SIGNAGE**

- **Media Wall – 9 Screen Matrix:** @ $700.00 $800.00 $1000.00
- **Main Entrance, 15 Sec. Spot/ 60sec. loop / Day:** @ $1600.00 $1700.00 $1900.00
- **3 Entrances, 15 Sec. Spot/ 60sec. loop / Day:** @ $995.00 $1195.00 $1495.00
- **Portable Digital Sign Rental:** @ $550.00 $650.00 $795.00
- **52” Rate Per Day:** @ $900.00 $1000.00 $1200.00
- **80” Rate Per Day:** @ $1200.00 $1400.00 $1500.00

**Payment Information:**

Make cheques payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax your form or for further enquires:
Call (604) 647-7206
Fax (604) 647-7325

**Payment method:**
- [ ] Cash
- [ ] Cheque
- [ ] Visa
- [ ] MasterCard
- [ ] American Express
- [ ] Bank Wire Transfer - please inquire for additional details

**SUB TOTAL**

| 5% GST | #100432764 |
| 7% PST | #1001-0174 |

**TOTAL CANADIAN**

Credit Card Number: __________________________ Expiry Date: ____________

Print Name as it Appears on Card: __________________________

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: __________________________

Print Name and Title of Authorized Representative: __________________________

---

Please visit us at [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com) to place orders on line
TERMS & CONDITIONS

1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.

2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.

3. Conditions for processing service order forms:
   a) Payment for service must accompany service orders.
   b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.

4. Credit will not be given for service installed and not used.

5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.

6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.

7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.

8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.

9. Customer shall not and shall not permit any of its users or other third parties to:
   a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
   b) restrict or inhibit any other user from using and enjoying the Internet;
   c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
   d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
   e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder;
   f) abuse or fraudulently use the Internet in any way not specifically set forth above.

10. Limitation of Liability
   a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
   b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
   c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
   d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
   e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
   f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
      i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
      ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
      iii) restriction or inhibition imposed by a third party;
      iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
      v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
      vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
      vii) infringement of patents or other proprietary rights; or
      viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.
OPTION Showlead Mobile™

App for iOS + Android smartphones / tablet devices
- Simply scan the QR Code using a smartphone or tablet with rear facing camera.
- Complete with 10 standard sales qualifiers, ability to add notes, email, follow-up and store contacts within seconds.
- Application can be used anywhere – both on and off the show floor.
- Real time lead access; by email or at www.showlead.com.
- Devices with no internet or data service will capture; Badge ID, First and last name.
  Leads will sync once internet service is restored.
- Requires internet connectivity to sync data.

Note: Limited mini iPads available for rent Onsite or use your own Smartphone/Tablet Device.

OPTION Showlead Desktop Application

Use your own Windows PC, automatically assign reps to your leads. 1 license per computer application is required.

(requires the use of Symbol scanner)
- Showlead Desktop Software Application includes regional sales rep reporting and tracking functionality.
- The application operates on the exhibiting company’s computer and utilizes a Symbol DS6608 or DS6708 handheld tethered barcode scanner included with order.
- Showlead.com access is available when internet service is available to sync leads to the web portal.

Minimum System Requirements:
- Latest Microsoft operating systems (supported by Microsoft) with the latest servicepack, security update and net 3.5 framework.
- Local Administrative rights to install Desktop Application required with at least 1 available USB port.
- Minimum 1 GB of available hard disk space. Minimum of 2 GB of RAM + 1 available USB port.

OPTION Showlead Touch™

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile with the ability to add notes.
- Colour graphic touch LCD display to verify scanned data.
- Ability to add notes to your lead data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at www.showlead.com

Note: This device does not require power.

OPTION Showlead™ - Badge Reader

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile.
- Graphic LCD display to verify scanned data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at www.showlead.com

Note: This device does not require power.
<table>
<thead>
<tr>
<th>FEATURES</th>
<th>SHOWLEAD MOBILE</th>
<th>SHOWLEAD</th>
<th>SHOWLEAD TOUCH</th>
<th>SHOWLEAD DESKTOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires Laptop/Computer,</td>
<td></td>
<td></td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>Auto Assign Reps</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Requires Tethered Scanner</td>
<td></td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Real time lead data</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Add Notes</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Includes Standard Sales Qualifiers</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Add Custom Sales Qualifiers</td>
<td></td>
<td></td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Handheld/Wireless</td>
<td></td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Optional Bluetooth Printer</td>
<td></td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Add Lead data to Contacts</td>
<td></td>
<td></td>
<td></td>
<td>●</td>
</tr>
</tbody>
</table>

**Mini Ipad Rental** *(for use with the purchase of a Showlead Mobile License for the length of the event)*

- Do you want to experience the “Showlead Mobile App” but don’t want to use your personal device?
- Rent an Ipad Mini and experience the easy use of the Showlead Mobile App.
- Take it to breakfast and sessions, add notes about future clients.
- Complete lead data will be sent to our secure web portal real time with wi-fi connectivity or at the end of the show.

**Showlead Print™** *(for use with the Showlead & Showlead Touch Badge Reader)*

- Wireless printer.
- Compact, portable thermal printer provides paper receipts.
- Extremely quiet and fast printing.
- Connects directly to the Showlead unit via Bluetooth technology.

**Handheld Barcode Scanner** *(for use with Showlead Desktop Application)*

- This easy to use Symbol DS6608 or DS6708 tethered barcode scanner is plug n play with the Showlead Desktop Application.

**USB Flash Drive** *(available for Showlead, Showlead Touch Badge Readers)*

- Leads downloaded on USB flash drive at the end of the event.
- Leads will also be available post-show online at www.showlead.com.

**Real Time Direct Access**

Direct access transfers the Lead data wirelessly to your secured password protected web portal allowing you to track manage and follow-up your Leads anytime (available for Showlead and Showlead Touch).

**E-blast Email Service**

Don’t struggle trying to send out an email to your valuable leads. Simply select one of our standard html Designs and provide us with the verbiage and links you would like to send with an email campaign to your Lead contacts.

**Custom Sales Qualifiers** *(for use with Showlead & Showlead Touch Badge Reader)*

- Add up to 30 custom sales action codes to better qualify prospects (max. 21 characters per line including spaces).
<table>
<thead>
<tr>
<th>Complete Package</th>
<th>Specifications</th>
<th>EARLY thru 05/05/17</th>
<th>STANDARD from 05/06/17</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| Showlead Essential (no electricity req'd) | - Showlead hand-held badge reader  
- Wireless printer  
- Custom sales qualifiers | $650 | $700 | | |
| Showlead Optimum (no electricity req'd) | - Showlead Touch badge reader  
- Custom sales qualifiers  
- USB Flash drive & e-blast email service | $725 | $850 | | |
| Showlead Mobile Essential | - 1 License for Single Device  
- 3 Licenses for Multiple Devices  
- 5 Licenses for Multiple Devices | $265  
$450  
$750 | $315  
$500  
$875 | | |

*Mobile app for your iOS or Android*  
*Real Time lead data with data or wi-fi service*

| Showlead Desktop | - 1 Software License activation per terminal  
- Symbol scanner included | $300 | $350 | | |

*Scan attendees badge directly to your Windows 8, 7, or Vista computer or laptop*  
*Requires Symbol scanner*  
*SMS Text Messaging (Optional)*

### A la carte Lead Management Solutions

| Showlead Touch | Wireless colour touch badge reader | $675 | $725 | | |
| Showlead Desktop | Wireless badge reader | $550 | $600 | | |

### Optional Services & Accessories

| Showlead Print  
Custom Sales  
Qualifiers  
USB Flash Drive  
Delivery & Pick-Up Service  
Real Time Direct Access to Lead Data  
E-blast email service  
Mini Ipad Rental | For Showlead, Showlead Touch  
For Showlead, Showlead Touch  
For Showlead, Showlead Touch  
For Showlead, Showlead Touch  
For Showlead, Showlead Touch  
For Showlead Mobile App (for use with purchase of Showlead Mobile license) | $250  
$75  
$75  
$150  
$150  
$100 | $275  
$100  
$100  
$175  
$175  
$100 | | |

ORDER TOTAL (Payable in US Funds) | $10 | | | | |
Terms & Conditions

all orders and usage of Showlead equipment provided by Showcare are/is subject to the following terms and conditions:

A) Orders and Order Deadlines
1. All orders must be paid for in full prior to unit pick-up. 2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate. 3. All items ordered after the order deadlines are subject to availability.

B) Payment Terms and Cancellations
1. Service will be rendered after receipt of full payment by credit card or check. 2. Showcare will correct any miscalculations in the "order total" column if different than total amount on the order form. 3. All cancellations made more than 30 days prior to the event will be subject to a $50 processing fee per unit. No refunds will be considered for cancellations made beginning 3 days prior to the event start date. 4. Unclaimed units or unused orders are not refundable once paid for.

C) On-Site Services and Terms
1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays. 2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability. 3. On-site modification(s) or addition of existing Custom Sales Qualifiers will be subject to a $50.00 processing fee.

D) User Terms
1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware. 2. If the rented unit(s) are not returned to the Lead Retrieval Desk at the on-site Exhibitor Service The Renter agrees to pay an additional late fee of $150.00 (one hundred fifty U.S. dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e. shipping charges). Replacement Costs: Showlead $1750.00 USD, Showlead Touch $2350 USD, Showlead Print $550.00 USD, Mini Ipad $400.00 USD and Tethered Symbol Barcode Scanner is $280. 3. If any Showlead unit is misplaced, stolen or damaged while in the user's care, the user shall be responsible for said repair costs or replacement fees as indicated in item 2.

Increased visibility
1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth traffic, return on investment (ROI), profits and attendance by using Showcare’s equipment, software or know how. 2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages and expenses (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party’s obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party. 3. “Force Majeure” shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed “sine die” and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.
Custom Sales Qualifiers
Currently not available for Showlead Mobile Smartphone devices.

Please fax this form to: 905-479-9743
or email to: leads@showcare.com

Standard Sales Qualifier Codes:
Showlead Badge Readers and Showlead Desktop

Application comes with the following standard codes:

1. Send information
2. Needs technical data
3. Add to mailing list
4. Decision maker
5. Just investigating
6. Send quote
7. Have rep call
8. Ready to purchase
9. Fax information
10. Requires special action

Showlead customers please indicated desired custom action code option.

Please select only one checkbox below if Custom Sales Qualifiers were ordered.

☐ A) – 30 Custom Sales Qualifier codes as per below
☐ B) – 20 Custom Sales Qualifier codes as per below + 10 Standard Sales Qualifiers

*If no selection is requested above the Standard codes only will be applied.

Please fill in the custom sales qualifier codes that you would like programmed into your unit. (Maximum of 21 characters including spaces per code)

Important: Please complete the following

Company Name

Show Name #      Booth #

1.   16.   
2.   17.   
3.   18.   
4.   19.   
5.   20.   
6.   21.   
7.   22.   
8.   23.   
10.   25.   
12.   27.   
13.   28.   
14.   29.   
15.   30.   

☐ Please use the same Custom Sales Qualifiers for all units.
**SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2017**

This form is your official invoice – please keep a copy for your records.

All Orders Must Be Accompanied By Payment

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

**COMPLETED FORM REQUIRED ( MAY 11, 2017 ) 21 DAYS PRIOR TO EVENT MOVE IN DATE**

**BANNER (S) MUST ARRIVE ON SITE MAY 30, 2017**

**EVENT INFORMATION**

**EVENT NAME:** 21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS

**BOOTH NUMBERS:**

**EVENT DATES:** JUNE 5 – 8, 2017

**METHOD OF SHIPPING:**

**CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)**

**COMPANY NAME:**

**COMPANY ADDRESS:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Province/State</th>
<th>Postal/Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT NAME:**

**TELEPHONE #:** ( )

**E-MAIL:**

**FAX #:** ( )

**PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET– CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.**

<table>
<thead>
<tr>
<th>21 days prior with payment $595.00 Canadian (25lbs &amp; under &amp; do not exceed 8 linear feet)</th>
<th>X</th>
<th>=</th>
<th>5.00% GST</th>
<th>7.00% PST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(#100432764)</td>
<td>(#1001-0174)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**COST PER BANNER**

**# OF BANNERS**

**SUB TOTAL**

**TOTAL CANADIAN**

<table>
<thead>
<tr>
<th>20 days prior with payment $745.00 Canadian (25lbs &amp; under &amp; do not exceed 8 linear feet)</th>
<th>X</th>
<th>=</th>
<th>5.00% GST</th>
<th>7.00% PST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(#100432764)</td>
<td>(#1001-0174)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**COST PER BANNER**

**# OF BANNERS**

**SUB TOTAL**

**TOTAL CANADIAN**

**PAYMENT INFORMATION:**

Make cheques payable to: VANCOUVER CONVENTION CENTRE 1055 CANADA PLACE VANCOUVER, BC CANADA V6C 0C3

<table>
<thead>
<tr>
<th>Cash</th>
<th>Cheque</th>
<th>Visa</th>
<th>MasterCard</th>
<th>American Express</th>
<th>Bank Wire Transfer</th>
</tr>
</thead>
</table>

Credit Card Number: ____________________________

Expiry Date: ____________________________

Print Name as it Appears on Card: ____________________________

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: ____________________________

Print Name and Title of Authorized Representative

www.vancouverconventioncentre.com
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT INFORMATION:

EVENT NAME: 21ST INTERNATIONAL CONGRESS OF PARKINSON’S DISEASE AND MOVEMENT DISORDERS

EVENT DATES: JUNE 5 – 8, 2017

DIAGRAM REQUIRED – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

PLEASE NOTE:
Sign/Banners must arrive at Vancouver Convention Centre 2 business days prior to event move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

<table>
<thead>
<tr>
<th>BOOTH SIZE</th>
<th>BANNER MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANNER LENGTH</td>
<td># OF SIGNS/BANNERS TO BE HUNG</td>
</tr>
<tr>
<td>BANNER PLACEMENT (ie: centred to table):</td>
<td>BANNER HEIGHT FROM GROUND</td>
</tr>
<tr>
<td></td>
<td>BANNER WEIGHT</td>
</tr>
<tr>
<td>INSTALL DATE &amp; TIME</td>
<td>DISMANTLE DATE &amp; TIME</td>
</tr>
</tbody>
</table>

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON MAY 11, 2017

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 2 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON MAY 30, 2017

SHIPPING INSTRUCTIONS:
All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: __________________ Booth #_____

c/o Vancouver Convention Centre

With full mailing address to either the East or the West Building dependent on where your event is scheduled to take place.
BOOTH VACUUMING & SHAMPOOING REQUEST 2017

This form is your official invoice – please keep a copy for your records.
All Orders Must Be Accompanied By Payment.
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT INFORMATION:
EVENT NAME: 21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS
BOOTH NUMBER: 
EVENT DATES: JUNE 5 – 8, 2017

DATES VACUUMING REQUIRED: 

CUSTOMER INFORMATION:
COMPANY NAME: 
COMPANY ADDRESS: Street City Province/State Postal/Zip Code 
CONTACT NAME: 
TELEPHONE #: (   ) 
E-MAIL: 
FAX #: (   ) 

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10’ X 20’) OR UNDER

<table>
<thead>
<tr>
<th>NUMBER OF DAYS</th>
<th>UNIT AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.</td>
<td>X $ 25.00</td>
<td>=</td>
</tr>
<tr>
<td>Q STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.</td>
<td>X $ 33.00</td>
<td>=</td>
</tr>
</tbody>
</table>

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT.

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET</th>
<th>NUMBER OF DAYS</th>
<th>UNIT AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.</td>
<td>X X $ 0.23</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Q STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.</td>
<td>X X $ 0.30</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

BOOTH CARPET SHAMPOOING

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET</th>
<th>NUMBER OF DAYS</th>
<th>UNIT AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM $39.00 PER BOOTH/SHAMPOO</td>
<td>X X $ 0.30</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Q STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM $45.00 PER BOOTH/SHAMPOO</td>
<td>X X $ 0.35</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

PAYMENT INFORMATION: 
Make Cheques Payable to: 
Vancouver Convention Centre 
1055 Canada Place 
Vancouver, B.C. Canada 
V6C 0C3

To fax your form or for further inquiries: 
Call (604) 647-7206 
Fax (604) 647-7325

SUB TOTAL 
0.00 % GST (#100432764)

TOTAL CANADIAN 

Cash Cheque Money Order
Visa MasterCard American Express Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: 
Expiry Date: 
Print Name as it Appears on Card: ____________________________

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: ____________________________
Print Name and Title of Authorized Representative: ____________________________

Please visit our website www.vancouverconventioncentre.com to place your order online
EVENT INFORMATION:

EVENT NAME: 

EVENT DATES: 

CUSTOMER INFORMATION:

COMPANY NAME: 

COMPANY ADDRESS: 

CONTACT NAME: 

EMAIL:

Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.

EXHIBITOR WIFI:

A separate access code is required for each device. Access codes are not transferable from one device to another. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

<table>
<thead>
<tr>
<th>Service up to 5Mbps</th>
<th>Number Required</th>
<th>Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day Service - First User</td>
<td>@</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>1 Day Service - Additional User</td>
<td>@</td>
<td>$100.00 Each</td>
<td></td>
</tr>
<tr>
<td>2 Day Service - First User</td>
<td>@</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>2 Day Service - Additional User</td>
<td>@</td>
<td>$100.00 Each</td>
<td></td>
</tr>
<tr>
<td>3 Day Service - First User</td>
<td>@</td>
<td>$295.00</td>
<td></td>
</tr>
<tr>
<td>3 Day Service - Additional User</td>
<td>@</td>
<td>$100.00 Each</td>
<td></td>
</tr>
<tr>
<td>4 Day Service - First User</td>
<td>@</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>4 Day Service - Additional User</td>
<td>@</td>
<td>$100.00 Each</td>
<td></td>
</tr>
<tr>
<td>5 Day Service - First User</td>
<td>@</td>
<td>$495.00</td>
<td></td>
</tr>
<tr>
<td>5 Day Service - Additional User</td>
<td>@</td>
<td>$100.00 Each</td>
<td></td>
</tr>
</tbody>
</table>

PRIVATE WIFI NETWORK (DHCP)

SSID (NAME): 

Password: 

Order placed up to 7 days prior to move in date | Discount Rate | Standard Rate | On-Site Rate | Total Amount |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Device @</td>
<td>$1395.00</td>
<td>$1450.00</td>
<td>$1495.00</td>
<td></td>
</tr>
</tbody>
</table>

Addition Wireless Devices @ | $130.00 | $140.00 | $150.00 | |

WIRED INTERNET SHARED

50Mbps (DHCP)

Daily Rate

Conference Rate (3 Days)

Additional Devices

Switch Rental – 5 or 8 Port @ | $75.00 | $75.00 | $75.00 | |

Switch Rental – 12 or 16 Port @ | $125.00 | $125.00 | $125.00 | |

Please visit us at www.vancouverconventioncentre.com to place orders on line
### WIRED INTERNET DEDICATED Enhanced

<table>
<thead>
<tr>
<th>Description</th>
<th>Number Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
<th>Total Amount</th>
</tr>
</thead>
</table>
| Wired Internet Enhanced – 20Mbps  
1 IP Address, Dedicated Bandwidth  
Daily Rate | First Device @ | $1595.00 | $1695.00 | $1895.00 | |
| Wired Internet Enhanced – 20Mbps  
1 IP Address, Dedicated Bandwidth  
Conference Rate (3 Days) | First Device @ | $4495.00 | $4695.00 | $4995.00 | |
| Wired Internet Enhanced – 100Mbps  
1 IP Address, Dedicated Bandwidth  
Conference Rate (3 Days) | First Device @ | $10995.00 | $11995.00 | $12995.00 | |

**Wired Internet Enhanced:**
- Each Additional Location @ $595.00 $625.00 $775.00
- Each Additional Device @ $130.00 $140.00 $150.00
- Each Additional IP Address @ $130.00 $140.00 $150.00

**Switch rental – 5 or 8 Port**
- @ $75.00 $75.00 $75.00

**Switch rental – 12 or 16 Port**
- @ $125.00 $125.00 $125.00

### VOICE CONNECTIVITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Telephone</td>
<td>@ $295.00</td>
<td>$335.00</td>
<td>$395.00</td>
</tr>
<tr>
<td>IP Polycom Set Rental (Per Day)</td>
<td>@ $110.00</td>
<td>$115.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Fax Line – Equipment Not Included</td>
<td>@ $295.00</td>
<td>$335.00</td>
<td>$395.00</td>
</tr>
<tr>
<td>POS Line – Equipment Not Included</td>
<td>@ $295.00</td>
<td>$335.00</td>
<td>$395.00</td>
</tr>
</tbody>
</table>

Please check type of **POS** connection required
- [ ] Analog Phone Line
- [ ] Wired Internet (Ethernet)

### DIGITAL SIGNAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
</tr>
</thead>
</table>
| Media Wall – 9 Screen Matrix  
West Building Main Entrance, 15 Sec. Spot/Day | @ $700.00 | $800.00 | $1000.00 |
| Main Entrance Package  
3 Entrances, 15 Sec. Spot/Day | @ $1600.00 | $1700.00 | $1900.00 |
| Digital Signs – advertising per screen | @ $995.00 | $1195.00 | $1495.00 |
| Portable Digital Sign Rental  
47” – 52” Rate Per Day | @ $550.00 | $650.00 | $795.00 |
| Portable Digital Sign Rental  
80” Rate Per Day | @ $900.00 | $1000.00 | $1200.00 |
| Virtual Presence Device – BEAM Robot  
Per Day | @ $1200.00 | $1400.00 | $1500.00 |

**Payment Information:**

Make cheques payable to:

**Vancouver Convention Centre**

1055 Canada Place  
Vancouver, B.C. Canada  
V6C 0C3

To fax your form or for further enquiries:

- Call (604) 647-7206  
- Fax (604) 647-7325

---

**Payment method:**

- [ ] Cash  
- [ ] Cheque  
- [ ] Visa  
- [ ] MasterCard  
- [ ] American Express  
- [ ] Bank Wire Transfer - please inquire for additional details

**Payment Information:**

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<th>SUB TOTAL</th>
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<td>7% PST</td>
</tr>
<tr>
<td>#1001-0174</td>
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<tr>
<td>TOTAL CANADIAN</td>
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</tbody>
</table>

**Credit Card Number:** ____________________________________________  **Expiry Date:** __________________

**Print Name as it Appears on Card:** ____________________________________________

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

**Authorized Signature:** ____________________________________________  **Print Name and Title of Authorized Representative** ____________________________________________

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Please visit us at [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com) to place orders on line.
1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.

2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.

3. Conditions for processing service order forms:
   a) Payment for service must accompany service orders.
   b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.

4. Credit will not be given for service installed and not used.

5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.

6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.

7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.

8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.

9. Customer shall not and shall not permit any of its users or other third parties to:
   a) Disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
   b) Restrict or inhibit any other user from using and enjoying the Internet;
   c) Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
   d) Post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
   e) Upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder;
   f) Abuse or fraudulently use the Internet in any way not specifically set forth above.

10. Limitation of Liability
   a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
   b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
   c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
   d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
   e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or its affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
   f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
   (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
   (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
   (iii) restriction or inhibition imposed by a third party;
   (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
   (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
   (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
   (vii) infringement of patents or other proprietary rights; or
   (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.

Please visit us at www.vancouverconventioncentre.com to place orders on line
# EXHIBITOR SECURITY REQUEST 2017

**EVENT INFORMATION:**

**EVENT NAME:** 21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS

**EVENT DATES:** JUNE 5 – 8, 2017

**DATE(S) SECURITY REQUIRED:** (SPECIFY EACH DATE REQUIRED)

**CUSTOMER INFORMATION:**

**COMPANY NAME:**

**COMPANY ADDRESS:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Province/State</th>
<th>Postal/Zip Code</th>
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**ON-SITE CONTACT NAME:** TELEPHONE #: (   )

**E-MAIL:** FAX #: (   )

---

**DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN DATE** (4 hour minimum call time for all labour)

<table>
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<tr>
<th>SHIFT TIMES</th>
<th>X RATE</th>
<th>X # OF DAYS</th>
<th>TOTAL</th>
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**ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)**

<table>
<thead>
<tr>
<th>SHIFT TIMES</th>
<th>X RATE</th>
<th>X # OF DAYS</th>
<th>TOTAL</th>
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<tbody>
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<td>$49.00/Hr.</td>
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</table>

**ORDERS PRIOR TO 48 HOURS NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ $56.00 / HOUR**

**ORDERS 48 HOURS & UNDER NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ $98.00/ HOUR**

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**SPECIAL INSTRUCTIONS:**

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**PAYMENT INFORMATION:**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

**SUB TOTAL**

5.00% GST (#100432764)

**TOTAL**

CANADIAN

---

☐ Cash  ☐ Cheque  ☐ Money Order

☐ Visa  ☐ MasterCard  ☐ American Express  ☐ Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: ___________________________  Expiry Date: ___________________________

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to provide the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: ___________________________  Print Name and Title of Authorized Representative

---

www.vancouverconventioncentre.com
Miscellaneous
Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

♦ Alcohol consumption is prohibited during move-in and move-out of shows.

♦ All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.

♦ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquiries please contact the Catering Department at (604) 647-7240.

♦ Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.

♦ All helium-filled balloons or other inflatable’s are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.

♦ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.

♦ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.

♦ All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.

♦ All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.

♦ While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone or 604-647-7299 for assistance.

♦ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non-smoking.

♦ Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

www.vancouverconventioncentre.com
EXHIBITOR SAFETY & SECURITY 2017

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

♦ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

♦ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Proper PPE (Personal Protective Equipment) is required during move-in/out phases at the Vancouver Convention Centre. This may include Hard Hats, Hi-Vis Vests, Safety Goggles and Steel Toed Boots depending upon the type of work engaged in. Please contact the event’s On-Site Safety Representative through your Show Manager for further information.

♦ In order to regulate and verify deliveries arriving to the facility;
  - Any deliveries to the Vancouver Convention Centre must contain the following shipping information:
    - Name and address of receiver
    - Name and address of sender
    - Event name and booth number
    - Deliveries with incomplete information will not be accepted.
  - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
  - Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker.
  - Any freight left at the end of a move-out will be forced off-site.

♦ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.

♦ Proper ID is mandatory on-site during all move-in, event and move-out days.

♦ Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
  - Give as much information as possible including your location, age of person requiring assistance, and Do Not Panic
  - The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
  - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet

♦ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.

♦ Children under the age of 15 are not permitted on-site during event move-in or move-out

♦ Obey the Truck Route speed limit

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

www.vancouverconventioncentre.com
EXHIBIT FIRE PREVENTION

1. Displays may not block, impede or obstruct a fire exit from view. Should the sight line of such exits be affected, the Vancouver Convention Centre Director of Fire & Safety may provide alternative plans.

2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.

3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.

4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.

5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
   - Artificial flowers
   - Artificial/natural foliage
   - Plastic materials
   - Paper, cardboard or compressed paperboard
   - Textiles
   - Any other material used for festive decoration

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

6. The following materials may be used indoors under certain circumstances with special permission:
   - Straw and hay
   - Acetate fabrics
   - Corrugated paper
   - Flammable liquid
   - Paper backed foil
   - Combustible material used for covering tables or for skirting tables

7. It is necessary to flameproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity.

8. Open flame shall not be used solely for attracting attention.

9. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Vancouver Convention Centre’s Director of Fire & Safety who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.

10. Flammable, combustible and/or compressed gasses including propane may be used or displayed with approval of the Vancouver Convention Centre Director of Fire & Safety. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 20 lbs. With regard to aerosols, pressurized containers, not exceeding 500-ml capacity of each product classified as a flammable liquid may be exhibited. Restrictions do not apply to non-flammable products.

11. Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with Vancouver Convention Centre’s Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.

12. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Show Management or the Vancouver Convention Centre’s Director of Fire & Safety.

13. All electrical appliances, electrical cords and electrical connections must be CSA approved. All outlet bars must be fused.

14. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 to 20lbs, type ABC. This will include cooking, use of propane, etc. Only one propane tank permitted in a booth at a time. Additional tanks must go to designated storage area.

15. If it is deemed by the Vancouver Convention Centre that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or Show Management shall be required to evict the exhibitor.

16. These guidelines to fire safety are general requirements only. For more detailed information, please contact your Vancouver Convention Centre’s Event Manager.
GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR
1055 CANADA PLACE   (West Facility)

1. Impark at Vancouver Convention Centre West 1055 Canada Place

   See page 2 for map directions
   (Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre West
   or
   Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre West
   )

   440 stalls
   $30.00 per day (All prices are subject to change without notice)

   Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street – Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

PARKING AT 999 CANADA PLACE – WESTPARK  (East Facility)
Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website
http://canadaplace.westpark.com/reserve-a-space.html

See page 2 for map directions
Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking
Use Convention Centre/Hotel elevators (not World Trade Centre elevators)
For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”
If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

Canada Place Operations – 604-775-7063
Transit / Skytrain – (604) 953-3333
Seabus – (604) 986-1501

www.vancouverconventioncentre.com
PARKING DIRECTIONS

Vancouver Convention Centre (West Facility)

Vancouver Convention Centre (East Facility)
Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC
V6A2W5

October 13, 2016

International Parkinson and Movement Disorder Society
555 East Wells Street
Suite 1100
Milwaukee, WI 53202

Jennie Socha,

In response to your correspondence dated October 11, 2016; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

21st International Congress of Parkinson’s Disease and Movement Disorders
June 4-8, 2017
Vancouver Convention Centre- West
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

The information provided to the CBSA states there will be approximately 4,000 attendees of which 85% are foreign to Canada. The event is closed to the general public with no sales of merchandise taking place.

This event is expecting approximately 30 foreign exhibitors who are importing exhibits, displays, promotional literature and materials pertaining to movement disorders for use at the event. Non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

It has been determined that this event qualifies under the provisions of the Foreign Organization Remission Order as outlined in tariff classification 9830.00.00.00. Conference materials (i.e. office paraphernalia, souvenirs, printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported upon the completion of the event.

Canada
CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship. Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: http://www.cic.gc.ca/english/information/inadmissibility/index.asp

If you have attendees from visa-requiring countries (http://www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

To ensure that organizers and participants of your event are aware of requirements for entry to Canada, the information provided to the CBSA may be shared with CIC. The CIC may, in turn contact event organizers to confirm details of your event and provide further direction regarding admission to Canada for those attending your event.

To facilitate border procedures it is recommended that foreign attendees and exhibitors be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Laura Pirillo

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
laura.pirillo@cbsa-asfc.gc.ca / Tel: 604-666-1294 / TTY: 866-335-3237

Agent des services frontaliers, Direction générale des opérations
Agence des services frontaliers du Canada / Gouvernement du Canada
laura.pirillo@cbsa-asfc.gc.ca / Tél. : 604-666-1294 / ATS : 866-335-3237

The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.
Got Code?
Got Answers... an insider’s guide to pharmaceutical support.
Disclaimer
This information is provided as a courtesy for those responsible for producing a healthcare-related conference or congress, or an exhibit component therein, in Canada. It is meant to inform these individuals of significant developments related to the Rx&D Code of Ethical Practices. This Client Alert is not intended as legal advice nor is it a complete explanation of all aspects of the subject discussed. Therefore, it should not be relied on to determine a course of conduct with respect to a specific situation. Planners and exhibitors seeking clarification should refer to the Rx&D Code of Ethical Practices or contact Rx&D Member Companies directly for more information, or solicit professional guidance from a lawyer if legal interpretation is required.

Canadian Tourism Commission - Commission canadienne du tourisme
wwwmeetings.canada.travel
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Overview

For well over two decades, the subject of what constitutes appropriate practices when marketing pharmaceutical products to health-care professionals has been an evolving one for the pharmaceutical industry. In response to the heightened awareness of the ethical implications associated with healthcare-related marketing, an increasing number of states and countries, as well as the pharmaceutical companies themselves, have developed and adopted industry-driven codes of ethics.

Reflective of the pharmaceutical industry’s growing commitment to transparency and ethics-based marketing, both the Canadian Rx&D Code of Ethical Practices and the U.S PhRMA Code on Interactions with Healthcare Professionals have been revised on an ongoing basis to appropriately reflect the pharmaceuticals industry’s evolving commitment to transparency and ethics based marketing. This holds the pharmaceutical communities to a very high standard of practice. However, since there are variances in the respective Codes from destination to destination, these regulations can be confusing for planners who are hosting, or the exhibitors who are participating in these medical meetings, conventions and educational events.

In collaboration with Canada’s Research-based Pharmaceutical Companies (Rx&D), the Tourism Industry Association of Canada and the Canadian Tourism Commission have prepared this reference to provide practical guidance for planners of medical conferences and educational events. In addition to an overview of the Rx&D Code of Ethical Practices, it answers some of the frequently asked questions about hosting meetings and educational events in Canada.
Canada's Rx&D Explained

Rx&D is the association of leading research-based pharmaceutical companies dedicated to improving the health of Canadians through the discovery and development of new medicines and vaccines. The association's community represents 15,000 men and women working for over 50 member companies and it invests more than $1 billion in research and development each year to fuel Canada's knowledge-based economy. To ensure this critical work is being conducted in a highly ethical manner, all Rx&D Members agree to adhere to the Code of Ethical Practices when working in partnership with governments, healthcare professionals (HCPs) and other stakeholders.

The Eight Guiding Principles of the 2012 Code of Ethical Practices serve as a basis for ethical decision-making in the pharmaceutical industry through the provision of a common and consistent framework.

These eight principles have been streamlined in an effort to eliminate redundancy within the Code:

1. The health and well-being of patients and all Canadians is the first priority.
2. All interactions with Stakeholders are to be conducted in a professional and ethical manner. Members must be cognizant of potential conflicts of interest and manage them appropriately.
3. All interactions shall be in accordance with all applicable laws and regulations.
4. Members must adhere to the Code in both the spirit and the letter and, as such, must ensure that all relevant personnel and agents acting on their behalf are trained in the requirements of the Code and abide by it.
5. Members are committed to engaging relationships that are trustworthy and credible.
6. All clinical (phase I-IV) trials and scientific research sponsored or supported by Members will be conducted with the intent to develop knowledge that will benefit Canadians and advancement of science and medicine. Members support transparency in the presentation of research and study results.
7. Members will ensure that Canadian Stakeholders have access to education and information about the appropriate uses of our products and services. All product information provided to Stakeholders must be accurate and fair balanced.
8. Members will not give or offer any payments or inducements that are either unlawful or improper, directly or indirectly, to any individual stakeholder.
Code-Speak

The Code of Ethical Practices is the cornerstone of Rx&D’s commitment to ethics and compliance and a key component of their business practices. The Code guides business conduct and governs all interactions with stakeholders including health care professionals, other stakeholders and governments. All Rx&D members are required to understand and comply with the Code and follow its guidelines in the workplace and the business community.

The Code of Ethical Practices has evolved in tandem with changes in the environment within the pharmaceutical industry in Canada. The newly revised Code, which took effect March 31, 2012, is part of an ongoing effort to ensure that stakeholders (including health care professionals, stakeholders and governments) receive accurate and objective information about Rx&D members’ products and services in a manner that ultimately benefits patients and enhances the practice of medicine.

The Rx&D Code that was in effect before March 2012 largely applied to relationships between sales representatives and Health Care Professionals (HCPs), however, the scope of the revised Code of Ethical Practices 2012 has been expanded to include all member employees interacting with stakeholders including HCPs, other Stakeholders and government for the purpose of commercializing prescription medicines, excluding medical devices and over-the-counter products. The Code now includes newly-introduced definitions of these sectors to ensure clarity. Additionally, a new element of the Code, which was instituted to reflect current practices, outlines new guidelines as to the Dissemination of Scientific Information. This term refers to any activity which is directed to a Stakeholder to disseminate information relating to pharmaceutical products. A related revision, of particular interest to meeting professionals involved with healthcare events/exhibits, is that the Code’s definition of advertising as it relates to pharmaceutical products now aligns with Health Canada’s definition.
Cracking the Code – FAQs

Medical conferences and congresses serve as important forums for scientific exchanges and the education of physicians, medical scientists and other health care professionals. These events provide opportunities for learning, sharing expertise and staying informed about developments in clinical practice, health sciences and health innovations, including new medicines and medical technologies.

Rx&D members are committed to upholding Canada’s high ethical standards and legislative requirements. As such, any interaction with stakeholders including healthcare professionals, other stakeholders and governments – including their participation in medical conferences and/or congresses – is strictly governed by the Code of Ethical Practices. The primary purpose of these exchanges should be the provision of accurate and objective information about Rx&D Member products and services. As they have evolved over the years, these higher standards have altered the landscape for those involved in managing health-care conferences/congresses or participating in them via an exhibit component, particularly with respect to the opportunities available for corporate sponsorship traditionally associated with these events.

A number of the recent changes to the Code of Ethical Practices will provide international conference planners greater access to the Canadian market while maintaining Canada’s high ethical requirements and legislative standards. Newly-incorporated provisions of the Code replace previous requirements that may have served to discourage conference planners from hosting medical conferences and congresses in Canada.

Some of the changes include:

- The creation of a distinct section in the Code on conferences/congresses, providing a one-stop reference for medical conference planners.
- Better harmonization between the marketing guidelines established within the Code and those established by the federal government, while still maintaining the highest ethical standards.
- The inclusion of specific guidelines impacting international conferences/congresses held in Canada. These events are welcomed and encouraged as it is recognized that Canadian Stakeholders need to be educated and informed about development in the health research, health sciences, clinical practices and their professions on an international level.
Who can participate at international conferences/congresses that are held in Canada? What special considerations exist for these international events?

International affiliates (non-Canadian) of Rx&D Members may host or participate in scientific exchanges with Canadian and non-Canadian HCP’s attending these events. These international affiliates must respect applicable Canadian laws/regulations and to abide by the Rx&D Code. International affiliates—parent companies, subsidiaries or divisions of Rx&D Members based outside of Canada—must adhere to the same provisions as the Rx&D Members themselves. It is the responsibility of each Member to ensure compliance of their International Affiliates as any incidents of non-compliance could result in an infraction for the Member.

Can events be sponsored? How can this support be appropriately acknowledged?

**Donations:** Members can make financial or in-kind donations to organizations involved in promoting activities such as artistic, charitable, cultural, community, educational, humanitarian, health, philanthropic, and sporting activities. Such support must not be undertaken for product promotional reasons, and is not directed to product promotion purposes. It is acceptable to acknowledge corporations for their support, provided that specific pharmaceutical products are not mentioned; for example, a “thank you” statement indicating “these lectures are made possible by the corporate support of...”

**Sponsorship:** Members can sponsor conferences and congresses organized by academic societies and professional associations or organizations that are held in Canada. The program must have a medical, scientific or educational dimension to it and sponsorship should not influence the content of the program.

The request for sponsorship must be made in writing and must include all details of the funding requested through a variety of sponsorship levels (platinum, gold, etc.; the dates, times and duration of the event; the program content; and the educational/scientific value of the event). The Member providing the support must respond to the request in writing, outlining the nature of the funding provided, clearly indicating to the requesting party what the Member is supporting. It is acceptable to acknowledge corporations for their support and denote the level of support (e.g., Platinum Partner, Gold Partner, etc.) and display their corporate logo on sponsor boards. In fact, acknowledgment of sponsorship by Members should appear on all program-related materials. As noted above, this exposure should be documented in writing as it forms part of the sponsorship package. This form of acknowledgement should not mention specific pharmaceutical products.
Who can rent trade show booths at International Conferences/Congresses?

Rx&D Members and international affiliates (non-Canadian) may exhibit in the areas of the event designated for that purpose. Any booth fees paid must not include built-in membership fees or donations to any association. Gifts, offers or enticements to encourage a Stakeholder to visit a display are prohibited by the Code as is the provision of meals or refreshments at the display.

A representative of the member company must be present at the booth at all times while the trade show floor is open.

Exhibitors may not distribute samples or provide meals and refreshments, including water, coffee, etc., at their booth. However, they may provide unaltered reprints of scientific or medical papers as handouts at the booth. Product branding at the trade show booth itself is permitted but is subject to advertising guidelines provided by Health Canada, the PAAB, ASC and other relevant bodies.

Promotional and educational material available at the booth must be consistent with the approved product monograph(s).

Does the Code include specific standards that govern international affiliate exhibitors?

Yes. These requirements are summarized as follows:

- If Company X materials (international affiliate) are used at conference and a product is not approved for sale in Canada, the materials used at the conference must emanate from the parent company (Company X Inc.) and should be labeled with a legible disclaimer, "Product X (chemical name) is not available for sale in Canada", or similar text, as approved by the Canadian affiliates regulatory and/or medical department – disclaimer should be legible and in proportionate size to the material displayed or presented.

- If the product’s indication/s differs from those contained in the approved Canadian product monograph, the material used at the booth should be labeled: "The information contained herein does not necessarily reflect the content of the approved Canadian product monograph."

- No reference at the booth or in the materials distributed should be made as to the availability of unauthorized drugs through the Canadian Special Access Program or any off-label use.

- All drug product material should be submitted to the Canadian affiliates’ regulatory and/or medical department for review and approval.

- Questions from Canadian HCP’s regarding availability of a drug prior to market approval or for not-approved-in Canada indications are to be referred to Canadian medical personnel.

- Product branding, where permitted by the conference/congress must follow the guidance frameworks for promotion provided by Health Canada, the Pharmaceutical Advertising Advisory Board and other relevant bodies including Advertising Standards Canada. As such, sponsorship of conference/congress items through the level chosen is permitted.

- Individual member companies cannot distribute branded items at conferences/congresses.
What can exhibitors do to attract visitors to the booth?

It is acceptable to post wayfinding signage and booth marker signs to help attendees find their way to a member's booth. However, pins, buttons, refreshments or other giveaways may not be used to entice attendees to visit a booth. Wayfinding signage could include the names of specific pharmaceutical products or the company brand.

Can stakeholders attend social functions at the event?

All stakeholders, including exhibitors, may attend social functions intended for all delegates as part of the event, but Rx&D Members cannot host social functions intended for stakeholders.

Can the event organizer be held accountable for non-compliance of the Code by exhibitors?

No. Members of Rx&D are responsible for their own conduct. It is also the responsibility of each Rx&D Member to ensure compliance of their International Affiliates, where applicable, as any incidents of non-compliance could result in an infraction for the Member.

To whom should international affiliate exhibitors direct their questions regarding their sponsorship or exhibits?

International affiliates must contact their Canadian affiliates for any questions they may have regarding sponsoring or attending a conference in Canada.
Can banners, signage or meter boards acknowledging corporate supporters be displayed?

Yes, banners, signage or meter boards can acknowledge corporate supporters. Product branding where permitted by the conference or congress must follow the guidance framework for promotion provided by Health Canada Guidelines. This means that signage or meter boards could feature corporate brand or product specific name. Individual Rx&D Members cannot distribute branded items produced by them at a congress or conferences.

Can we hang corporate member or meeting sponsor signs over specific sponsor’s exhibit booths? Can we place corporate member or meeting sponsors floor decals next to sponsor’s booths?

Yes.

Can we include product ads in the event program or strictly educational/scientific content?

Ads may be included but they are subject to promotion guidelines provided by Health Canada, the PAAB, ASC and other relevant bodies.

Do printed materials have to include prescribing information if referencing a specific product?

Printed materials are subject to promotion guidelines provided by Health Canada, the PAAB, ASC and other relevant bodies. If printed materials differ from the approved Canadian product monograph, the material should be labeled: *The information contained herein does not necessarily reflect the content of the approved Canadian product monograph.*

Can we produce attendee tote bags/registration bags for my convention/congress in Canada?

Yes. Multi-sponsor bags are permitted and could feature corporate brand or specific product name.

Can international exhibitors discuss all of their products in their booths on the exhibit floor?

Yes. International affiliates may discuss their full complement of products and services but should be aware that there are requirements specific to products that are not approved for sale in Canada. These standards are addressed in the earlier question regarding specific standards for Affiliated International Exhibitors.
Can a company underwrite the cost of badge lanyards?

Yes, corporate brand or specific product name is permitted.

Can branded pens, pins or other items be included as part of an attendee tote bag?

No. The following are some examples of (but are not limited to) items that would be considered to be in contravention of the Code if provided to Stakeholders:

- Agendas, pocket diaries, bookmarks, calendars, desk clocks;
- Subscriptions to publications;
- Diaries, fridge magnets, kit folders;
- Mouse pads, note pads, Post-it notes, script pads;
- Office supplies such as paperweights, pens & penholders, plastic portfolios;
- Stress/rehabilitation balls, back supports, stirrup covers and similar so-called patient aids;
- Stationery items such as patient appointment cards containing patient information;
- Product-bearing advertising;
- Tote bags and bags with a corporate logo (single sponsorship)
<table>
<thead>
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<th>Description</th>
<th>Interpretation</th>
<th>Relevant Excerpts from the Code</th>
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</table>
| Donations   | Members can make donations, financial or in-kind to organizations involved in promoting activities such as artistic, charitable, cultural, community, educational, humanitarian, health, philanthropic, and sporting activities.  
It is acceptable to acknowledge corporations for their support, provided that specific pharmaceutical products are not mentioned.  
e.g. A “thank you” statement indicating “these lectures are made possible by the corporate support of...” | 12.2.1: Members must ensure that such support is not undertaken for product promotional reasons, and is not directed to product promotion purposes.  
Acknowledgement by the recipient organization of such support must be restricted to an appropriate statement of support and follow the guidance frameworks for promotion provided by Health Canada, the PAAB, ASC and other relevant bodies. |
| Sponsorship of educational and scientific conferences | Members can sponsor conferences and congresses organized by academic societies and professional associations or organizations and held in Canada.  
The program must have a medical, scientific or educational dimension to it and sponsorship should not influence the content of the program.  
The request for sponsorship must be made in writing and must include all details of the funding requested through a variety of sponsorship levels (platinum, gold, etc...). (e.g. the level of support, dates, times and duration of the event, the program content, and the educational scientific value of the event).  
The member must respond in writing noting specifically what the member is supporting.  
It is acceptable to acknowledge corporations for their support and denote the level of support (e.g. platinum, gold, etc.).  
In fact, all sponsorships should be disclosed and should accurately reflect the level of involvement (e.g. Gold, Platinum, etc.). Acknowledgement of sponsorship by Members should appear on all program-related materials. | 10.1.3.1: Members may sponsor Canadian third-party educational or professional conferences and congresses, under the following conditions:  
10.1.3.1.1: The responsibility for and control over the selection of content, faculty, educational methods, materials, and venue belongs to the organizers of the conference or congress in accordance with their guidelines.  
10.1.3.1.2 The primary purpose of the event must be scientific, medical and/or educational in nature.  
10.1.3.1.3 The audience may consist of Stakeholders, including patients or public.  
10.1.3.2.1 The request for sponsorship must be received in writing, and must include all details of the funding requested through a variety of sponsorship levels (platinum, gold, etc...). Objective evidence of the educational value of the event is required (for example, an agenda or scientific program) that clearly describes the educational purpose, content, meeting start and finish times and duration of educational sessions.  
10.1.3.2.2 The Member providing the support must respond to the request in writing, outlining the nature of the funding provided, clearly indicating to the requesting party what the Member is supporting.  
10.1.3.2.6 Where conferences and congresses are sponsored in whole or in part by a Member, such sponsorships should be appropriately disclosed and accurately reflects the nature of the Member’s involvement. Acknowledgment of sponsorship by Members should appear on all program related materials.  
10.1.3.2.7 Where Members are involved in the sponsorship and/or distribution of reports on conferences and congresses, these reports might constitute promotional material and thus would be subject to the requirement of the Code. Names of the sponsoring Members should be clearly indicated. |
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<tr>
<td>Product branding at conferences, trade shows and events</td>
<td>Branded pens, pads, pins or other items that are indicated in Section 15.2.3 of the Rx&amp;D Code cannot be distributed.</td>
<td>10.1.3.2.5 Product branding where permitted by the conference or congress must follow the guidance frameworks for promotion provided by Health Canada, the PAAB, ASC and other relevant bodies. As such, sponsorship of conference or congress items through the sponsorship level chosen is permitted. Individual Members cannot distribute branded items at a conference or congress.</td>
</tr>
<tr>
<td>Trade Shows Booths/ Exhibit Halls</td>
<td>Members may exhibit in the areas of the event designated for that purpose.</td>
<td>10.1.3.2.3 It is appropriate for the Member to set up a booth or display in the exhibit hall of the conference or congress.</td>
</tr>
<tr>
<td></td>
<td>Any booth fees paid by the Member must not include membership fees or donations to any association – donations are addressed in other sections of the Code and must be reported separately.</td>
<td>10.1.3.2.4 As per Section 16.3.4 of this Code, a Member is not allowed to distribute samples at a conference or congress.</td>
</tr>
<tr>
<td></td>
<td>A representative of the member company must be present at the booth at all times while the trade show floor is open.</td>
<td>10.1.3.2.5 Product branding where permitted by the conference or congress must follow the guidance frameworks for promotion provided by Health Canada, the PAAB, ASC and other relevant bodies. As such, sponsorship of conference or congress items through the sponsorship level chosen is permitted.</td>
</tr>
<tr>
<td></td>
<td>Members may not distribute samples or provide meals and refreshments at their booth.</td>
<td>Individual Members cannot distribute branded items at a conference or congress.</td>
</tr>
<tr>
<td></td>
<td>The member may provide unaltered reprints of scientific or medical papers as handouts at the booth.</td>
<td>11.2.1: At least one qualified representative of the Member must be on site during congress hours.</td>
</tr>
<tr>
<td></td>
<td>Product branding at the trade show booth itself is permitted but is subject to advertising guidelines provided by Health Canada, the PAAB, ASC and other relevant bodies.</td>
<td>11.2.2 Promotional and educational material available at the display must be consistent with the approved product monograph(s). Reprints of scientific and medical papers may be distributed at the display, provided they are reprinted verbatim, and are not presented in a manner which differs in any way from the approved product monograph(s).</td>
</tr>
<tr>
<td></td>
<td>Information on or at the booth must be consistent with the product monograph(s).</td>
<td>11.2.3 The fee a Member pays for exhibit space must not include additional donations to the association or other entity holding the congress, unless additional donations are reported as such.</td>
</tr>
<tr>
<td></td>
<td>It is acceptable to post wayfinding signage and booth marker signs to help attendees find their way to a member’s booth. However, pins, buttons, ribbons or other giveaways may not be used to entice attendees to visit a member’s booth.</td>
<td>11.2.5 Provision of meals and refreshments at the display is prohibited.</td>
</tr>
<tr>
<td></td>
<td>Member employees may attend social functions intended for all delegates as part of the event, but members cannot host functions or attend exclusive social functions.</td>
<td>10.1.3.2.9 As it relates to particular sponsorship, Member-specific social functions are not permitted. However, Member employees can participate in activities that are part of conferences and congresses if they are incidental to these events and are not organized by Member companies.</td>
</tr>
<tr>
<td>International Conferences and Congresses Held in Canada</td>
<td>Parent companies, subsidiaries or divisions of Rx&amp;D members based outside of Canada must adhere to the same provisions as the Canadian Rx&amp;D Members themselves.</td>
<td>10.3.1.1: International affiliates (non-Canadian) of Members may host or participate in scientific exchanges with Canadian and non-Canadian Health Care Professionals attending these events. These international affiliates must respect applicable Canadian laws and regulations and this Code.</td>
</tr>
</tbody>
</table>
Good to Know – Helpful Links

Conference planners, for questions or interpretations re the Rx&D Code please contact:

Chrisoula Nikidis  
Executive Director, Ethics and Compliance  
Rx&D  
55 Metcalfe Street, Suite 1220  
Ottawa, ON  
K1P 6L5  
Telephone: 613-236-0455 ext. 625  
Fax: 613-236-6756  
Website: www.canadapharma.org

Link to Rx&D Code of Ethical Practices

Pharmaceutical companies please contact your local Canadian affiliate.  
A listing of current Rx&D member companies can be accessed at:  
https://www.canadapharma.org/en/about/Membership.aspx  

The complete policy detailing Health Canada’s definition of advertising is available for review at:  

Links to PAAB Code and ASC Codes:  
Abide by the Code

Sample Sponsorship Prospectus for International Meetings Convening in Canada

Generate a high-profile presence supporting the Annual Meeting of the ABC Society of America

All supporters receive the following package ensuring comprehensive recognition:

- Signage in the convention center and headquarter hotels (including static clings)
- Acknowledgement at the Opening Reception (Gobos projected on the walls for Double Platinum, Platinum, Gold; Signage for all levels)
- Acknowledgement in the Final Program, ABC Society News
- Thank you on the ABC Society website
- Exhibit booth highlighted on floor plans
- Acknowledgement on the meeting application
- Carpet Decal and support level
- VIP Supporter Lounge

Commercial Support Policy

- Unless pertaining to the exhibit hall, trade names or product-group messages may not be used on any materials designated as an ABC Society support opportunity.
- The “Note: “produced by the supporter” indicates that supporters are responsible for the purchase, production, and delivery of items.
- A signed Letter of Agreement containing language stipulated by the Accreditation Council for Continuing Medical Education (ACCME) is required.
- ABC Society of America must approve all artwork prior to the production of supported items.
- Written authorization from the supporter is required before ABC Society will accept inquiries or provide information to agents and third parties.

ABC Society of America is committed to meeting the needs of its potential supporters. Please contact Joseph M. Planner, Director, Meeting Services, with questions, or to discuss the opportunities.
Supporting ABC Society automatically designates you as a Patron!

Levels

**Diamond**
- Acknowledgement at the Opening Reception (Gobos projected on the walls)
- Complimentary pre (2) and post meeting (2) registration lists
- Complimentary attendee registrations (10)
- Invitations to the Leadership Reception (10)
- VIP Supporter area at reception
- Complimentary full page, four color ad in the Exhibit Guide
- Meeting room suite on the exhibit floor
- Complimentary Learning Lounge session in the Exhibit Hall
- Acknowledgement at the ID Training Directors
- Digital Capture Coupons (500)
- Recognition on the Mobile Website
- Two “Thank you” tweet announcements, with an invite to the supporters’ booth

**Platinum**
- Acknowledgement at the Opening Reception (Gobos projected on the walls)
- Complimentary (1) pre and post meeting (2) registration lists
- Complimentary attendee registrations (6)
- Invitations to the Leadership Reception (6)
- VIP Supporter area at reception
- Bag insert or provide giveaway; i.e. hand sanitizer (supporter must produce and provide)
- Complimentary full page, four color ad in the Exhibit Guide
- Digital Capture Coupons (250)
- Recognition on the Mobile Website
- One “Thank you” tweet announcements, with an invite to the supporters’ booth
Gold
- Acknowledgement at the Opening Reception (Gobos projected on the walls)
- Complimentary (1) pre and (1) post meeting registration lists
- Complimentary attendee registrations (4)
- Invitations to the Leadership Reception (4)
- VIP Supporter area a reception
- Complimentary half page, four color ad in the Exhibit Guide
- Digital Capture Coupons (100)

Silver
- Acknowledgement at the Opening Reception (Signage)
- Complimentary (1) post meeting registration list
- Complimentary attendee registrations (2)
- Complimentary quarter page, four color ad in the Exhibit Guide
- Invitations to the Leadership Reception (2)

Bronze
- Acknowledgement at the Opening Reception (Signage)
- Complimentary attendee registration (1)
- Invitation to the Leadership Reception (1)

Boutique items (companies can also consider the following additional opportunities):
- Thank you on the cyber café
- Overflow Café
- Hotel key card recognition
- Poster Receptions
- Mobile Website