



International Parkinson and
Movement Disorder Society

21st International Congress of Parkinson's Disease and Movement Disorders



June 4–8, 2017

VANCOUVER

British Columbia, Canada





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Movement Disorder Society

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International Congress Oversight Committee

Chair: Philip Thompson, Australia
David John Burn, United Kingdom
Günther Deuschl, Germany
Oscar Gershanik, Argentina
Christopher Goetz, USA
Christine Klein, Germany
Matthew Stern, USA
A. Jon Stoessl, Canada

Congress Scientific Program Committee

Chair: Christine Klein, Germany
Co-Chair: A. Jon Stoessl, Canada
Charles Adler, USA
Tim Anderson, New Zealand
Vincenzo Bonifati, Netherlands
K. Ray Chaudhuri, United Kingdom
Marie-Francoise Chesselet, USA
Carlo Colosimo, Italy
Marina de Koning-Tijssen, Netherlands
Kelly Foote, USA
Steven Frucht, USA
Oscar Gershanik, Argentina
Christopher Goetz, USA
Günter Högl, Germany
Ole Isacson, USA
Beomseok Jeon, Korea
Hyder Jinnah, USA
Micaela Morella, Italy
Elena Moro, France
Alice Nieuwboer, Belgium
Stephane Palfi, France
Irena Rektorova, Czech Republic
Raymond Rosales, Philippines
Eng-King Tan, Singapore
Philip Thompson, Australia
Lars Timmermann, Germany
Yoshikazu Uegawa, Japan
Miquel Vila, Spain

Congress Local Organizing Committee

Chair: A. Jon Stoessl
Silke Appel-Cresswell
Doris Doudet
Matthew Farrer
Wayne Martin
Martin McKeown
Oury Monchi
Vesna Sossi
Joseph Tsui

MDS Officers

President: Oscar Gershanik, Argentina
President-Elect: Christopher Goetz, USA
Secretary: Claudia Trenkwalder, Germany
Secretary-Elect: Susan Fox, Canada
Treasurer: David John Burn, United Kingdom
Treasurer-Elect: Victor Fung, Australia
Past-President: Matthew Stern, USA

International Executive Committee

Charles Adler, USA
Paolo Barone, Italy
Daniela Berg, Germany
Bastiaan Bloem, Netherlands
Francisco Cardoso, Brazil
Cynthia Comella, USA
Carlos Cosentino, Peru
Günther Deuschl, Germany
Joaquim Ferreira, Portugal
Nobutaka Hattori, Japan
Beom Jeon, Korea
Jeffrey Kordower, USA
Michael Okun, USA
Mark Stacy, USA
Ryosuke Takahashi, Japan
Louis Tan, Singapore

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 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

International Secretariat

555 E. Wells Street, Suite 1100 • Milwaukee, WI 53202-3823 USA • Tel. +1 414-276-2145 • Fax +1 414-276-3349
congress@movementdisorders.org • www.mdscongress2017.org

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**The International Parkinson and Movement Disorder Society's
21st International Congress of Parkinson's
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***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.

DATE	SEND TO	ITEM
March 1, 2017	MDS	- Deadline for graphics for purchased advertisement space in the MDS Final Program
April 17, 2017	MDS	- Deadline to submit registration bag inserts for pre-production approval
April 3, 2017	MDS	- Early registration deadline
May 1, 2017	MDS	- Deadline to submit technical plans for approval for space-only exhibits
May 1, 2017	RR Donnelley	- Deadline for delivery of approved purchased registration bag inserts to RR Donnelley for insertion into the bags. Please send 4,000 to: 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 - June 8, 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

Website: <http://www.mdscongress2017.org/Congress-2017/Registration/Group-Registration.htm>

**Registration – Individuals**

Showcare Event Solutions

Telephone: +1 514-847-0512

Fax: +1 514-380-5378

E-mail: mdscongress@showcare.com

Website: <http://www.mdscongress2017.org/Congress-2017/Registration.htm>

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

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

For updated information about the meeting, please visit: <http://www.mdscongress2017.org/Congress-2017.htm>

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

Monday, June 5	9:00 – 16:00
Tuesday, June 6	9:00 – 16:00
Wednesday, June 7	9:00 – 16:00
Thursday, June 8	9:00 – 15:30

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)

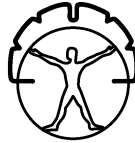
Credit Card Number: _____ Expiration Date: _____

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: _____



International Parkinson and
Movement Disorder Society

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** _____

Promotional Item(s) Approval Form

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

21st International Congress

June 4-8, 2017

VANCOUVER

British Columbia, Canada



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 in to 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 #:	
<hr/>			
Address:			
<hr/>			
City:	State/Province :	Zip/Postal Code:	Country:
<hr/>			
Telephone:	Fax:	E-mail:	
<hr/>			
Description of Item(s):			
<hr/>			
<hr/>			

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.

21st International Congress of Parkinson's Disease and Movement Disorders

June 4 - 8, 2017

Vancouver Convention Centre / West Building

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 **Exhibitor 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.

Gratuities

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 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

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

IMPORTANT - READ CAREFULLY

Please fill out The Credit Card Authorization below if:

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

PLEASE COMPLETE THE FOLLOWING
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS
☐ CORPORATE ☐ PERSONAL

EXPIRY DATE:

CARD #

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

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Cardholder's Billing Address: _____

City: _____ Prov/State: _____ Code/Zip: _____

Tel: _____

Fax: _____

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
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

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

Name of Exhibiting Company

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

Third Party / Exhibit House

Name of Third Party/Exhibit House

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

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.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

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

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



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

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

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBPU3NNYC

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



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

#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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$59.00	\$83.00	
	Grey Fabric Counter Stool	\$120.00	\$168.00	
	Grey Fabric Arm Chair	\$79.00	\$111.00	
	Grey Folding Chair	\$35.00	\$49.00	
	Cocktail Table 40" High	\$119.00	\$167.00	
	30" Round 30" High Pedestal Table	\$106.00	\$148.00	
	30" Round 18" High Coffee Table	\$95.00	\$133.00	
	Coat Tree	\$59.00	\$83.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$81.00	\$113.00	
	Easel	\$50.00	\$70.00	
	Ballot Drum	\$78.00	\$110.00	
	Garment Rack on Wheels	\$43.00	\$60.00	
	White Counter Storage Unit 40" H	\$211.00	\$295.00	
	Bag Holder 40"H	\$71.00	\$99.00	
	Tape Stanchion	\$69.00	\$97.00	
	Wastebasket	\$25.00	\$35.00	

DRAPED DISPLAY TABLES 30" HIGH
☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ RED ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	6 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	8 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	Drape Fourth Side	Add \$39.00 ea.		

RAISED DRAPED DISPLAY TABLES 42" HIGH
☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$138.00	\$193.00	
	6 Ft. Long x 2 Ft. Wide	\$150.00	\$210.00	
	8 Ft. Long x 2 Ft. Wide	\$163.00	\$228.00	
	Drape Fourth Side	Add \$39.00 ea.		

CUSTOM BOOTH DRAPING
☐ BLACK ☐ BLUE ☐ RED ☐ SILVER ☐ WHITE

	3 Ft. High (Per Linear Ft.)	\$14.00	\$20.00	
	8 Ft. High (Per Linear Ft.)	\$17.00	\$25.00	

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.

SUBTOTAL
5% GST
7% PST
TOTAL

GST #R104060264

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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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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)**
BOOTH CARPET - STANDARD SIZE
Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	10 Ft. X 10 Ft. Single Booth	\$207.00	\$290.00	
	10 Ft. X 20 Ft. Double Booth	\$412.00	\$577.00	

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

BOOTH CARPET - CUSTOM SIZE
If your booth requires a size not listed above, please complete this section.
BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.

\$2.71/Sq. Ft.

\$3.80/Sq. Ft.

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)
BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.

\$1.40/Sq. Ft.

\$1.96/Sq. Ft.

PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)
BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.

\$1.14/Sq. Ft.

\$1.60/Sq. Ft.

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.*

**SUBTOTAL
5% GST
7% PST
TOTAL**

GST #R104060264

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

Signature

Date



Specialty Furniture

Black Ladder Stool



Equino White Stool



White Leather Stool

Red Leather Stool



Black Leather Stool

Chrome Wireback Stool



White Sculpted Leather Chair



Also available in black or red

White Sculpted Leather Loveseat

24" Square Chrome/White Cocktail Table



30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top



Black Corbusier Leather Chair



Also available in white or red

Black Corbusier Leather Loveseat

Throw Pillows



Available in:



Still can't find it?

For more options please contact the Exhibitor Services Department **403.243.2212**

or check out: divinefurniturerental.com



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



48" Black Coffee Table



72" Chrome & White Meeting 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

24" Round End Table
White Top



Black Round Tub Chairs



White Round Tub Chairs



Still can't find it?

For more options please contact the Exhibitor Services Department **403.243.2212**

or check out: divinefurniturerental.com

SPECIALTY FURNITURE ORDER FORM

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 _____

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

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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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)

QTY	DESCRIPTION	DISCOUNT PRICE		TOTAL
	Black Ladder Stool (Cloth Seat)	\$188.00		
	Equino White Stool	\$225.00		
	Leather Stool <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	\$225.00		
	Chrome Wireback Stool	\$233.00		
	Sculpted Leather Chair <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	\$325.00		
	Sculpted Leather Loveseat <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	\$441.00		
	Chrome/White Cocktail Table (24" square top, 42" high)	\$227.00		
	Round Cocktail Table (Black 30" diameter top, 42" high)	\$249.00		
	Square Cocktail Table (Black 30" top, 42" high)	\$249.00		
	Corbusier Leather Chair <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	\$421.00		
	Corbusier Leather Loveseat <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	\$496.00		
	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	\$34.00		

QTY	DESCRIPTION	DISCOUNT PRICE		TOTAL
	42" Black Meeting Table (Round)	\$219.00		
	Leather Ripple Sled Base Meeting Chair <input type="checkbox"/> grey <input type="checkbox"/> black	\$182.00		
	Bar Fridge	\$275.00		
	Literature Stand	\$219.00		
	White Meeting Chair	\$176.00		
	72" Chrome & White Meeting Table	\$352.00		
	Round Meeting Chairs <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	\$149.00		
	24"x48" Coffee Table <input type="checkbox"/> white top <input type="checkbox"/> black top	\$239.00		
	24" Round End Table <input type="checkbox"/> white top <input type="checkbox"/> black top	\$190.00		
	Round Coffee Table <input type="checkbox"/> 32" <input type="checkbox"/> 39" <input type="checkbox"/> white top <input type="checkbox"/> black top	\$214.00		
	Round Tub Chairs <input type="checkbox"/> white <input type="checkbox"/> black	\$341.00		

NOTE: Specialty Furniture will not be available to rent on-site.

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

GST #R104060264

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

DISCOUNT PRICE DEADLINE DATE:

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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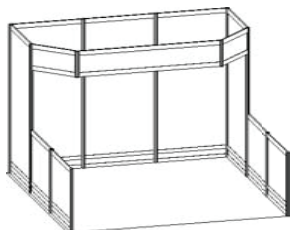
EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

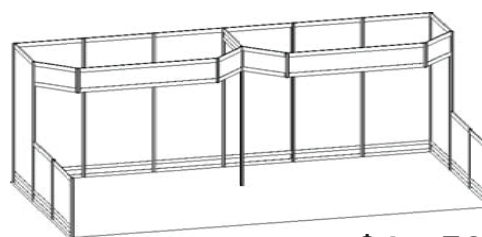
☐ CHEQUE ATTACHED (PAYABLE TO GES)

Show Special

→ Spend less → Sell More → Look great

\$1,113.00
PACKAGE A: 10'x10' BOOTH

- Header Sign - 12"x78"
- Infill Panels
- Colour Coordinated 10'x10' Carpet
- Price after Deadline Date: **\$1,558.00**

- ✓ 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


\$1,750.00
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**

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

Date

Time

PLEASE COMPLETE THE FOLLOWING:
SIZE ORDERED:
PACKAGE A:
☐ 10'x10'

PACKAGE B:
☐ 10'x20'

Infill Panel

Colour: White Only

Carpet Colour: ☐ Black

☐ Blue

☐ Red

☐ Grey

(All panel & carpet colours subject to availability.)

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)
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.

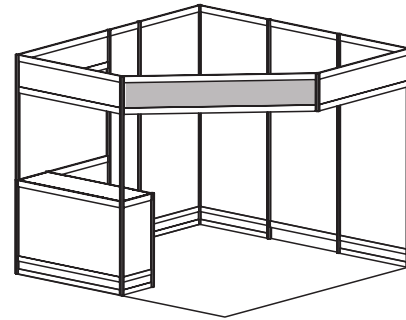
Signature

Date

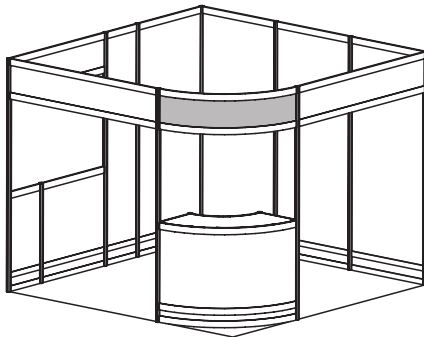
SUBTOTAL
5% GST
7% PST
TOTAL

GST #R104060264

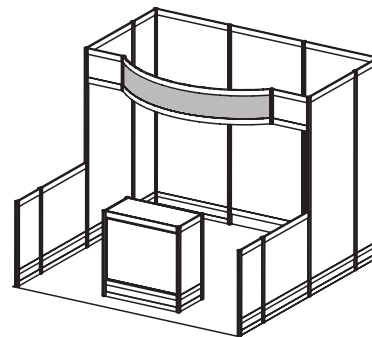
standard exhibit rentals



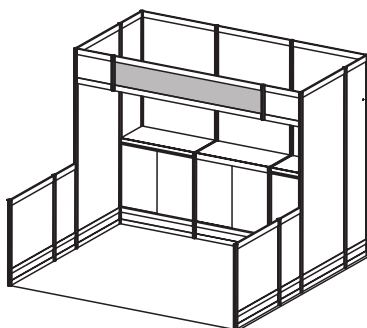
● GEM Model #1 - 10'x10' Corner



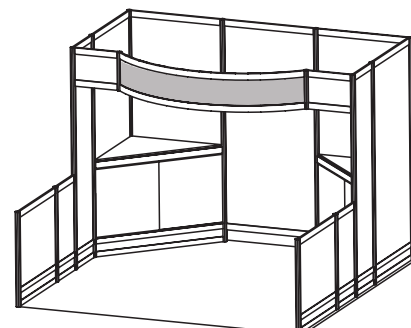
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



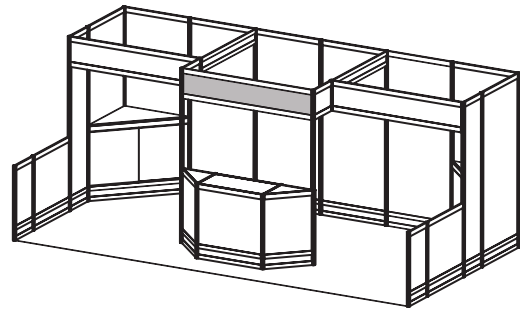
● GEM Model #5 - 10'x10'

3 Easy Steps →

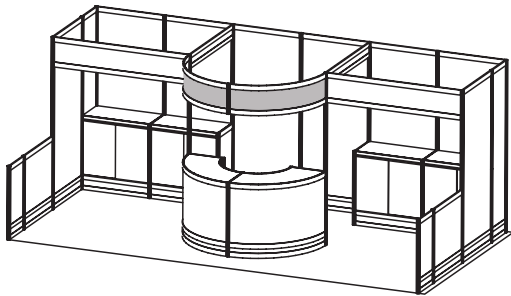
- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

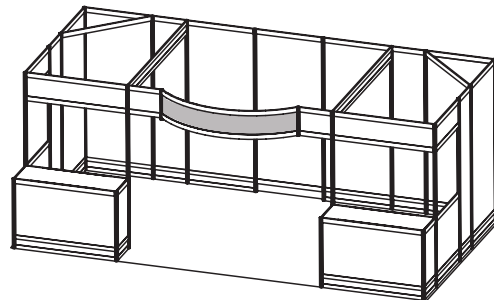
standard exhibit rentals



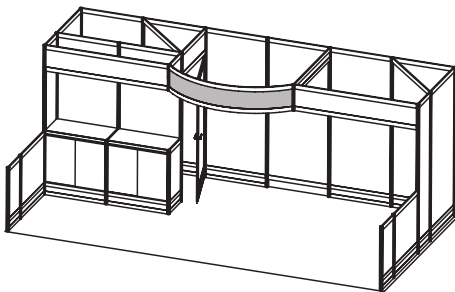
● GEM Model #6 - 10'x20'



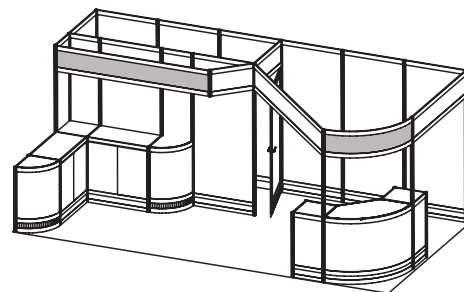
● GEM Model #7 - 10'x20'



● GEM Model #8 - 10'x20'



● GEM Model #9 - 10'x20'



● GEM Model #10 - 10'x20' Corner

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

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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

Model Number	Discount Price	Regular Price	Model Number	Discount Price	Regular Price
Model #1	\$1,329.00	\$1,861.00	Model #6	\$2,536.00	\$3,550.00
Model #2	\$1,381.00	\$1,933.00	Model #7	\$3,361.00	\$4,705.00
Model #3	\$1,523.00	\$2,132.00	Model #8	\$2,716.00	\$3,802.00
Model #4	\$1,809.00	\$2,533.00	Model #9	\$3,111.00	\$4,355.00
Model #5	\$1,871.00	\$2,619.00	Model #10	\$3,774.00	\$5,284.00

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.

Font Colour: ☐ Black

Infill Panel Colour: ☐ Black ☐ Blue ☐ Grey ☐ White

Carpet Colour: ☐ Black ☐ Blue ☐ Grey ☐ Red *(All panel & carpet colours subject to availability.)*

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

#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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

CARDHOLDER NAME

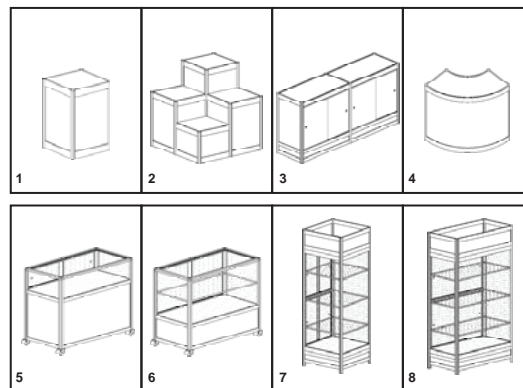
CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

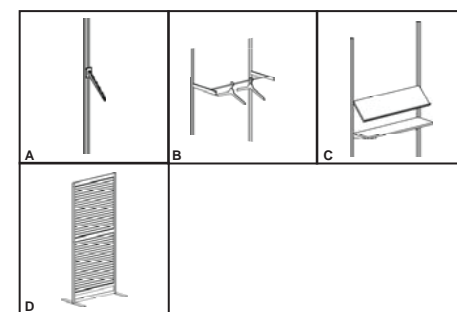
ALL ORDERS MUST BE PREPAID IN FULL

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

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$102.00	\$143.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 41")	\$510.00	\$714.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	\$298.00	\$417.00	
	4	Curved Counter (White) 60"L X 20"W X 36"H	\$357.00	\$500.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 40"H	\$329.00	\$461.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 40"H	\$340.00	\$476.00	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$360.00	\$504.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$446.00	\$624.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$19.00	\$27.00	
	B	Garment Rail 39"W	\$36.00	\$50.00	
	C	Shelves □ Flat □ Angled 37"L X 12"W	\$55.00	\$77.00	
	D	Slatwall Panels - 37"W X 96"H Black (Upgrade for standard panels)	\$158.00	\$221.00	



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.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
	GST #R104060264

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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

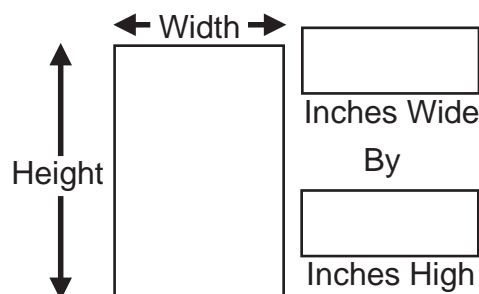
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EXPIRY DATE _____ / _____

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)**
SIGN LAYOUT


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.

**SUBTOTAL
5% GST
7% PST
TOTAL**

GST #R104060264

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

Signature

Date

PLANT ORDER FORM

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

DISCOUNT PRICE DEADLINE DATE:

May 15, 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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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				
Qty	Description	Discount Price	Regular Price	Total
	2 ft. to 5 ft. Tall	\$67.00	\$94.00	
	6 ft. to 8 ft. Tall	\$112.00	\$157.00	
GREEN TABLE PLANTS				
	Boston Fern	\$59.00	\$83.00	
	Table Plant - 10"	\$51.00	\$71.00	
	Mums	\$38.00	\$53.00	
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.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES)

**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)

Straight Time
8:00am - 4:00pm
Monday - Friday

\$89.00 PER HOUR
Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun

\$133.50 PER HOUR
Double Time
After 6:00pm Mon - Fri After
4:00pm Sat, Sun and
holidays

\$178.00 PER HOUR
EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOUR
INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: _____

Delivery Date: _____ Delivery Time: _____ ☐ am ☐ pm
Day / Date/ Month / Year

SUPERVISION
☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES (30% surcharge applies)
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS
DISMANTLING

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

SUPERVISION
☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES (30% surcharge applies)
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date/ Month / Year

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.

GST #R104060264

Signature

Date

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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

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
Straight Time
8:00am - 4:00pm
Monday - Friday
\$148.00 PER HOUR
Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun
\$222.00 PER HOUR
Double Time
After 6:00pm Monday - Friday
After 4:00pm Sat & Sun
& Holidays
\$296.00 PER HOUR
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: _____
Day Date Month # of Hours # of Forklifts

DISMANTLING TIME REQUIRED: _____
Day Date Month # of Hours # of Forklifts

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

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

**DISCOUNT PRICE
DEADLINE DATE:**

May 15, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

Pounds
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.

Pounds
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

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.

**SUBTOTAL
5% GST
TOTAL**

GST #R104060264

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

Signature

Date

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

LIMITS OF LIABILITY & RESPONSIBILITY

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal 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, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper 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 in Sections 1 through 13 above.

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.

logistics



GES is proud to offer our clients a one source solution for Transportation services

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.

#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

PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____ PROV/STATE: _____ CODE: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> 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
☐ ONE WAY ☐ ROUND TRIP

☐ 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:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ 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: _____	
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

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: _____

customs



GES is proud to offer our clients a one source solution for Customs and Transportation services

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

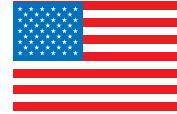
For your convenience choose one of the ordering options available:

- 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.



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Please Read Carefully Before Completing the Attached Documents

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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
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G) TEXTILE DECLARATION	Pages G1
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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

DETAILED DESCRIPTION & INSTRUCTIONS

☐ 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.

□ **North American Free Trade Agreement (NAFTA) - cont'd....**
Certificate of Origin Completion Instructions

- 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 of 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))

□ **North American Free Trade Agreement (NAFTA) - cont'd....**
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 | ▶ Food |
| ▶ Animals | ▶ Alcohol | ▶ Drugs |
| ▶ Firearms | ▶ Explosives | |

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
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: **ABC MACHINE COMPANY**

U.S. Tax # or U.S. IRS ID #: **31-2293941**

Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW
1430**

Booth #:

Facility Name: **MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG**

Shipment Date: **MARCH 3, 2001** From (City): **NEW YORK** Carrier Name: **GES LOGISTICS**

It Consists of (# Cartons): **6** Weight: **1,500** ☒ lbs. ☐ kgs.

Our Rep @ Event: **BILL SMITH** Staying At (Hotel): **RYH - ROYAL YORK** Tel: **416-368-2511**

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** Province/State: **NEW YORK** Postal / Zip: **10012-1010**

Name: **JOE BROWN** Telephone: **212-286-2140** Fax Number: **212-286-2100**

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: **123 456 789 012** Expiry: **09 / 03**

Cardholder's Name: **BILL SMITH** Title: **DIRECTOR OF SALES**

Cardholder's Signature: **BILL SMITH**

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**

Mailing Address: **100 - 5TH AVENUE**

City: **NEW YORK** Province/State: **NY** Postal / Zip: **10012-1010**

Attention: **BILL SMITH** Telephone: **212-286-2140** Fax Number: **212-286-2100**

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By: **JOE BROWN**
(Please Print Full Name)

Title: **DIRECTOR OF MARKETING**

Date: **APRIL 17, 2001**



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
And Transportation

☐ Customs Clearance
Only

☐ 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: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 1
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED		6 Country of Transshipment / Pays de transbordement N/A	
		7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.		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	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Y ES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00	
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00	
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00	
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00	
XI.1 Total Number of Pieces / Nombre total de pièces 6					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		Net. Weight N/A	Gross Wt./ Brut 1,500 lbs		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A					

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page of
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6 Country of Transshipment / Pays de transbordement	
		7 Country of Origin of Goods Pays d'origine des marchandises		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	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
Y ES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON					
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact: Tel: Fax:			

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	2 Blanket Period <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> From <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> To <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> DD MM YY DD MM YY </div>				
3 Producer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	4 Importer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>				
5 Description of Goods	6 HS Tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin
11 I CERTIFY THAT: <ul style="list-style-type: none"> 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:	DD	MM	YY	Telephone:	FAX:

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	2 Blanket Period <div style="display: flex; justify-content: space-between; align-items: center;"> From <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> To <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> DD MM YY DD MM YY </div>				
3 Producer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	4 Importer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>				
5 Description of Goods	6 HS Tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin
11 I CERTIFY THAT: <ul style="list-style-type: none"> 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: <div style="display: flex; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>		Telephone:		FAX:	



FORM 4455
CERTIFICATE OF REGISTRATION


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

FORM APPROVED OMB NO. 48-R0247

Via (Carrier): GES LOGISTICS		B/L or INSURED NO. Y123456	NO. 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: <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR * <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> PROCESSING <input checked="" type="checkbox"/> OTHER (SPECIFY) EXHIBITION *NOTE: The cost or value of alterations, repairs, or processing abroad is subject to Customs duty.	

LIST ARTICLES EXPORTED

Number of Packages	Kind of Packages	Description of Articles
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)			DATE
 TYPE NAME: BILL SMITH	SIGN NAME: BILL SMITH	TEL: 212-286-2140	APRIL 17, 2000

The Above Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CUSTOMS OFFICER		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: APRIL17, 2000
---	-------------------------------

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

CUSTOMS FORM 4455



FORM 4455
CERTIFICATE OF REGISTRATION

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


FORM APPROVED OMB NO. 48-R0247

(NOTE: Number of copies to be submitted varies with type of transaction
Inquire at District Director's Office as to number of copies required.)

Via (Carrier):		B/L or INSURED NO.	NO.
NAME, ADDRESS AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)		ARTICLES EXPORTED FOR: <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR * <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> PROCESSING <input type="checkbox"/> OTHER (SPECIFY) _____ <u>EXHIBITION</u> *NOTE: The cost or value of alterations, repairs, or processing abroad is subject to Customs duty.	

LIST ARTICLES EXPORTED

Number of Packages	Kind of Packages	Description of Articles

Signature of Owner or Agent (Print or Type and Sign)			DATE
	TYPE NAME: _____	SIGN NAME: _____	TEL: _____

The Above Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CUSTOMS OFFICER		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)	DATE:
	

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

CUSTOMS FORM 4455

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.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552A(E)(3), AND THE PAPERWORK REDUCTION ACT OF 1995, P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.

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

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

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

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

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

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

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

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT: (Place an "X" in only one box)	
<input type="checkbox"/>	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
<input type="checkbox"/>	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
<input type="checkbox"/>	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government.
<input type="checkbox"/>	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.
<input type="checkbox"/>	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE FOOD AND DRUG ADMINISTRATION DECLARATION FOR IMPORTED ELECTRONIC PRODUCTS SUBJECT TO RADIATION CONTROL STANDARDS		Form Approved OMB No. 0910-0025 <div style="text-align: center;">INSTRUCTIONS</div> 1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested. 2. If submitting paper entry documents, submit the following to FDA: a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.) b. 1 copy of FDA 2877 c. Commercial Invoice(s) in English.	
U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (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)			
<input type="checkbox"/> A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY: <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____ <input type="checkbox"/> 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance. Specify reason for exclusion _____ <input type="checkbox"/> 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). <input type="checkbox"/> 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing. <input type="checkbox"/> 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts). <input type="checkbox"/> 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.) <input type="checkbox"/> 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. </div>			
<input type="checkbox"/> 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: <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Last annual report or Product/Initial report <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> ACCESSION NUMBER of Report Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH) </div> <input type="checkbox"/> 2. Unknown manufacturer or report number; State reason: _____ </div>			
<input type="checkbox"/> 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: <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Research, Investigations/Studies, or Training (attach Form FDA 766) <input type="checkbox"/> 2. Trade Show/Demonstration; List dates & use restrictions _____ </div>			
<input type="checkbox"/> 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.) <div style="margin-left: 20px;"> <input type="checkbox"/> 1. Approved Petition is attached. <input type="checkbox"/> 2. Petition Request is attached. <input type="checkbox"/> 3. Request will be submitted within 60 days. </div>			
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 _____	
<p>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:</p> <p style="text-align: center;">Food and Drug Administration CDRH (HFZ-342) 2094 Gaither Road Rockville, MD 20850</p> <p style="text-align: center;"><i>An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.</i></p>			

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 made by submitting the signed original 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 exporter 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 IIIb 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.txt, and www.fda.gov/ora/compliance_ref/rpm_new2/contents.html.

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.

A _____ (Country*)

B _____ (Country*)

C _____ (Country*)

D _____ (Country*)

Etc.

E _____ (Country*)

F _____ (Country*)

G _____ (Country*)

H _____ (Country*)

I _____ (Country*)

Manufacturing and/or Processing Operations				Materials	
Marks of Identification, Nos.	Declaration of Article and Quantity	Description of manufacturing and /or Processing Operations and Country* of Manufacture and/or Processing	Date of Export	Description of Material and Country* of Production	Date of Export

Date: _____

Signature: _____

Name: _____

Title: _____

Company: _____

Address: _____

*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.



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

2 - 100 lbs

SHIPMENT PIECES
& WEIGHT

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**

Customs & Logistics Specialists



Private Vehicle Shipment Information Form



NAME OF SHOW

EXHIBITING COMPANY

ADDRESS & TELEPHONE

TEL:

BOOTH NUMBER

PERSON IN CHARGE

VEHICLE DRIVER'S NAME

VEHICLE LICENSE PLATE
NUMBER AND STATE

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**

Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice
 Please complete this form in BLOCK CAPITALS **Please include Booth Plan if possible**

Event Information:

EVENT NAME: 21ST INTERNATIONAL CONGRESS OF PARKINSON'S DISEASE AND MOVEMENT DISORDERS		EVENT #: 34898	
EVENT LOCATION: VANCOUVER CONVENTION CENTRE		EAST / WEST	Hall / Room :
EXHIBITING COMPANY NAME:		Booth Number:	
DATE REQUIRED:	TIME:	DATE FINISHED:	TIME:

Customer Information:

CONTACT ON SITE:	Mobile Phone #:
------------------	-----------------

QTY.	LARGE DISPLAYS - Includes table-top base, does not include floorstand	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	32" LCD Display (16:9) Monitor	\$250.00	\$750.00	
	* 40" LED Display (16:9) - Includes Speakers	\$350.00	\$1,050.00	
	* 55" LED Display (16:9) - Includes Speakers	\$550.00	\$1,650.00	
	* 70" LCD Display (16:9) - Includes Speakers	\$700.00	\$2,100.00	
	Floor Stand [Dual Post] 72"H for Freeman AV Monitors ONLY	\$75.00	\$225.00	
	* Use of Wall Mount Bracket for Freeman AV Monitors ONLY	contact us	contact us	
	Shelf for Dual Post Floor Stand above (for DVD or Laptop)	\$15.00	\$45.00	
	Items marked with * above will require additional labour - See Terms			

QTY.	COMPUTERS (Desktop / Laptop) & Printers	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	\$250.00	\$375.00	
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	\$250.00	\$375.00	
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	\$90.00	\$270.00	
	HP 4250+ Laserjet Printer	\$165.00	\$330.00	
	Wireless Mouse	\$55.00	\$110.00	

QTY.	VIDEO SCREENS / PROJECTORS / PLAYBACK	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Tripod Screen - () 50" x 80" or () 70" x 70" or () 84" x 84" or () 96" x 96"	\$60.00	\$180.00	
	Meeting Room LCD data/video projector (16:9) WXGA, 3700 lumens	\$350.00	\$1,050.00	
	Exhibition Booth LCD data/video projector (16:9) 1080p, 5000 lumens	\$750.00	\$2,250.00	
	Video cart with black skirting () 42" or () 48"	\$30.00	\$90.00	
	Blu-Ray HD Player	\$150.00	\$450.00	
	() DVD Player - NTSC or () Multi-region DVD Player	\$65.00	\$195.00	
	Please call for rates on other screens, projectors, carts or rigging brackets	contact us	contact us	

QTY.	AUDIO	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Booth Audio System - c/w 1 WIRED handheld mic, 1 mixer, 2 speakers on stands	\$270.00	\$810.00	
	UHF wireless microphone () handheld or () headset or () lavalier	\$160.00	\$480.00	
	Wired Mic [Shure SM58]	\$40.00	\$120.00	
	Slim Lectern Microphone [Shure MX412C]	\$40.00	\$120.00	
	PCDI	\$30.00	\$90.00	
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$60.00	\$180.00	
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$85.00	\$255.00	

OTHER			TOTAL

*** 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 for a customized quotation ***

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

EQUIPMENT SUBTOTAL

+ 6.5% of Equipment Subtotal
 required for Cabling/Consumables

* BASIC INSTALLATION CHARGES
 INCLUDES DELIVERY, INSTALL & DISMANTLE

ADDITIONAL LABOUR / DELIVERY CHARGES

Goods & Services TAX (GST) 5%

BC Provincial Sales TAX (PST) 7%

TOTAL \$CDN

All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Copied from reverse side:

EVENT #:	34898	Hall / Room:		TOTAL \$CDN
		Booth Number:		

Payment Information:

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

Have you ever previously ordered AV with us here at Vancouver Convention Centre?

COMPANY NAME:

BILLING ADDRESS: Street

City Province / State Postal / Zip Code

ORDERED BY:

TELEPHONE #: ()

EMAIL ADDRESS :

FAX #: ()

Credit Card Number : ** PLEASE CALL US IN ORDER TO PROVIDE US WITH YOUR CREDIT CARD INFORMATION **

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

EMAIL scanned ORDER FORM TO:

FreemanAV@vancouverconventioncentre.com

or FAX ORDER FORM TO:

+ 1 604 647 7232

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.

▲ An additional charge of 6.5% of the equipment subtotal must be applied to account for cabling & consumable items.

* Large monitors and mounting requires additional labour. Installation charges will be increased to minimum of \$272.00

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

RENTAL PERIOD.

Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Freeman AV.

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

Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

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.



EXHIBITOR CATERING SERVICES 2016 DAILY ORDER FORM

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

BOOTH NUMBER: _____

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.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- 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 Yogurts (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



ELECTRICAL SERVICES REQUEST 2017

EVENT # **34898**

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

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

EVENT INFORMATION:

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

BOOTH NUMBER:

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

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street

City

Province

Postal/Zip Code

CONTACT NAME: _____

PHONE #: _____

E-MAIL: _____

FAX #: _____

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A. REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST (pg. 2).

BASIC POWER	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to event move-in)	(under 7 days to event move-in)	(under 24h to event move-in)	
<input type="checkbox"/> 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	_____ @	\$86.00	\$102.00	\$134.00	= _____
<input type="checkbox"/> 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	_____ @	\$91.00	\$107.00	\$140.00	= _____
ADDITIONAL ITEMS (Does not include Labour or Power Supply)					
<input type="checkbox"/> POWER BAR WITH SURGE PROTECTION	_____ @	\$23.00	\$28.00	\$36.00	= _____
<input type="checkbox"/> 3 M (15 FT.) or 5 M (25 FT) EXTENSION CORD	_____ @	\$23.00	\$28.00	\$36.00	= _____

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).

FOR 60A AND ABOVE, A CAMLOK CONNECTION IS PROVIDED

<input type="checkbox"/> 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$189.00	\$207.00	\$265.00	= _____
<input type="checkbox"/> 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$208.00	\$228.00	\$295.00	= _____
<input type="checkbox"/> 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$340.00	\$378.00	\$488.00	= _____
<input type="checkbox"/> 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$545.00	\$588.00	\$770.00	= _____

LABOUR

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

<input type="checkbox"/> ELECTRICIAN LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
<input type="checkbox"/> ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)	_____ @	\$128.00	\$128.00	\$128.00	= _____

PAYMENT INFORMATION:

To fax form or for further inquiries:

SUBTOTAL

Make Cheques Payable to:

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

5.00% GST

#100432764

Vancouver Convention Centre

1055 Canada Place

Vancouver, B.C. 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.

TOTAL
CANADIAN

☐ Cash

☐ Cheque

☐ American Express

☐ Bank Wire Transfer

☐ Visa

☐ MasterCard

☐

(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 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 to place your basic order online



BOOTH LAYOUT TEMPLATE

Custom Layouts for Internet & Electrical

EVENT # 34898

EVENT INFORMATION:

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

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

BOOTH NUMBER:

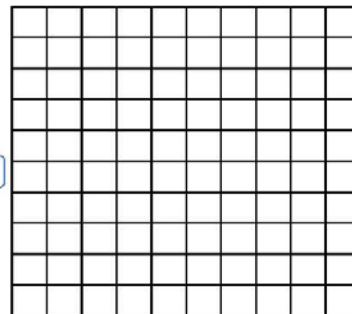
CUSTOMER INFORMATION:

COMPANY NAME:

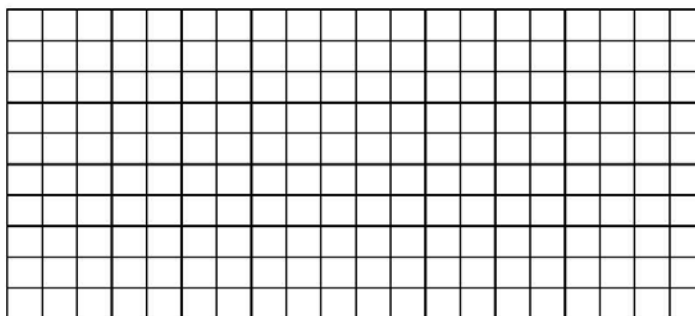
Please Note: ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.
PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

PLACE INSIDE THE GRID	
Electrical 750w	e
Electrical 1500w	E
Wired Internet	I
Fax or POS	F or P
Place surrounding booth # in brackets (i.e. 100)	

For ☐ 10x10 ☐ 20x20



For Booth Size 10x20 Only



PRODUCTION & COMMERCIAL POWER – Additional Information

PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)

TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL

PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH

CIRCLE ONE : CARPET OR HARDWOOD

QUOTE REQUEST (For 200A and Above or Overhead Power)

PLEASE INDICATE THE SERVICE REQUIRED



BELL – INTERNET / TECHNOLOGY SERVICES

EXHIBITOR ORDER FORM 2017

This form is your official invoice – please keep a copy for your records
Prices Subject to Applicable Taxes • All Prices Subject to Change Without Notice

All orders must be accompanied by payment
Credit will not be given for orders installed but not used
or orders cancelled within 48 hours of installation
(Please see reverse side for terms & conditions)

EVENT #

BOOTH #

Please Include Booth Plan

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 time 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.

Service up to 10Mbps

Rate

Total Amount

1 Day Service - First Device	\$140.00
2 Day Service - First Device	\$250.00
3 Day Service - First Device	\$295.00
4 Day Service - First Device	\$395.00
5 Day Service - First Device	\$495.00

***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

1 Day Service
\$895.00

2 Day Service
\$955.00

3-5 Day Service
\$1,045.00

PRIVATE WIFI NETWORK (DHCP)

SSID (NAME): _____

Password : _____
8 CHARACTER MINIMUM

Additional Wireless Devices

Each device accessing the internet must be counted

WIRED INTERNET SHARED

50Mbps (DHCP)

Daily Rate

Conference Rate (3 Days)

Additional Devices

Each device accessing the internet must be counted

Switch Rental – 5 or 8 Port

Switch Rental – 12 or 16 Port

Number Required

Orders placed
up to 7 days
prior to move in
date

Discount Rate

Orders placed
less than 7 days
prior to move in
date

Standard Rate

Orders placed
on-site

On-Site Rate

Total Amount

First Device	@	\$1395.00	\$1450.00	\$1495.00
_____	@	\$ 130.00	\$ 140.00	\$ 150.00
_____	@	\$ 130.00	\$ 140.00	\$ 150.00
_____	@	\$ 75.00	\$ 75.00	\$ 75.00
_____	@	\$ 125.00	\$ 125.00	\$ 125.00

WIRED INTERNET DEDICATED Enhanced

Wired Internet Enhanced – 20Mbps
1 IP Address, Dedicated Bandwidth
Daily Rate

Wired Internet Enhanced – 20Mbps
1 IP Address, Dedicated Bandwidth
Conference Rate (3 Days)

Wired Internet Enhanced – 100Mbps
1 IP Address, Dedicated Bandwidth
Conference Rate (3 Days)

Wired Internet Enhanced:

Each Additional Location

Each Additional Device

Each Additional IP Address

Switch rental – 5 or 8 Port

Switch rental – 12 or 16 Port

VOICE CONNECTIVITY

IP Telephone

IP Polycom Set Rental (Per Day)

Fax Line – Equipment Not Included

POS Line – Equipment Not Included

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

DIGITAL SIGNAGE

Media Wall – 9 Screen Matrix

Main Entrance, 15 Sec. Spot/ 60sec. loop / Day

Main Entrance Package

3 Entrances, 15 Sec. Spot/ 60sec. loop / Day

Digital Signs – advertising per screen

Portable Digital Sign Rental

52" Rate Per Day

Portable Digital Sign Rental

80" Rate Per Day

Virtual Presence Device – BEAM Robot

Per Day

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

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

TERMS & CONDITIONS

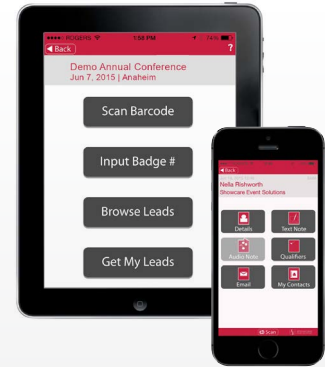
1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to 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; or
 - (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.



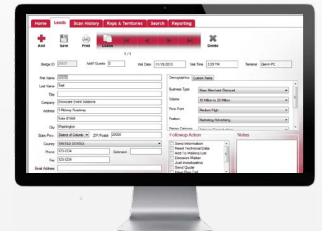
OPTION Showlead Desktop Application

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 frame works.
- Local Administrative rights to install Desktop Application required with a t 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.



FEATURES	SHOWLEAD MOBILE	SHOWLEAD	SHOWLEAD TOUCH	SHOWLEAD DESKTOP
Requires Laptop/Computer,				●
Auto Assign Reps				●
Requires Tethered Scanner				●
Real time lead data	●		●	●
Add Notes	●		●	●
Includes Standard Sales Qualifiers	●	●	●	●
Add Custom Sales Qualifiers		●	●	●
Handheld/Wireless	●	●	●	
Optional Bluetooth Printer		●	●	
Add Lead data to Contacts	●			

OPTIONAL SERVICES + ACCESSORIES

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

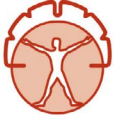
Direct access transfers the Lead data wirelessly to your secured password protected web portal allowing you to track manage and follow-up you're Leads anytime (available for Showlead and Showlead Touch).

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).



International Parkinson and
Movement Disorder Society

Vancouver Convention Centre
June 4-8, 2017
Vancouver, BC



ORDER ONLINE: www.showlead.com/orders

EVENT CODE: MDS1706S

EMAIL: leads@showcare.com

FAX: (905) 479-9743

PHONE: 1 (866) 267-2107

Complete Package Best Value Options	Specifications	EARLY thru 05/05/17	STANDARD from 05/06/17	QUANTITY	TOTAL
Showlead Essential (no electricity req'd)	- Showlead hand-held badge reader - Wireless printer - Custom sales qualifiers	\$650	\$700	<input type="text"/>	<input type="text"/>
Showlead Optimum (no electricity req'd)	- Showlead Touch badge reader - Custom sales qualifiers - USB Flash drive & e-blast email service	\$725	\$850	<input type="text"/>	<input type="text"/>
Showlead Mobile Essential	- 1 License for Single Device - 3 Licenses for Multiple Devices - 5 Licenses for Multiple Devices	\$265	\$315	<input type="text"/>	<input type="text"/>
		\$450	\$500	<input type="text"/>	<input type="text"/>
		\$750	\$875	<input type="text"/>	<input type="text"/>
· 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	<input type="text"/>	<input type="text"/>
· 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	<input type="text"/>	<input type="text"/>
Showlead	Wireless badge reader	\$550	\$600	<input type="text"/>	<input type="text"/>

Optional Services & Accessories

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

Company Name:

Processing Fee

\$10

ORDER TOTAL (Payable in US Funds)

• Contact Information

Contact Name

Exhibiting Company

Phone Address

Email

City State & Country

Zip Booth #

• Payment Information

☐ MC ☐ VISA ☐ AMEX

☐ Check

Card No.

Name on Card

Expiration Date

Signature

Authorization (your signature denotes acceptance of all the Terms & Conditions).

NOTE: SHOWCARE WILL NOT ACCEPT CREDIT CARD INFORMATION VIA EMAIL. PLEASE ORDER ONLINE OR FAX TO 905 - 479- 9743.

Online orders will receive instant confirmation via email. All other orders submitted will receive confirmation immediately after successful processing. NO REFUNDS ON ORDER 30 DAYS PRIOR TO SHOW OPENING. CANCELLATION REQUESTED 30 DAYS PRIOR TO SHOW ARE SUBJECT TO \$50 CANCELLATION FEE.

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

☐ Please use the same Custom Sales Qualifiers for all units.

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.	<input type="text"/>	16.	<input type="text"/>
2.	<input type="text"/>	17.	<input type="text"/>
3.	<input type="text"/>	18.	<input type="text"/>
4.	<input type="text"/>	19.	<input type="text"/>
5.	<input type="text"/>	20.	<input type="text"/>
6.	<input type="text"/>	21.	<input type="text"/>
7.	<input type="text"/>	22.	<input type="text"/>
8.	<input type="text"/>	23.	<input type="text"/>
9.	<input type="text"/>	24.	<input type="text"/>
10.	<input type="text"/>	25.	<input type="text"/>
11.	<input type="text"/>	26.	<input type="text"/>
12.	<input type="text"/>	27.	<input type="text"/>
13.	<input type="text"/>	28.	<input type="text"/>
14.	<input type="text"/>	29.	<input type="text"/>
15.	<input type="text"/>	30.	<input type="text"/>

**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.

EVENT #: **34898**

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:

Street

City

Province/State

Postal/Zip Code

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.

21 days prior with payment \$595.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$745.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
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**

Advance orders with payment are 21 days prior to event move-in date. All orders must be accompanied by payment. Make all payments in Canadian Funds.

To fax your form or for Further inquiries

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

☐ Cash ☐ Cheque

☐ 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 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



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2017
 Listed prices are for banners 25lbs and under. All banners over
 25lbs will be custom quoted.

EVENT #: 34898

EVENT INFORMATION:

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

BOOTH
NUMBERS:

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:

BOOTH SIZE _____

BANNER MATERIAL _____

BANNER LENGTH _____

OF SIGNS/BANNERS TO BE HUNG _____

BANNER PLACEMENT (ie: centred to table):

BANNER HEIGHT FROM GROUND _____

BANNER WEIGHT _____

INSTALL DATE & TIME _____

DISMANTLE DATE & TIME _____

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 #: **34898****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

	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 25.00 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 33.00 =	_____	

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

	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.23 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.30 =	_____	

BOOTH CARPET SHAMPOOING

	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$39.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.30 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$45.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.35 =	_____	

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****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 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



EXHIBITOR ORDER FORM 2017

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes • All Prices Subject to Change Without Notice
All orders must be accompanied by payment
Credit will not be given for orders installed but not used
or orders cancelled within 48 hours of installation
(Please see reverse side for terms & conditions)

EVENT #

BOOTH #

Please Include Booth Plan

EVENT INFORMATION:

EVENT NAME: _____

EVENT DATES: _____

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. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

Service up to 5Mbps

	Number Required		Rate	Total Amount
1 Day Service - First User	_____	@	\$140.00	
1 Day Service - Additional User	_____	@	\$100.00 Each	
2 Day Service - First User	_____	@	\$250.00	
2 Day Service - Additional User	_____	@	\$100.00 Each	
3 Day Service - First User	_____	@	\$295.00	
3 Day Service - Additional User	_____	@	\$100.00 Each	
4 Day Service - First User	_____	@	\$395.00	
4 Day Service - Additional User	_____	@	\$100.00 Each	
5 Day Service - First User	_____	@	\$495.00	
5 Day Service - Additional User	_____	@	\$100.00 Each	

PRIVATE WIFI NETWORK (DHCP)

SSID (NAME): _____

Password : _____
8 CHARACTER MINIMUM

Additional Wireless Devices

Each device accessing the internet must be counted

WIRED INTERNET SHARED 50Mbps (DHCP)

	Number Required		Discount Rate	Standard Rate	On-Site Rate	Total Amount
Daily Rate	First Device	@	\$ 495.00	\$ 595.00	\$ 795.00	
Conference Rate (3 Days)	First Device	@	\$1395.00	\$1450.00	\$1495.00	
Additional Devices	_____	@	\$ 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	

WIRED INTERNET DEDICATED Enhanced

Wired Internet Enhanced – 20Mbps
1 IP Address, Dedicated Bandwidth
Daily Rate

Wired Internet Enhanced – 20Mbps
1 IP Address, Dedicated Bandwidth
Conference Rate (3 Days)

Wired Internet Enhanced – 100Mbps
1 IP Address, Dedicated Bandwidth
Conference Rate (3 Days)

Wired Internet Enhanced:

Each Additional Location

Each Additional Device

Each Additional IP Address

Switch rental – 5 or 8 Port

Switch rental – 12 or 16 Port

VOICE CONNECTIVITY

IP Telephone

IP Polycom Set Rental (Per Day)

Fax Line – Equipment Not Included

POS Line – Equipment Not Included

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

DIGITAL SIGNAGE

Media Wall – 9 Screen Matrix

West Building Main Entrance, 15 Sec. Spot/Day

Main Entrance Package

3 Entrances, 15 Sec. Spot/Day

Digital Signs – advertising per screen

Portable Digital Sign Rental

47" – 52" Rate Per Day

Portable Digital Sign Rental

80" Rate Per Day

Virtual Presence Device – BEAM Robot
Per Day

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

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

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; or
 - (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.



EXHIBITOR SECURITY 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 #: 34898

EVENT INFORMATION:

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

BOOTH
NUMBER:

EVENT DATES: **JUNE 5 – 8, 2017**

DATE(S) SECURITY REQUIRED: _____

(SPECIFY EACH DATE REQUIRED)

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street

City

Province/State

Postal/Zip Code

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)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$28.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$49.00/Hr.		
= _____ HOURS			
= _____ HOURS			

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

SPECIAL INSTRUCTIONS:

PAYMENT INFORMATION:

Make Cheques Payable to:

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

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

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

Miscellaneous

EXHIBITOR REFERENCE LIST 2017

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 enquires 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.

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.

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
 - Plastic materials
 - Textiles
 - Artificial/natural foliage
 - Paper, cardboard or compressed paperboard
 - Any other material used for festive decorationWallpaper 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
 - Corrugated paper
 - Paper backed foil
 - Acetate fabrics
 - Flammable liquid
 - 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

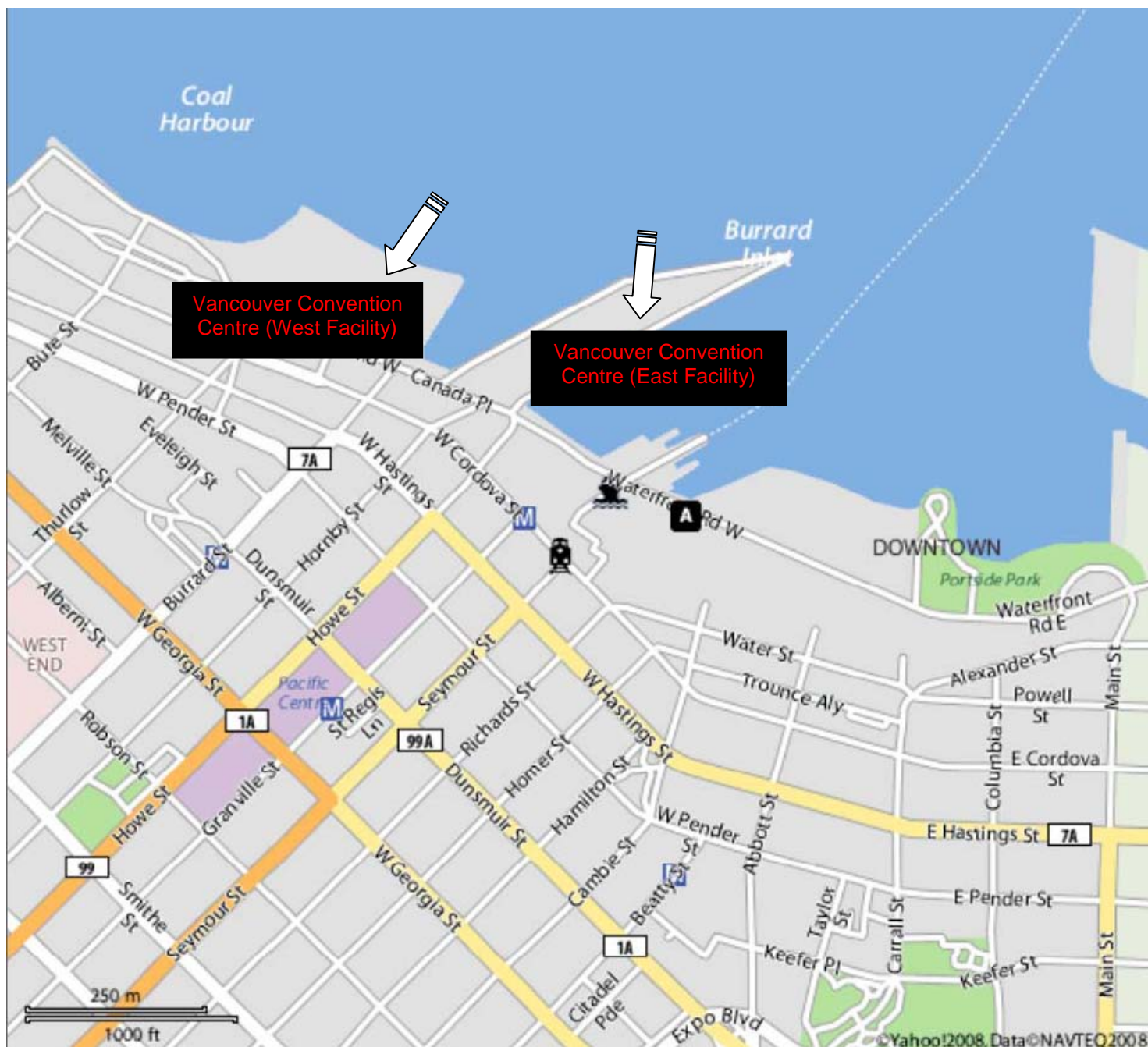
Transit / Skytrain – (604) 953-3333

Seabus – (604) 986-1501

www.vancouverconventioncentre.com



PARKING DIRECTIONS





Canada Border Services Agency
Agence des services frontaliers du Canada

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

October 13, 2016

File#PAC_2017_09610

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 



Canada Border
Services Agency

Agence des services
frontaliers du 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.*

Canada

**BUSINESS
EVENTS
CANADA**

 **KEEP EXPLORING**

Got Code? Got Answers...

an insider's guide to
pharmaceutical support.

Canada 

TIAC  AITC



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

www.meetings.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)



Description	Interpretation	Relevant Excerpts from the Code
Donations	<p>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.</p> <p>It is acceptable to acknowledge corporations for their support, provided that specific pharmaceutical products are not mentioned.</p> <p>e.g. A “thank you” statement indicating “these lectures are made possible by the corporate support of...”</p>	<p>12.2.1: Members must ensure that such support is not undertaken for product promotional reasons, and is not directed to product promotion purposes.</p> <p>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.</p>
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.	10.1.3.1: Members may sponsor Canadian third-party educational or professional conferences and congresses, under the following conditions:
	The program must have a medical, scientific or educational dimension to it and sponsorship should not influence the content of the program.	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.
	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).	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.
	The member must respond in writing noting specifically what the member is supporting.	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.
	<p>It is acceptable to acknowledge corporations for their support and denote the level of support (e.g. platinum, gold, etc.).</p> <p>In fact, all sponsorships should be disclosed and should accurately reflect the level of involvement (e.g. Gold, Platinum, etc.). Acknowledgment of sponsorship by Members should appear on all program-related materials.</p>	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.
	Conference proceedings may constitute promotional material and could be subject to the Code requirements.	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.

Description	Interpretation	Relevant Excerpts from the Code
Product branding at conferences, trade shows and events	Branded pens, pads, pins or other items that are indicated in Section 15.2.3 of the Rx&D Code cannot be distributed.	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.
Trade Shows Booths/ Exhibit Halls	Members may exhibit in the areas of the event designated for that purpose.	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.
	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.	In doing so, a Member must respect the conditions set out in Section 11 of this Code. Gifts, offers or enticements provided by a Member to encourage a Stakeholder to visit a display are prohibited.
	A representative of the member company must be present at the booth at all times while the trade show floor is open.	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.
	Members may not distribute samples or provide meals and refreshments at their booth.	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.
	The member may provide unaltered reprints of scientific or medical papers as handouts at the booth.	Individual Members cannot distribute branded items at a conference or congress.
	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.	11.2.1: At least one qualified representative of the Member must be on site during congress hours.
	Information on or at the booth must be consistent with the product monograph(s).	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).
	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.	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.
	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.	11.2.5 Provision of meals and refreshments at the display is prohibited.
		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.
International Conferences and Congresses Held in Canada	Parent companies, subsidiaries or divisions of Rx&D members based outside of Canada must adhere to the same provisions as the Canadian Rx&D Members themselves.	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.



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:

http://hc-sc.gc.ca/dhp-mps/advert-publicit/pol/actv_promo_vs_info-eng.php

Links to PAAB Code and ASC Codes:

http://www.paab.ca/en/paab_code/code/

<http://www.adstandards.com/en/standards/thecode.aspx>

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 a 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



