

TORONTO **May 5 - 7, 2017**

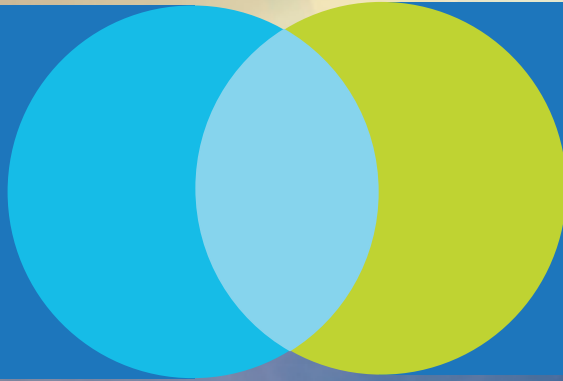


AtlanticDerm

C O N F E R E N C E

TORONTO 2017
94th Atlantic
Dermatology
Conference

Hosted by the Toronto Dermatological Society



**EXHIBITOR
SERVICES
MANUAL**



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Dear 2017 Atlantic Derm Exhibitor,

We are so pleased that you will be exhibiting at the 2017 Atlantic Dermatological Conference (ADC) taking place in Toronto, ON from May 5 –7, 2017. This document is intended to assist you with your exhibiting needs for this event.

Robinson Show Services Inc. is the Official Show Services Contractor for ADC. Please refer to the enclosed forms for the services and equipment you may require.

Below is a checklist to aid you in your planning for your 2017 Atlantic Derm exhibit space. If you have any questions throughout the planning process, please do not hesitate to contact the Conference Secretariat.

✓	Discount Deadline – Exhibitor Orders Deadline for Exhibitor Description	Thursday, April 13, 2017
✓	Exhibitor Hotel Booking Deadline	Monday, April 17, 2017
✓	Exhibitor Registration Deadline	Friday, April 21, 2017
✓	Advance Warehouse Shipment Deadline	Monday, May 1, 2017
✓	Exhibit Move-In	Thursday, May 4, 2017 to Friday, May 5, 2017
✓	Exhibit Move-Out	Saturday, May 6, 2017

KEY CONTACTS

<p>SHOW MANAGER: Bernice Chu Simply Eventful Management Inc. 1245 West Broadway, Suite 300 Vancouver, B.C. V6H 1G7 Tel: 604-738-8600 Fax: 604-738-8697 Email: bernice@simplyeventful.com</p>	<p>OFFICIAL SHOW SERVICES CONTRACTOR: Elaine Blosmanis-Robinson Robinson Show Services 7615 Kimbel Street Unit 1-2 Mississauga, ON L5S 1A8 Tel: 905-417-7789 Email: elaine@robinsonshowservices.ca URL: www.robinsonshowservices.ca</p>
<p>VENUE AND ACCOMMODATIONS: Westin Harbour Castle 1 Harbour Square Toronto, ON M5H 2M9</p> <p>Single/Double Room: \$225 CAD/night Triple Room: \$255 CAD/night Quad Room: \$285 CAD/night</p> <p>To reserve: Tel: 1-888-627-8559 or online Before April 17, 2017</p>	<p>AUDIO VISUAL: FMAV Edgar Cabral Email: adc-exhibits@fmav.ca</p> <p>INTERNET: PSAV Robert Duncan Tel: 416.361.7466 x 4604 Email: RoDuncan@psav.com</p>

KEY DATES

CONFERENCE DATES: Friday, May 5 to Sunday, May 7, 2017

EXHIBIT HOURS

Exhibit Move-In

Friday, May 5th 08:00am to 12:00pm

Exhibits Open

Friday, May 5th 12:30pm to 7:00pm

Saturday, May 6th 10:00am to 3:30pm

Exhibit Move-Out *

Saturday, May 6th 3:45pm to 7:00pm

* Robinson will begin returning empty crates immediately after show closing. Exhibitor materials must be cleared from the facility in a timely fashion, please have carriers check in by **5:00pm May 6th**.

GENERAL EXHIBIT INFORMATION

BOOTH DIMENSIONS: 10 feet wide, 8 feet deep

EACH BOOTH INCLUDES:

- One 6' x 2' black skirted table and 2 chairs
- 8' high back wall, stepping down to 3' high side wings (10' long)
- Set-up and dismantling of the standard booth described above
- One company sign booth header panel (22 characters maximum – no logos), upon request
- One waste basket
- Overnight security in the exhibit area for duration of the conference and move-in / move-out
- Daily vacuuming of aisles and general housekeeping of the exhibit common areas.
- General show lighting for all the event areas
- A company listing in the Conference Program
- One Exhibit Area Only passes per 8' x 10' booth space
- Reduced registration fees for additional registrations

All additional installations or adaptations of the exhibit space for the purposes of the Exhibitor shall be at the expense of the Exhibitor. Please see the Robinson Show Services order forms for more information.

EXHIBIT HALL CARPET:

The Exhibit Hall, **Metropolitan Centre**, is fully carpeted. Additional carpeting and other services or equipment can be organized through **Robinson Show Services**.

AUDIO VISUAL:

FMAV, is the Official Audio Visual supplier for the ADC 2017. If you require computers or monitors to enhance your exhibit, please order online at <http://fmav.ca/exhibitor-audio-visual-form/> or use the Order Form in Appendix A.

INTERNET:

The Westin Harbour Castle is the exclusive supplier of internet, rigging, and catering. If your display relies on internet connection, we recommend ordering a hard-wire connection. Please contact PSAV at RoDuncan@psav.com.

SHIPPING INFORMATION

One case per exhibitor, will be accepted at the Westin Harbour Castle between **May 1 to May 4, 2017**. Deliveries sent directly must be labelled with the Advance Shipping Label included in the Exhibitor Forms. For shipments, larger than one case, please refer to the Robinson Show Services forms. *The Westin Harbour Castle has limited loading docks, if your exhibit shipment will have multiple boxes, and/or has elements that require a builder and significant set up time, we strongly recommend the items are sent to the Advance Warehouse through Robinson Show Services.* By using the Advance Shipping service, the items will be delivered to Westin Harbour Castle and placed in your assigned space for your set up.

INSTALLATION & DISMANTLING INFORMATION

Exhibitors must be completely moved into the exhibit space by 12:00 pm on Friday, May 5, 2017. Coffee service is being offered in the Exhibit Hall between 12:30pm to 1:45pm and all exhibitors must be 100 % moved in and booth space free of any empty crates and garbage.

Exhibits must NOT be disturbed, dismantled or be in the process of being removed before **3:30pm on Saturday, May 6, 2017** and must be fully dismantled by **7:00 pm on May 6, 2017**. Any property remaining in the exhibit area after the termination of the 2017 Atlantic Dermatological Conference may be disposed of or stored, at the exhibitor's sole cost, as Robinson Show Services and the Westin Harbour Castle deem appropriate.

EXHIBITOR BADGES

One (1) technical registrants for the purpose of staffing technical displays are permitted without extra cost. Additional exhibitor staff badges can be purchased for **\$200 CAD** plus taxes. Please note, Exhibitor Badges do not provide access to attend any scientific sessions or social events, with the exception of the Welcome Reception.

Tickets to the Saturday Social Event can be purchased for \$60, or full conference registration is available at the ADC 2017 Sponsor – Additional Representative rates (\$550 CAD before March 3, or \$750 CAD). Registration is available online at <https://www.eply.com/ADC2017Registration>. Please enter **ADC-Exhibitor1** in the Access Code field for the Exhibitor registration rates.

If staff is registered as a full conference delegate, an additional Exhibitor Badge registration is not required.

Badges will be distributed on-site at the registration desk:

Friday, May 5: 8:00 AM - 7:00 PM
Saturday, May 6: 6:30 AM – 6:00 PM
Sunday, May 7: 6:30 AM – 12:00 PM

All representatives of exhibiting firms must register and wear the official conference badge for admission to the exhibit area and meetings. Company badges will not be accepted in lieu of the official badge. Individuals who do not have badges will not be admitted into the exhibit area.

CATERING

Exhibitors may offer food and beverage to conference delegates within the confines of their exhibit booth space only. All food and beverage must be ordered and purchased through the official catering service of the Westin Harbour Castle. Outside food and beverage is strictly prohibited within the Exhibit Hall. For more information on catering services, contact the Conference Secretariat.

SPONSORED MEETINGS AND SOCIAL FUNCTIONS

Approval is required for all sponsored meetings and social functions during the 2017 Atlantic Dermatological Conference. Contact the Conference Secretariat for more information.

PROGRAM

Full conference program details are available online at www.atlanticdermconference.org/scheduleprogram-2017

FRIDAY, MAY 5

		Room
09:00-13:30	Product Theatres/Symposia	Metropolitan West
12:00-19:00	EXHIBITS & POSTER HALL OPEN	Metropolitan Centre
13:30-17:55	Scientific Sessions	Metropolitan West
14:50-15:30	REFRESHMENT BREAK	Metropolitan Centre
18:00-20:00	WELCOME RECEPTION	Metropolitan Centre

SATURDAY, MAY 6

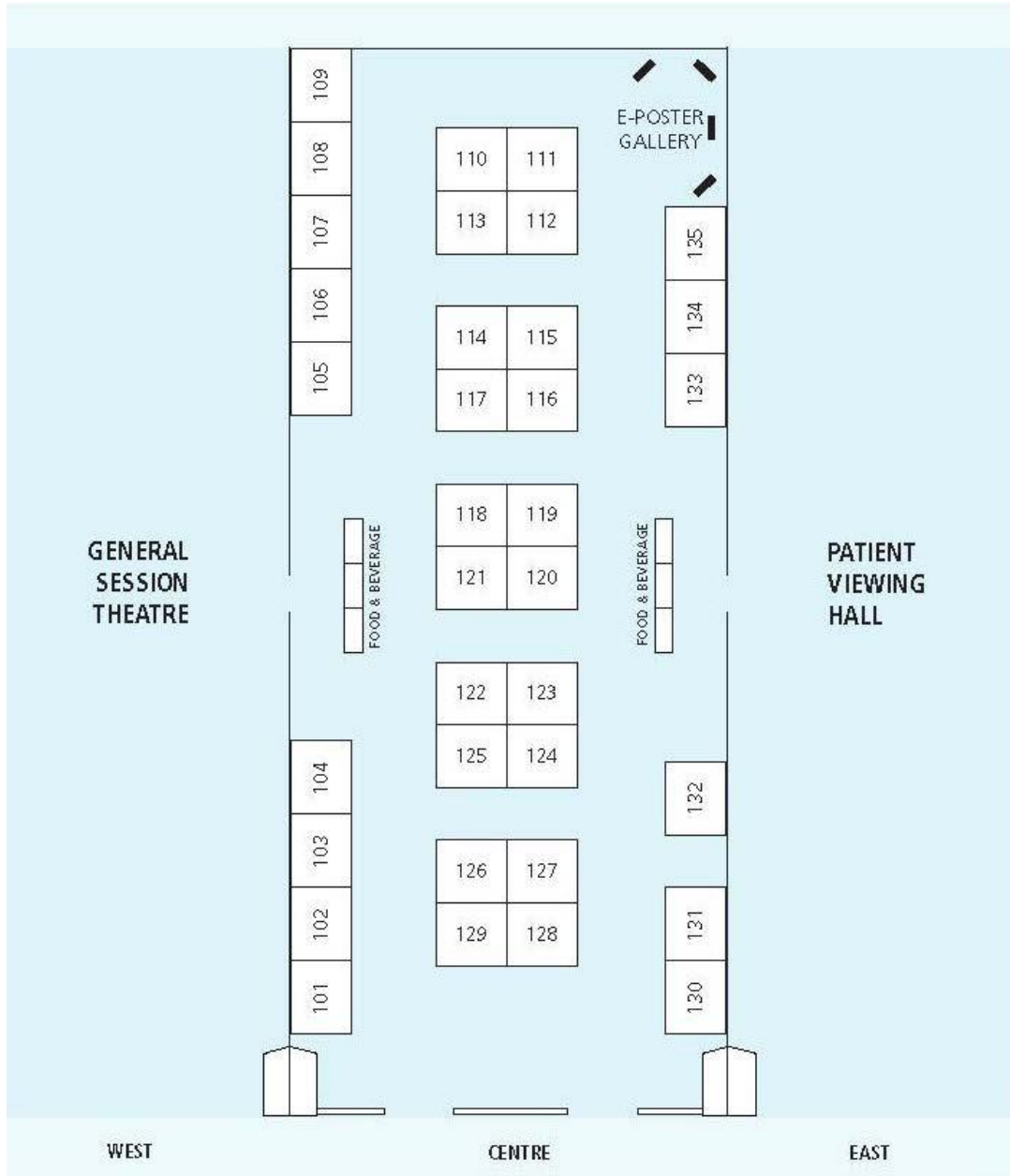
		Room
07:00-08:00	Product Theatre/Symposia	Metropolitan West
08:00-11:00	Live Patient Viewing	Metropolitan East
11:00-15:45	EXHIBITS & POSTER HALL OPEN	Metropolitan Centre
11:00-11:45	REFRESHMENT BREAK	Metropolitan Centre
11:45-13:15	Keynote Lunch Atlantic Derm Conference Update 2018 ADC Providence	Metropolitan West
13:15-13:45	VISIT EXHIBITS	Metropolitan Centre
13:45-17:15	Patient Viewing Panel Discussion	Metropolitan West
15:15-15:45	REFRESHMENT BREAK	Metropolitan Centre
15:45-19:00	EXHIBIT MOVE OUT	Metropolitan Centre
19:00-23:00	Saturday Social Event – <i>A Night at the Gallery*</i>	Art Gallery of Ontario

* tickets available for \$50

SUNDAY, MAY 7

		Room
07:30-08:30	Continental Breakfast	Metropolitan Foyer
08:30-12:10	Scientific Sessions and Top 3 Poster Presentations	Metropolitan West
09:40-10:00	Refreshment Break	Metropolitan Foyer
12:10-12:15	Closing Comments	Metropolitan West

EXHIBIT FLOOR PLAN



OFFICIAL EXHIBIT DISPLAY COMPANY

SERVICES OFFERED BY ROBINSON SHOW SERVICES

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Under-padding
- Booth Rentals
- Plants
- Labour – Install & Dismantle
- Signs & Graphics
- Transportation Services
- Advance & Post Show Warehousing

Products and services may also be viewed online at www.robinsonshowservices.ca.

MATERIAL HANDLING

Material shipped directly to the Westin Harbour Castle before the exhibitor is onsite will be handled by Robinson Show Services staff at the applicable rate.

Robinson Show Services will accept and store your shipment at their warehouse for a maximum of two weeks in advance of the show. Please call **Elaine Blosmanis** at Robinson Show Services directly at 905-417-7789 if you require information, quotations or assistance with transportation and storage options. Please fill out the Advance Warehouse form included in this manual.

Robinson Show Services offers material handling services for show materials. This included off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of empty crates to designated storage areas (may be off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading on transport trucks. To place an order, please refer to material handling order form included in this manual.

STORAGE DURING THE SHOW

Exhibitors can store a limited number of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material. Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties – please label all empty crates before storing. There is limited storage on the show floor and if your company has not ordered material handling from Robinson Show Services, it is highly recommended you consider their storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite. To place an order, please refer to storage order form included in this manual.

NOTE: If onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors ordering material handling.

IMPORTANT INFORMATION:

After the teardown of the exhibition, any material not recovered by the exhibitor's carrier will automatically be recovered by the official carrier of the event and all charges will be billed to the exhibitor.

The ***Robinson Show Services Forms*** contains all special-order forms and material handling information.

EXHIBIT RULES & REGULATIONS

Exhibitors agree to adhere to all conditions and regulations outlined in this manual. The following rules have been designed to benefit all exhibitors. The 2017 Atlantic Dermatological Conference (ADC) requests the full cooperation of the exhibitor in their observance of the rules. Please ensure that all parties involved in the arrangements for your exhibit are aware of these rules and regulations.

All matters not covered in these Regulations or in the details provided in the Exhibitor Manual are subject to the decision and control of Conference Management, notwithstanding anything in the application for space. Exhibitors are responsible to ensure that they have read the Rules and Regulations.

1. Allocation of Exhibit Space. Space assignment will be made by the ADC in keeping, if possible, with preferences and priorities of the Sponsor concerning location. Booth allocation is determined by Conference Management based on the following criteria – date of the sponsorship commitment, the level of sponsorship selected, and contribution to its educational activities. Conference Management, however, reserves the right to make reasonable shift of exhibit locations. Exhibitors shall not assign, sublet, or share the whole or any part of the allocated space.

3. Activities in Exhibit. Exhibitors may participate in interactive activities, intended to attract participants into their booth, provided the activity does not interfere or inhibit the neighboring exhibitors, adheres to the rules and regulation herein, and is not a hazard to participants or representatives. Prior approval from the conference secretariat is required.

4. Advertising and Promotion. Advertising and promotion must be limited to the confines of the exhibit space. The Conference Management reserves the right to ban what it may consider objectionable premiums or novelties, and to prevent the sale or distribution of any article or product that it believes might endanger the health and safety of those attending the exhibition. Handouts and brochures may only be distributed from the exhibition area and must not be placed on the Conference meeting chairs without prior written special permission from the Conference Management.

The distribution by non-exhibitors of advertising material, magazines and brochures on the exhibition site is strictly forbidden.

5. Audio-Visual Equipment / PA Systems. Audio-visual equipment and other sound generating equipment must be operated at levels that will not interfere with other sponsors nor add unduly to the general acoustic discomfort.

Audio-visual presentations must be designed and regulated so that the viewing audience is contained within the confines of the rented exhibit space only. Audio-visual presentations, which cause audience overflow into neighboring exhibits or impede traffic flow in aisles will be

ordered removed. All large screen audio-visual presentations must be approved in advance by the Conference Management.

6. Care of Premises. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. by any method whatsoever. Exhibitors are liable for any damage caused to the venue and any furnishings, equipment, etc. supplied. Exhibitors are also liable for any damage caused to another's Exhibitor's property. Application of adhesive products such as tape, labels, and stickers to, or the use of nails, tacks or similar items on, building columns, floors, walls or the property of others is strictly prohibited

7. Compliance with Regulations. Conference Management reserves the right to take such action and to make such changes including changes to these Conditions and Regulations as are considered necessary or desirable to the efficient and proper conduct of the Exhibition. Conference Management reserves the rights to restrict exhibits or terminate the contracts of Exhibitors, which because of noise or any other reason, become objectionable.

Conference Management is released from any and all claims for damage, which might result in consequence thereof.

All matters not covered in these regulations are subject to the decision and control of the Conference Management notwithstanding anything in the application for space contained in these regulations.

Neither verbal arrangements nor any variation of the Agreement or its conditions is binding on Conference Management unless confirmed to the Exhibitor in writing by Conference Management.

8. Demonstrations. Exhibitors are permitted to demonstrate their company's equipment, and distribute product information from the exhibit booth. All demonstrations, handouts and other sales activities must be confined to the limits of the assigned exhibit space. Live subject demonstrations for the purpose of demonstrating techniques that involve equipment or prescription pharmaceuticals are not allowed. Exhibitors are responsible for monitoring attendance to prevent aisle congestion

9. Display Materials. All display materials must be contained within the space assigned. Backdrops may be used but may not exceed 8' in height or 10' in width. Conference Management reserves the right to alter any Exhibit that may interfere with or impede the traffic flow of the delegates through the Exhibit Hall.

10. Entry to Show – Conduct. Conference Management reserves the right to refuse admission to any visitor, exhibitor or any exhibitor's employee who, in the opinion of the Conference Management, is unfit, intoxicated, or in any way likely to cause a disruption to the show.

11. Food and Beverage. Food and beverage service will be offered in the exhibit area. Exhibitors may offer food and beverage to conference delegates within the confines of their exhibit booth space only.

All food and beverage must be ordered and purchased through the official catering service of the Westin Harbour Castle. Outside food and beverage is strictly prohibited within the Exhibit Hall.

For more information on catering services, contact the Conference Management.

12. Force Majeure. In case of Force Majeure, Conference Management reserves the right to modify dates, time schedules, floor plans and programs.

13. Giveaways and Promotion Items. Sponsors may distribute OTC samples, or other promotional items gifts from within the exhibit display space. Literature items of an educational nature that provide either a benefit to patients or are related to the physician's work are permitted.

14. Governing Law. Exhibitors agree that any disputes between the Conference Management and the Exhibitor arising out of the Exhibitor's anticipation in the 2017 Atlantic Dermatological Conference shall be brought in the courts and shall be governed by the laws of the Province of Ontario.

15. Import and Foreign Export Permits. It is the sole responsibility of the Sponsor to ensure the products and materials they will be exhibiting are lawfully brought into Canada and used or displayed in accordance with the terms and conditions governing the entry of the same into Canada and the advertising use and sale of such materials in Canada. It is advised that exhibitors contact a Customs Broker prior to shipping goods for display. Information on the official Customs Broker for the 2017 Atlantic Dermatological Conference is included in this Exhibitor Manual. Conference Management cannot assume responsibility for any errors or omissions contained therein.

16. Impossibility of Performance. The obligations of the parties shall terminate without liability to either party if substantial performance of either party's obligations is prevented, without that party's fault, by an extraordinary event that renders performance objectively impossible. Such events include, but are not limited to: acts of God;

regulations or orders of governmental authorities; fire, flood, explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise objectively impossible to provide the facilities or services or to hold the meeting; any delay in necessary and essential construction or renovation of the Westin Harbour Castle; or strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.

17. Indemnity. You and, as may be applicable, your corporate affiliates, directors, officers, employees, agents, representatives, successors and assigns, agree to defend, indemnify and hold harmless the Conference Management and its corporate affiliates, and their directors, officers, employees, agents, representatives, successors and assigns, from any and all claims, damages, costs and expenses, including lawyers' fees and disbursements, related to or arising from your participation in the ADC, in particular, but without limiting the generality of the foregoing, claims advanced against you by attendees at the ADC for representations made by you to them or services or products sold by you to them, either at or following the ADC.

18. Installation, Exhibiting, Dismantling. Hours and dates for installation, exhibiting and dismantling shall be those specified by Conference Management. Exhibitors shall be liable for all storage and material handling charges resulting from failure to remove exhibit material from the exhibit area at the time specified by Conference Management.

Each Exhibitor is solely responsible for setting up and dismantling their displays by the dates and times outlined.

19. Insurance. At all times during the ADC, Exhibitors shall maintain in full force and effect, at their own expense, adequate general liability insurance for their exhibit space for a minimum of \$5,000,000 for any one occurrence. Such insurance shall include at least the following: fire, theft, bodily injury, property damage, personal injury, non-owned automobile liability, cross liability, contractual liability, products and completed operations liability, and a severability of interest clause. Conference Management will not be responsible for Exhibitor materials.

20. Labour Disruptions. In the event of any labor or related jurisdictional disputes or any other problems connected with the installation, shipment, consignment, or pick up of the exhibits by or for the Exhibitor, the Conference Management may reject, move, delay, or immobilize an exhibit or act in what it deems to be a necessary and proper manner without liability to the Exhibitor.

21. Limitation of Liability. All property of the Exhibitor is understood to remain under the Exhibitor's custody and control, in transit to or from

or within the confines of the exhibit area, subject to the rules and regulations of the ADC. Exhibitor's agrees to make no claim for any reason whatsoever against Conference Management or the service contractor for loss, theft,

damage or destruction of goods; nor for any damage of any nature, including damage to his business by reason of failure to provide space for his exhibit; nor for any action of any nature of Conference Management; nor failure to hold the ADC as scheduled.

Should the premises be destroyed or damaged by fire or the elements, or by any other cause, or if any circumstances whatsoever, including strikes and war, shall make it impossible for the Conference Management to permit any Exhibitor or Exhibitors to occupy the premises, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor or Exhibitors. The Conference Management is released from any and all claims for damage, which might arise in consequence thereof.

If for any reason the event is not held as proposed, or the event is interrupted, or an Exhibitor is, without being in breach of any provision of these Conditions and Regulations or otherwise in breach under its agreement with Conference Management, unable for whatever reason to display its Exhibit in the manner contemplated hereby the Exhibitor shall be entitled to full and final compensation, for any loss, cost, damage or expense, direct or indirect, that it may incur, to be refunded all monies paid by the Exhibitor to Conference Management.

Upon repayment to the Exhibitor of all monies paid by the Exhibitor to the Conference Management, the Conference Management shall be released from all claims for damage, loss, cost or expense, direct or indirect, and of every nature whatsoever that an Exhibitor has or may have either at the present or in the future and the Exhibitor shall indemnify and save the Conference Management harmless in respect of any and all claims for loss, cost, damage, or expense made by the Exhibition or anyone claiming under, by or through the Exhibitor.

22. Photography and Video Taping. Photographs and video taping are only permitted of your own exhibit booth, activities, and personnel. No Exhibitor may photograph or video tape another Exhibitor's exhibit space or demonstrations.

23. Safety. The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety and health and environmental requirements, together with the rules and regulations of the operators and/or owners of the property wherein the ADC is held.

Adequate general lighting will be furnished in the exhibit area. Special lighting and electrical requirements should be discussed in advance with Conference Management.

Standing on chairs, tables, or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Conference Management and its contractors are not responsible for injuries caused by improper use of furniture.

24. Security. Conference Management and the Westin Harbour Castle cannot guarantee against loss, theft, or damage of any kind during installation, exhibition hours, or dismantling. The Exhibition Hall will be locked outside of show hours.

Exhibitors are responsible for their own exhibit material and should insure their materials against loss, theft, or damage during the event. Exhibitors who require additional security should contact the Conference Management for assistance with hiring a professional service.

25. Smoking Policy. The Westin Harbour Castle is a non-smoking venue. Smoking will not be permitted in the meeting rooms or Exhibition Hall.

26. Staffing of Exhibitions. Assigned exhibit/display space must be staffed by at least one company representative at all times during the peak times of the show hours. Peak times include the morning and afternoon refreshment breaks, lunch and reception on Friday, May 5th which will take place in the Exhibit Hall.

An ADC issued name badge must be worn at all times. Exhibitors and their representatives shall not enter into another Exhibitor's exhibit space without invitation or when unattended.

The Exhibitor shall not close or remove the exhibit until the conclusion of the entire Exhibition, unless otherwise directed by the Conference Management.

27. Use of Exhibit Space. The Exhibitor shall use the exhibit space during the exhibit period only for the purposes of exhibition and display in connection with

the ADC. Exhibitors shall reflect their company's highest standard of professionalism while maintaining the booth during show hours.

Exhibitors are responsible for keeping their exhibit space clean and removing all garbage and debris from their exhibit space upon moving out.

28. Unoccupied/Unfinished Exhibit Space. Any space not claimed or occupied, or for which no special arrangement has been made prior to **11:00am on Friday, May 5th, 2017**, may be resold or reassigned by Conference Management without any obligation. **NO REFUNDS WILL BE GRANTED FOR UNUSED DISPLAY SPACE.**

It is understood and agreed to by the Exhibitor that in the event it fails to install its display in its exhibit space within the time limit set for opening exhibits, or fails to pay the exhibition/sponsorship fees at the times specified, or fails to comply with any other provisions concerning use of exhibit space, Conference Management shall have the right to take possession of said space for such purposes as it sees fit and the Exhibitor will be held liable for the full price of said space.

APPENDIX A

EXHIBITOR AUDIOVISUAL REQUEST FORM

1-888-AV-RENTS (287-3687) Fax: 905-281-8701

adc-exhibits@fmav.ca

<http://fmav.ca/exhibitor-audio-visual-form/>

Or Order Online



AtlanticDerm
CONFERENCE

CONTACT: _____
 COMPANY: _____
 ADDRESS: _____
 TEL #: _____
 FAX #: _____
 EMAIL: _____
 PO #: _____

SHOW NAME: **Atlantic Derm Conference**
 SHIP TO: **Metropolitan Centre,
Westin Harbour Castle Hotel**
 BOOTH#: _____
 ROOM: **Metropolitan Centre**

INSTALLATION DATE:	MAY 5TH 2017
RENTAL DURATION:	2 DAYS
DISMANTLE DATE:	MAY 7TH 2017

QUANTITY	DESCRIPTION	DAYS	ADVANCE DAILY SHOW RATE	REGULAR DAILY SHOW RATE
FLAT SCREEN MONITORS				
	23" 16:9 FLAT SCREEN MONITOR		140.00	180.00
	28" 16:9 FLAT SCREEN MONITOR		180.00	225.00
	*42" FLAT SCREEN MONITOR & SPEAKERS with 6' CHROME DISPLAY STAND		315.00	375.00
	*52" FLAT SCREEN MONITOR & SPEAKERS with 6' CHROME DISPLAY STAND		440.00	550.00
	*80" FLAT SCREEN MONITOR & SPEAKERS with 6' CHROME DISPLAY STAND		1000.00	1050.00
TOUCH SCREEN MONITORS				
	32" TOUCH SCREEN with 6' CHROME DISPLAY STAND		450.00	500.00
	*42" TOUCH SCREEN with 6' CHROME DISPLAY STAND		700.00	750.00
	*60" TOUCH SCREEN with 6' CHROME DISPLAY STAND		950.00	1000.00
COMPUTERS				
	LAPTOP COMPUTER		180.00	250.00
	MACINTOSH COMPUTER AVAILABLE - PLEASE CALL			
COMPUTER ACCESSORIES				
	WESTERN DIGITAL HD USB MEDIA PLAYER		60.00	75.00
	SET OF COMPUTER SPEAKERS		25.00	30.00
	LEXMARK LASER PRINTER C/W SPARE TONER CARTRIDGE		145.00	175.00
	UNIVERSAL INTERFACE KIT		175.00	200.00
VIDEO PLAYERS				
	COMPACT DVD PLAYER		80.00	90.00
AUDIO EQUIPMENT				
	SHURE WIRED MICROPHONE C/W FLOOR STAND		20.00	25.00
	UHF WIRELESS MICROPHONE (COMBO KIT)		127.00	150.00
	JBL PORTABLE SPEAKER (100 W) C/W MICROPHONE		60.00	70.00
	BOOTH AUDIO SYSTEM C/W 2-SPEAKERS, MIXER, CD-PLAYER, WIRELESS MICROPHONE & FLOOR STAND		315.00	375.00
	5-DISC CD-PLAYER (REQUIRES SPEAKERS)		50.00	60.00
MISCELLANEOUS				
	LASER POINTER		25.00	30.00
	TRIPOD SCREEN		35.00	40.00
	DRAPED PROJECTION STAND OR CART		40.00	50.00
	LCD PROJECTORS AVAILABLE - PLEASE CALL OR EMAIL			

Advance Order Deadline: APRIL 14th 2017

PAYMENT ACCEPTED:

AMERICAN EXPRESS
 VISA
 MASTERCARD

We offer a full range of rental equipment, technicians, and staff ready to advise and help you.

Delivery / Pick-up
\$100.00

Minimum Labour for Setup & Dismantle
\$130.00

*Additional labour will apply

If you have any questions regarding our rentals, equipment, or other services we offer, please contact us.
 1-888-AV-RENTS (287-3687)

Visit us online at www.fmav.ca

CREDIT CARD #:	SECURITY CODE:	EXPIRY DATE:	CARDHOLDER:
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Applicable Taxes Extra

APPENDIX B – EXHIBITOR SERVICE FORMS



Exhibitor Order Forms

PRESENTED BY
ROBINSON SHOW SERVICES INC.
REGARDING



Atlantic Dermatology Conference

Friday May 5, 2017 - Sunday May 7, 2017

Westin Harbor Castle

1 Harbour Square, Toronto, Ontario, M5H 2M9



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Atlantic Dermatology Conference Exhibitor Manual

It is forbidden to make alterations to any existing part of the venue, including but not limited to furnishings and equipment, without prior written authorization from the venue. This includes the drilling of holes, mechanical fastening (nails, staples, and push pins etc.); adhesive fastening (tape, glue, Velcro); or the fixing in any manner of decals, promotional literature or posters. Violating this restriction will result in a minimum fine of \$100.00 per occurrence. Labour/Repair charges may be applied for the removal of prohibited items from venue property.

- The use of masking, clear packaging and plastic-based tapes are prohibited. To affix booth floor covering to the exhibit floor, only cloth based tapes such as Polyken are acceptable. Labour/Repair charges will be applied to remove prohibited tape from the venue property.
- Display or exhibit materials **must not** be attached to the drapes, lighting, chandeliers, walls, or hung from the ceiling. The exhibitor, in erecting a display, must not affix materials onto any surface, using thumb tacks, nails, spikes, staples, nor may they use adhesives. Exhibitors will be directly responsible for damage to Robinson equipment or supplies, and/or damage to the facility.
- Sample food or beverage products must not be prepared, distributed or sold without the express written authorization from the venue. Most venues do not allow outside food and beverages in their banquet space. Please contact the venue directly for more information on their food and beverage policies. It should be further noted, venues charge a daily cleaning fee to exhibitors who are granted permission to serve food and beverages during an event.
- Passenger elevators and escalators **are not to be used** for transporting freight or equipment from floor to floor. This includes hand dollies, hand-carrying of boxes, easels, chairs, tables etc.
- Protective footwear, i.e. safety shoes must be worn during move-in and move-out. At specific times, the exhibit floor (or parts therein) may be deemed “Construction” areas by the Show Manager. If you have been given permission to be on the floor at these times, you will be required to wear an approved hard-hat within the designated “Construction” zone. Also, when working at heights greater than 3 meters (10 feet) fall protection must be worn.
- During move-in and move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work zones.
- Ontario Law prohibits smoking anywhere inside the facility, public areas, or within close proximity to entrance or exit doorways.

LIABILITY

- “Hold Harmless” – The Exhibitor(s) assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors’ displays, equipment and other property brought upon the premises of the Facility and shall indemnify and hold harmless the Facility agents, servants and employees from any and all such losses, damages and claims.

Atlantic Dermatology Conference Exhibitor Manual

SAFETY

- Displays, exhibits or shipments of an excessive weight must receive prior approval by the Facility, and must be placed on wooden platforms to distribute the weight evenly to avoid damage to the floor and/or carpeting.
- It is not recommended to use chairs, tables and other rental furniture to support standing weight. Please use proper ladders.
- Flammable, explosive or corrosive liquids or materials are prohibited in the exhibit area. It is an offence to ship hazardous materials. Each offence is subject to fines or penalties.
- All displays and exhibits must be assembled in a safe and secure fashion to prevent hazards or damage to any other exhibitor, participant and/or display.
- Exhibitors and their Exhibitor Appointed Contractors (EAC's) are not permitted to operate motorized lifts or motorized material handling equipment for the installation and dismantle of exhibits.
- Due to fire regulations, booths and tables are not permitted to block entrance or exit doors. The Fire Code requires a minimum of 3 meters, (10 feet), clearance from all entrances and exits.
- Please use caution while in the exhibit hall. This is an active work area during move-in and move-out with potential hazards such as machinery, equipment and obstacles.
- Stay clear of trucks, trailers and dock areas.
- It is recommended as a safety precaution, and for insurance purposes, no one under the age of 16 be permitted in the exhibit area during move-in and move-out. If children are present during these times, they must be supervised by an adult at all times.

FULL FREIGHT SERVICE

- Full Freight Service is available to all exhibitors within the GTA, such as: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. This service package includes:
 - Pick-up & Return of your exhibit materials from your office
 - Storage at Robinson Show Services Warehouse (pre & post show)
 - Material handling
 - Storage of empty crates during the show (if onsite storage is unavailable, additional charges will apply)
 - Post show service
- Our Full Freight Service is available to all exhibitors within the GTA and surrounding area only.
- To place your order, please refer to the full freight order form in this manual.

Atlantic Dermatology Conference Exhibitor Manual

ADVANCE WAREHOUSE

- Robinson will accept and store your shipment at our warehouse for a maximum of two weeks in advance of the show.
- Please call Robinson Show Services directly at 905-417-7789 if you require further information, quotations or assistance with transportation and storage options.
- Please fill out the Advance Warehouse form included in your manual.

Advance Warehouse Address (shipping Labels are Included in your manual)

- Robinson Show Services
- Atlantic Dermatology Conference
- (Exhibitor Name Here), (Booth #)
- 7615 Kimbel Street, Unit 1-2 Receiving, Mississauga, Ontario, L5S 1A8
- Tel. # 905-417-7789
- Shipping hours are Monday – Friday between 9:00 AM – 4:00 PM

To place your order: please refer to the advance warehouse order form in this manual.

EXHIBITORS PLEASE NOTE

- It is the responsibility of Exhibitors to notify Robinson Show Services of any shipments requiring material handling or special handling, (including Forklift services-see below). If shipments are sent by carrier directly to show site, please schedule the delivery date and time with Robinson Show Services and have all tracking numbers available on-site during move-in.
- When ordering Advance Warehouse, material handling is compulsory. If material handling is not included with the order, charges for this service will subsequently be added to the bill. In addition, it is highly recommended that Robinson Show Services provide post show service, to complement other freight services already in place. It should be noted that freight remaining on the show floor or left on the dock following the take-down of the event, will be collected and returned to Robinson's warehouse for storage. Additional post show and material handling charges may be applied, including a 30% late fee.
- Advance Warehouse order forms must be submitted to Robinson Show Services for processing prior to the shipment being delivered to the warehouse. Robinson Show Services reserves the right to decline any carrier delivering freight to the warehouse on behalf of an exhibitor, if the relevant paperwork has not been provided beforehand by the exhibitor, and full payment received.
- Exhibitors must pay full shipment and customs fees prior to shipping exhibit material to the Advance Warehouse or to the show site. Should exhibit material be shipped pre-paid, penalty charges of \$100 plus customs fees will automatically be charged to your credit card.

Atlantic Dermatology Conference Exhibitor Manual

MATERIAL HANDLING

- Robinson Show Services is the exclusive material handling services provider for show materials. This includes off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of empty crates to designated storage areas (maybe off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading on transport trucks.
- To place an order, please refer to material handling order form included in this manual.

STORAGE DURING THE SHOW

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.
- Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite.

To place an order, please refer to the storage order form included in this manual.

NOTE: if onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors procuring material handling.

POST SHOW

- We recommend that you order RSS post show services as this guarantees your exhibit material is secure at the end of the show. All exhibitors using this service will have up to 5 business days to make arrangements for your freight to be collected from RSS warehouse. If your exhibitor material is not collected during the stipulated time frame, storage charges will apply.
- Prior to leaving show site, it is the exhibitor's responsibility to affix labels, bill of lading and if applicable, a "customer commercial invoice" to your exhibit material. If the compulsory documents are not included and RSS office staff is required to contact the exhibitor to request the information, an admin fee of \$50.00 will apply.
- To place an order, please refer to the post show order form included in this manual.
- It should be noted; if your carrier does not collect your freight during the dismantle window, it is the responsibility of RSS to take and store your freight at our warehouse and charges will apply, (refer to additional terms and conditions for more information).

Atlantic Dermatology Conference Exhibitor Manual

ADDITIONAL TERMS AND CONDITIONS

- Payment in full must be submitted with your order form. Any orders received without payment will not be processed and will be returned to you via email.
- Orders received before the discount date will be given a 30% discount.
- Onsite orders will be charged a 30% late fee (this includes ordering of booth furnishings, material handling, onsite/offsite storage & post show services).
- Written cancellation submitted after processing of payment and more than 3 business days prior to the event will be subject to the lesser of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).
- All exhibit material and equipment must be removed by the exhibitor during the assigned dismantle period. Any material left on show site after this time will be removed by RSS and stored at our warehouse for a maximum of 5 business days at the exhibitor's expense. If the named contact, supplied by the show manager does not reply within 5 business days to our written correspondence informing re: your exhibit material, we will retain your freight for a further 6 weeks. This will be classed as long term storage and premium pricing will apply. After this date, RSS will dispose of your exhibit material. Please note, RSS shall not be liable for any loss or damage to your exhibit material left on show site post show.
- Freight will be rounded up to the nearest 100lbs (a minimum of 200lbs will be charged for all freight orders). Exhibitors will be charged for actual weight if different from weight recorded on the order form.
- All freight either being collected by RSS staff or delivered to our warehouse or show site without a weight ticket will be weighed. The dimensions generated on our scale will be used for billing. Invoices will be adjusted for off target shipments and a further payment will be deducted from your credit card.
- If you intend to use an exhibit appointed contractor, please complete and return the relevant forms 10 days prior to exhibitor move-in.

Atlantic Dermatology Conference Exhibitor Manual

Robinson Show Services - Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244
Email: exhibitorservices@robinsonshowservices.ca

Company Name _____ Booth # _____ Booth Size _____
Address _____ Postal Code _____
Email Address _____ Phone # _____
Email for invoice (if different from above) _____
Onsite Contact Name _____ Cell # _____

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYMENTS FOR THIS ORDER

Third Party Company Name _____
Contact Name _____
Third Party Address _____
_____ Post Code _____
Contact's Email _____ Phone # _____
Email for Invoice (if different from above) _____

CREDIT CARD - THIS SECTION MUST BE COMPLETED FOR YOUR ORDER TO BE PROCESSED

Master Card Visa
Account # _____
Expiry Date _____ Card Verification Digits _____
Card Holder Name _____
Card Holder Billing Address _____

Card Holder Signature _____ Date _____

BANK WIRE TRANSFER

Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9
CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 1047701 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers
- Please reference – Atlantic Dermatology Conference & Booth Number on all Bank Transfer so we properly credit your account. Customers are responsible for the bank processing fee of \$30.00 CDN.



Atlantic Dermatology Conference Exhibitor Manual

PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order. All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

Method of Payment: RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional \$30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

Charges: A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

Third Party Billing: In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Cancellations and Amendments: Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.

Exhibiting Company

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Third Party

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, please send your feedback to exhibitorservices@robinsonshowservices.ca



Atlantic Dermatology Conference Exhibitor Manual

ORDER SUMMARY FORM

<p>COMPANY INFORMATION</p> <p>Contact Name: _____</p> <p>Company Name: _____</p> <p>_____</p> <p>Company Address: _____</p> <p>_____</p> <p>Contact #: _____</p> <p>Email: _____</p> <p>If on site contact different from above:</p> <p>Onsite Contact Name: _____</p> <p>Onsite Contact Cell: _____</p>	<p>SHOW INFORMATION</p> <p>Show Name: Atlantic Dermatology Conference</p> <p>Show Dates: Friday May 5 - Sunday May 7, 2017</p> <p>Venue Name: The Westin Harbour Castle</p> <p>Move-in Time: Thursday May 4, 2017 - 9:30 PM and Friday May 5, 2017 - 8:00 AM - 12:30 PM-docks available</p> <p>Booth #: _____</p>
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Please Note: The Exhibitor must complete all information in this template

METHOD OF PAYMENT: Credit Card Wire Transfer

Credit Card Number _____ Expiry Date _____

Card Verification Digits _____ Type of Card: MasterCard Visa

Card holder name _____

Card holder billing address _____

Order Summary Show Specials	Total	Order Summary Show Specials	Total
Exhibitor Show Specials	\$	Full Freight Service	\$
Furniture Table	\$	Forklift	\$
Furniture Chair & Stool	\$	Advance Warehouse	\$
Furniture Lounge	\$	Material Handling	\$
Furniture Display Accessories & Custom Drape	\$	Storage	\$
Exhibit Hard-Wall Packages	\$	Post Show Storage	\$
Exhibit Accessories	\$	Labour	\$
Exhibit Hard-Wall Accessories	\$	Miscellaneous charges	\$
Graphics & Sign Order Form	\$	30% Onsite Fee	\$
Carpet	\$	Wire Transfer Charge (\$30.00 CAD)	\$
Total Payment Amount	\$		

Please indicate details of miscellaneous charges:

Note: Orders submitted without a completed credit card form and full payment will not be processed.

DISCOUNT APPLICABLE BEFORE – Thursday April 13, 2017 - 4:00 PM

PLEASE NOTE RSS ORDER DEADLINE DATES MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND THAT YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.



Atlantic Dermatology Conference Exhibitor Manual

FURNITURE – TABLE ORDER FORM 1

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

SKIRTED TABLE – 30" HIGH					
Quantity	Product SKU	Skirted Tables Description – Black Top & Black Skirt	Discounted Price	Regular Price	Total
	DT4	Skirted 4' Table - Skirted on 4 Sides	\$72.00	\$102.37	
	DT6	Skirted 6' Table – Skirted on 3 Sides	\$72.00	\$102.37	
	DT8	Skirted 8' Table – Skirted on 3 Sides	\$85.99	\$122.85	
	S4	4th Side Skirt – Optional	\$14.33	\$20.47	
	WV	White Vinyl for Table Top	\$23.88	\$34.50	
	SC	Alternative table colour skirt (see below)	\$11.50	\$16.00	

SKIRT COLOUR OPTIONS:

Black Blue White Red Burgundy Green Silver

NOTE: Black will be provided if no colour is chosen.

SKIRTED TABLE – 42" HIGH					
Quantity	Product SKU	Skirted Raised Tables Description - Black Top & Black Skirt	Discounted Price	Regular Price	Total
	RDT4	Skirted 4' Table - Skirted on 4 Sides	\$76.25	\$110.00	
	RDT6	Skirted 6' Table – Skirted on 3 Sides	\$76.25	\$110.00	
	RDT8	Skirted 8' Table – Skirted on 3 Sides	\$96.00	\$136.50	
	RS4	4th Side Skirted – Optional	\$19.50	\$27.50	
	WV	White Vinyl for Table Top	\$24.00	\$35.00	
	SC	Alternative table colour skirt (see below)	\$11.50	\$16.00	

SKIRT COLOUR OPTIONS:

Black Blue White Red Burgundy Green Silver

NOTE: Black will be provided if no colour is chosen.



RSS GREEN INITIATIVE

As one of our green initiatives Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of exhibitor tables. All table tops are black. We encourage the use of these tables, for long term environmental benefit. Any exhibitor ordering white vinyl table tops will be charged a disposable environmental disposal fee of \$25. \$10 from this fee will be donated to the World Wild Life Fund

Atlantic Dermatology Conference Exhibitor Manual

FURNITURE – TABLE ORDER FORM 2

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

UNSKIRTED TABLE					
Quantity	Product SKU	Unskirted Tables Description	Discounted Price	Regular Price	Total
	UDT6/8	Unskirted Table -30" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$33.50	\$47.25	
	UDTS6/8	Unskirted Table – 40" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$62.50	\$88.75	
BISTRO TABLE					
Quantity	Product SKU	Bistro Tables Description	Discounted Price	Regular Price	Total
	CT-R30	Cruiser Bistro Table Raised Height Star Base – 30" Round, 42" High (Black Top)	\$72.00	\$103.00	
	CT-R42	Cocktail table Regular Height Star Base – 30" Round, 30" High (Black Top)	\$72.00	\$103.00	
	CT-SP	Black Full Spandex Cover for Star base cruiser bistro table	\$29.00	\$41.00	
	CT-GT	Glass Bistro Top Raised Cruiser Table – 30" Round, 42" High	\$91.00	\$129.50	
	CT – BB	Bugle base cruiser – 30" Round, 42" High	\$91.00	\$129.50	

BISTRO TABLE TOP OPTIONS:

Black White Stainless Glass (Add \$25.00 for glass top)

BISTRO TABLE TOP COLOUR OPTIONS:

Black White Silver

COFFEE & END TABLE					
Quantity	Product SKU	Coffee & End Tables Description	Discounted Price	Regular Price	Total
	CT-18	Coffee Table 18" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$72.00	\$103.00	
	ET-22	End Table – 22" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$24.00	\$34.50	
	CT -	Coffee Table Round – Glass – Chrome legs			

Atlantic Dermatology Conference Exhibitor Manual

TABLES

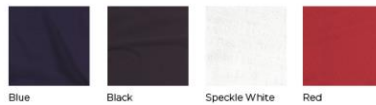
Skirted Table 30" Available in 4', 6', 8' or Raiser 42" in 6' & 8'



UnSkirted Table 30", 40" Available in 6', 8'



SKIRT COLOURS



BISTRO TABLES

Cruiser Table Black Top 30" or 40" high



Cocktail Table Regular Height 30"



Cruiser Table with full Spandex



Glass Top Cruiser table



COFFEE & END TABLE

Coffee Table Wood - White, Grey Length 35 3/8", Height 18 1/8", Width 35 3/8"



End Table Wood Length 21 5/8", Height 17 3/4", Width 21 5/8" White, Grey



Other Table Options



Atlantic Dermatology Conference Exhibitor Manual

FURNITURE – Chairs and Stools

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

CHAIRS					
Quantity	Product SKU	Skirted Tables Description	Discounted Price	Regular Price	Total
	CF	Folding Chair	\$19.50	\$28.50	
	CU	Upholstered Side Chair Black <input type="checkbox"/> Grey <input type="checkbox"/>	\$42.65	\$61.00	
	CS	Steno Chair	\$67.00	\$95.50	
	CE	Ergonomic Steno Office Chair	\$86.00	\$123.50	

STOOLS					
Quantity	Product SKU	Skirted Raised Tables Description	Discounted Price	Regular Price	Total
	BSBB	Bar Stool – Backless (Black Frame & Seat)	\$38.50	\$55.00	
	BSBW	Bar Stool – Backless (Chrome Frame & White Seat)	\$38.50	\$55.00	
	BSLB	Bar Stool – Ladder Back (Black Frame & Seat)	\$50.05	\$75.10	
	BSLW	Bar Stool – Ladder Back (Chrome Frame & White Seat)	\$50.05	\$75.10	
	BSGB	Bar Stool – Gas Lift with (Back Chrome Frame & Black Seat)	\$68.25	\$102.50	
	BSGW	Bar Stool – (Back Chrome & White Seat)	\$68.25	\$102.50	
	BSWC	Bar Stool – White Coco	\$68.25	\$102.50	

BACKLESS BAR STOOL OPTIONS:

FRAME: Black Chrome

SEAT: Black White Red

Atlantic Dermatology Conference Exhibitor Manual

CHAIRS

Folding Chair
Black, Grey



Stackable
Chair Black



Upholstered Side Chair
Black, Grey



Executive office
Chair - Black



Ergonomic Steno
Office Chair - Black



Steno Chair
Grey



Director Chair
Black



STOOLS

Bar Stool – Backless
Black, White



Bar Stool – Ladder Back
Black, White



Bar Stool – Gas Lift - Mellow
White



Bar Stool – Gas Lift
Black



Bar Stool – Gas lift Coco
White



Bar Stool
Black



Bar Stool – Gas Lift
Brown



Bar Stool Leather
Black



Atlantic Dermatology Conference Exhibitor Manual

FURNITURE – Lounge

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

LOUNGE – ARMLESS

SERIES					
Quantity	Product SKU	ARMLESS SERIES DESCRIPTION	Discounted Price	Regular Price	Total
	AS	Armless Sofa – 3 Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$172.00	\$245.70	
	ALS	Armless Love Seat -2 Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$143.50	\$204.75	
	ASS	Armless Single Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$110.50	\$157.50	
LOUNGE – BARCELONA SERIES					
Quantity	Product SKU	BARCELONA SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	BSS	Barcelona Single Seat Black <input type="checkbox"/> White <input type="checkbox"/>	\$138.00	\$187.00	
	OR	Ottoman Round Black <input type="checkbox"/> Cream <input type="checkbox"/>	\$53.00	\$76.00	

LOUNGE – STAGE SERIES

Quantity	Product SKU	STAGE SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	SSB	Black Chair - Chrome Legs	\$110.50	\$157.50	
	SSW	White Chair - Chrome Legs	\$110.50	\$157.50	

Atlantic Dermatology Conference Exhibitor Manual

LOUNGE ARMLESS SERIES

Armless Sofa – 3 Seater
Black , White or Red



Armless Love Seats
Black, White or Red



Armless Single Seat
Black, Red, White



Armless corner seat
Black, Red, White



LOUNGE STAGE SERIES

Stage Series - Black, white



LOUNGE BARCELONA SERIES

Barcelona Single Seat
Black, White



Ottoman Round



Lounge Series



Atlantic Dermatology Conference Exhibitor Manual

FURNITURE DISPLAY ACCESSORIES & CUSTOM DRAPE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

DISPLAY ACCESSORIES					
Quantity	Product SKU	Display Accessories Description	Discounted Price	Regular Price	Total
	SH2228	Sign Holder 22" x 28" – Lolly Pop	\$52.50	\$75.50	
	EA	Easel – holds 22" x 28" Sign	\$29.00	\$41.00	
	LS2	Literature Stand – Z Rack	\$57.50	\$81.90	
	GRS	Garment Rack on Wheels Single – 5ft	\$48.00	\$68.25	
	GRD	Garment Rack on Wheels Double – Rack 5ft	\$57.50	\$82.00	
	BH3	Bag Holder – 3 Prong 36" High	\$62.50	\$88.75	
	BHM	Bag Holder – Double Tier 4 Prong	\$91.00	\$130.00	
	WB	Waste Basket	\$11.50	\$16.50	
	PDB4x6	Poster Display Board 4x6 - Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$76.50	\$109.50	
	PDB4x8	Poster Display Board 4x8 – Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$86.00	\$123.00	
	SRE	2 Stanchions – Retractable +Tape	\$91.00	\$129.50	
	SRR6	2 Stanchions + Rope (Red 6')	\$91.00	\$129.50	
	SRB6	2 Stanchions + Rope (Black 6')	\$91.00	\$129.50	
	SRB6	2 Stanchions + Rope (Blue 6')	\$91.00	\$129.50	
	DDS	Draw Drum – Small	\$33.45	\$48.00	
	DDM	Draw Drum – Medium	\$53.00	\$75.50	
	DM	Mirror – Full Length	\$53.00	\$75.50	
	BF	Bar Fridge	\$77.35	\$116.00	

CUSTOM BOOTH DRAPE – Alternative Colours or Additional Drape					
Quantity	Product SKU	Custom Booth Drape Description	Discounted Price	Regular Price	Total
	SPD	Side Premier Drape – 3ft High Pre 10ft Run	\$38.22	\$54.60	
	BPD	Back Premier Drape – 8ft High Per 10ft Run	\$48.00	\$68.50	

DRAPE COLOUR OPTION

Black White Red Blue Grey



Atlantic Dermatology Conference Exhibitor Manual

DISPLAY ACCESSORIES

Sign Holder
22"x28"



Easel



Literature Stand
Z Rack



Garment Rack- 5ft
Single



Garment Rack 5ft
Double



Bag Holder
3 Prongs 36" High



Bag Holder
Double Tier -4 Prongs



Wastebasket



Draw Drum
Small & Medium



Poster Board 4'x6'
4'x 6' or 4' x 8'
Horizontal



Poster Board 4'x6'
4'x 6' or 4' x 8'
Vertical



Retractable Stanchion
2 Stanchions & 1 Tape



Rope Stanchion – 6ft
Black & Red



Mirror – Full Length



Bar Fridge



Sign Board
8' H



Display Case Plex -



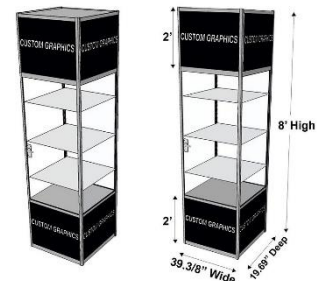
Display Case – Plex
Custom height and graphics



Light Box - Plex Glass
8' H



Display Tower
Shelves and Graphics Custom



Atlantic Dermatology Conference Exhibitor Manual

HARDWALL PACKAGE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

Quantity	Description	Discounted Price	Regular Price	Total
	Model # 1 – Premium standard 10' x 10' hard-wall booth with carpet, ID sign – 7" x 44" & 30" high side wall with 2 x 1 meter x 30" high side walls	\$812.20	\$1,160.25	
	Model # 2 – Premium 10' x 10' hard-wall booth with carpet, ID sign – 7" x 44", 1 meter wing side wall with 2 x 1 meter x 30" high side wall.	\$1,003.50	\$1,435.00	
	Model #3 – Privacy Booth 10' x 10' hard wall booth with carpet, ID sign with 8ft high back and side walls	\$1,146.75	\$1,638.00	
	Model #4 – Premium 10' x 10' slat wall booth with carpet, ID sign & 40 – 6 inch hooks	\$812.17	\$1,160.25	
	Model 1D – Premium 10' x 20' hard-wall booth with carpet, ID sign & 1 meter side wall.	\$1,481.50	\$2,115.75	
	Model 2D – Premium 10' x 20' hard-wall booth with carpet, ID sign, 1 meter side wall, 2 x 1 meter x 30" side walls	\$1,815.45	\$2,595.00	
	DELUXE PACKAGE – ADD TO ABOVE			
	1 cocktail table & 2 side chairs	\$88.50	\$126.00	
	1 cruiser table & 2 stools	\$88.50	\$126.00	
	42" monitor – mounted on a single arm truss or pop-up	\$286.65	\$409.50	
	60" monitor – mounted on a single arm or pop-up	\$477.75	\$683.00	
	CUSTOM BOOTH AVAILABLE – Please call 905 417 7789 for options			
	UPGRADED GRAPHICS – All packages can be customized depending on your specific requirements. Contact your show representative for further details and pricing			

OPTIONS (please circle option)

Hard-wall Panel Colours White Hard-wall Black Fabric

Carpet Colour Selection Blue Red Black Grey

Cruiser Table White Black Stainless

Stool White Black

Shelves White Black

Shelves Angled Straight

Exhibit Hard-Wall Packages Photos

PREMIUM PACKAGE

Model #1

Premium standard 10' x 10' hard-wall booth with carpet, ID sign & 30" side walls



Model #2

Premium 10' x 10' hard-wall booth with carpet, ID sign, 1 meter wing side wall with 2 x 1 meter x 30" side wall



Model #3

Privacy Booth 10' x 10' hard wall booth with carpet, ID sign with 8ft high back and side walls



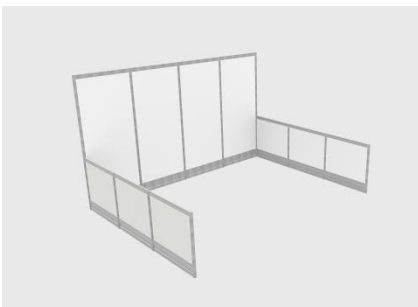
Model #4

Premium 10' x 10' slat wall booth with carpet ID sign & 40 hooks



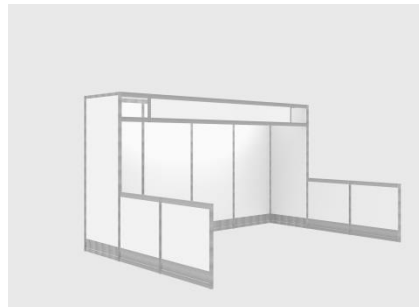
Model #1D

Premium 10' x 20' hard-wall booth with carpet, ID sign & 1 meter side wall



Model #2D

Premium 10' x 20' hard-wall booth with carpet, ID sign 1 meter side wall, 2 x 1 meter x 60" side walls



Atlantic Dermatology Conference Exhibitor Manual

DELUXE OPTIONS

1 cocktail table & 2 side chairs



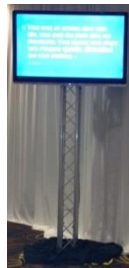
1 cruiser table & 2 stools



Monitor – Pop up



Monitor – truss mounted



10' x 10' truss arch



Atlantic Dermatology Conference Exhibitor Manual

EXHIBITOR HARD WALL ACCESSORIES

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

Description	Quantity	Discounted Price	Regular Price	Total
HARDWALL SYSTEM				
Wall shelf 12" deep x 1m long		\$23.88	\$34.25	
Angled shelf 12" deep x 1m long		\$28.66	\$41.00	
10 watt LED Clip Light – electrical not included		\$62.25	\$88.75	
Slat wall panels – upper wall only 1 meter back wall only		\$0.00		
Slat wall panels – full wall 1 meter back wall only		\$95.55	\$136.50	
Peg Board – full panel 1 meter back wall only – white only		\$95.55	\$136.50	
COUNTERS				
White Counter with Storage 42"H x 42"W X18"D – Lockable		\$183.75	\$204.75	
U-Shape Counter – Open Back 42"H		\$358.35	\$511.90	
Display Case - Glass (1/3 view)		\$261.00	\$372.75	
ACCESSORIES				
Acrylic Literature Pocket (for 8 ½ x 11 literature)		\$17.20	\$25.00	
Waterfall Bracket		\$19.50	\$27.50	
Peg Hooks ¼" holes		\$4.20	\$6.20	
Slat-wall hooks 6"		\$5.10	\$7.00	
Showcase Lock		\$11.50	\$15.20	
Peg Board shelving unit 8'h x 40"W, 2 shelves included (hardware excluded)		\$261.00	\$372.75	
Display bin acrylic 21.5" x 21.5"ht x 40"ht		\$120.00	\$171.00	

Atlantic Dermatology Conference Exhibitor Manual

Exhibit Hard-Wall Accessories Photos

HARDWALL SYSTEM

Wall shelf 12" deep x 1m long



Angled shelf 12" deep x 1m long



10 watt LED Clip Light – electrical not included

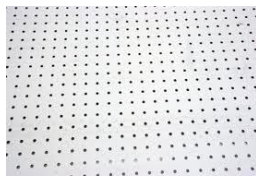


Slat wall panels, upper wall only



1 meter back wall only

Slat wall panels, full wall



1 meter back wall only

Peg board full panel

1 meter back wall only – white only

COUNTERS

White Counter with Storage
42"H x 42"W x 18" D- Lockable



U-Shaped Counter – open back



ACCESSORIES

Acrylic Literature Pocket
(For 8 1/2 x 11" literature)



Waterfall Bracket



Peg Hooks
3/4" holes



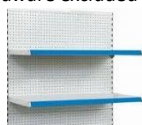
Slat-wall Hooks
3" & 5"



Alligator Locks



Peg Board Shelving Unit
8'H x 40"W
2 shelves included
Hardware excluded



Display Bin Acrylic
21.5" x 21.5"ht x 40"ht



Atlantic Dermatology Conference Exhibitor Manual

GRAPHIC AND SIGN ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

Graphics must be provided in the following formats AI/EPS. Files should be formatted in high-resolution quality, 100-300dpi. All graphics must be submitted 10 business days prior to your event. Specify target colours such as PMS, C or U and send us 100% accurate proofs. (Colour variations may occur due to output devices). Graphics must be provided with exact specifications/requirements.

All sign prices are digitally produced with colour copy, mounted on white foam board. Standard signs include up to 10 words and a maximum of three colours.

SIGNS	CIRCLE VIEW	QTY	DISCOUNT	REGULAR	TOTAL
7"X11"	Vertical or Horizontal	_____ X	\$38.22	\$54.60 =	\$ _____
7"X22"	Vertical or Horizontal	_____ X	\$43.75	\$62.40 =	\$ _____
7"X44"	Vertical or Horizontal	_____ X	\$45.50	\$65.00 =	\$ _____
11"X14"	Vertical or Horizontal	_____ X	\$48.23	\$68.90 =	\$ _____
14"X22"	Vertical or Horizontal	_____ X	\$52.78	\$75.40 =	\$ _____
22"X28"	Vertical or Horizontal	_____ X	\$73.71	\$105.30 =	\$ _____
28"X44"	Vertical or Horizontal	_____ X	\$104.65	\$149.50 =	\$ _____
36"X24"	Vertical or Horizontal	_____ X	\$113.75	\$162.50 =	\$ _____
ADDITIONAL SIGNS					
		QTY	DISCOUNT	REGULAR	TOTAL
Table Top Banner		_____ X	\$268.45	\$383.50 =	\$ _____
Roller Banner incl. Nylon Bag		_____ X	\$450.45	\$643.50 =	\$ _____
36" x 84" Free Standing Sign 1/2" Gator board with Edge Plate		_____ X	\$359.45	\$513.50 =	\$ _____
6' Table Throw 30"H x 72"W x 30"D		_____ X	\$359.45	\$513.50 =	\$ _____
8ft Table Throw 30"H x 96"W x 30"D		_____ X	\$432.25	\$617.50 =	\$ _____

Atlantic Dermatology Conference Exhibitor Manual



GRAPHIC SUBMISSION GUIDELINES

This document details the specifications for graphics submitted to Robinson Show Services/Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor manuals. Any in-house work that is needed to ready provided files to a print ready state will be billed out \$74.97 per hour with half-hour minimum.

Any files that must be opened in their native applications and exported to the required file types described below do not conform to this specification

FILE TYPES

Digital files (logo, photos, finished layouts, etc.) should be saved or exported from your design application to PDJ, EPS, AI, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files. Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT/IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolution will produce superior results. Image should be flattened – no layers and/or transparent objects. Colour halftone images should be submitted in CMYK colour mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as primary print files. *Example: a logo/graphic that will be printed at 15"W x 5"H should be sized to 15W x 5"H with 300 dpi resolution or higher.*

FONT

All fonts should be converted to outlines or paths, send fonts files if there is an anticipation of any changes of additions can be made to the provided art, any In-House changes will be billed as described above.

Atlantic Dermatology Conference Exhibitor Manual

GRAPHIC SUBMISSION GUIDELINES CONTINUED

PROOFING

A clean hardcopy proof and a PDF proofs should be send along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

SENDING FILES (EXHIBITORS)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to sheri@robinsonshowservices.ca. If you would like to post to our Dropbox, please send your request to sheri@robinsonshowservices.ca. Smaller files (<10MB) can be emailed directly to sheri@robinsonshowservices.ca

SENDING FILES (SHOW MANAGEMENT)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to Sheri Lakes with Robinson Show Services/Events. If you would like to post to our Dropbox please send your request to sheri@robinsonshowservices.ca. Smaller files (<10MB) can be emailed directly to sheri@robinsonshowservices.ca

*native application files types supported are Adobe Photoshop CS6 (pc/mac), Illustrator CS6 (pc/mac), InDesign CS6 (pc/mac).

Atlantic Dermatology Conference Exhibitor Manual

CARPET ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

- Formula for Calculating Actual Booth Size Sq. ft. = Length x Width
- Custom colors & sizes available – call for a quote

Size	Description	Discounted Price	Regular Price	Total
	EXHIBIT HALL IS CARPETED			
5' X 10'	Booth Carpet	\$84.00	\$120.00	
8' x 10'	Booth Carpet	\$84.00	\$120.00	
10' x 10'	Booth Carpet	\$140.00	\$200.00	
20' x 10'	Booth Carpet	\$210.00	\$300.00	
20' x 20'	Booth Carpet	\$291.20	\$416.00	
30' x 10'	Booth Carpet	\$392.00	\$560.00	
40' x 10'	Booth Carpet	\$490.00	\$700.00	
	Underpad – Booth size sq. ft. (100 sq. ft. minimum)	\$0.95	\$1.35	
	VisQueen Plastic Protector overlay on carpet (100 sq. ft. minimum) Exhibitor is responsible for removal of plastic cover prior to show opening	\$0.42	\$0.60	
	Custom Cut Carpet per. Sq. ft.	\$1.37	\$1.95	

Please indicate choice:

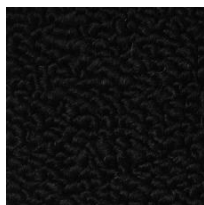
Black Blue Red Grey White (50% surcharge applied to white)

CANCELLATION POLICY: Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.

Note: If carpet is damaged, dirty or has to be cut for electrical wiring, additional charges will apply.

CARPET

Black



Blue



Red



Grey



White



Atlantic Dermatology Conference Exhibitor Manual

FULL FREIGHT SERVICE PACKAGE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

Full freight service includes local cartage in and around the GTA, Advance Warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

Individual freight service is also available. If you are located outside the GTA and would like to use our freight service, please call for a quote.

Pricing is based on skid size of 4' x 4' x 4' & maximum weight of 640lbs – additional charge will apply for all skids exceeding maximum stipulated dimension and weight. Services included: Local cartage, advance warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

ADDITIONAL CHARGES – will apply under the following circumstances:

- Damage to Robinson equipment due to weight of exhibit material
- Skids which exceed the maximum weight and dimensions stated above
- Special equipment for lifting/moving/transporting exhibit material
- Parking ticket due to pick up location where vehicles are restricted
- Restricted access to the facility for pick up and or return of exhibit material
- Special handling such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case.
- Client delays when collecting or returning exhibit material such as and not limited to: unable to speak with onsite contact for over 15 minutes upon arrival, items not properly packaged for transport and extended waiting time in loading dock.

Quantity	Description	Discounted Price	Regular Price	Total
	Full Freight 2 skids 4 x 4 x 4 (640lbs)	\$500.50	\$715.00	
	Each Additional skids 4 x 4 x 4 (640 lbs)	\$122.50	\$175.00	

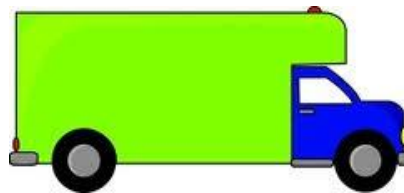
SPECIAL REQUIREMENTS / INSTRUCTIONS:

Atlantic Dermatology Conference Exhibitor Manual

RSS pick-up show material from Exhibitor's office



Show material transported to RSS warehouse



RSS transport exhibitor's show material to show site – Exhibitor's Booth



RSS pick up exhibitor's show material from show site – Exhibitor's Booth



RSS return to Exhibitor warehouse – show material

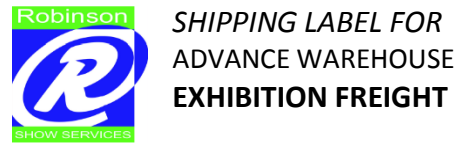


Atlantic Dermatology Conference Exhibitor Manual



FROM:

EXHIBITING COMPANY _____ BOOTH NUMBER _____



FROM:

EXHIBITING COMPANY _____ BOOTH NUMBER _____



Atlantic Dermatology Conference
The Westin Harbour Castle

**C/O ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789**

CARRIER _____

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED BEFORE:

APRIL 21ST, 2017

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.



Atlantic Dermatology Conference
The Westin Harbour Castle

**C/O ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789**

CARRIER _____

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED BEFORE:

APRIL 21ST, 2017

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

Atlantic Dermatology Conference Exhibitor Manual

ADVANCE WAREHOUSE RECEIVING INFORMATION SHEET

Company Name _____ Booth # _____

PLEASE NOTE – WITH ADVANCE WAREHOUSE, YOU MUST ALSO ORDER MATERIAL HANDLING.

Please fill in the details on the Material Handling form included in this manual and forward with the Advance Warehouse information.

BENEFITS

- Show materials will be stored in our warehouse for up to 2 weeks prior to show
- Priority delivery of shipment to the show facility prior to exhibitor move-in

SERVICE INCLUDES

- Shipment in our warehouse up to 14 days in advance of show
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Inventory count and recording of any visual damage

ESTIMATED CHARGES

- Charges are based on weight of shipment and charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are an estimate only and will be adjusted according to weight tickets.
- A \$25 surcharge will apply to any shipments that we are required to weigh.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.
- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: SMALL BUSINESS FORUM 2016, Company Name, and Booth Number. Labels must be on each item shipped.

SHIPMENT WEIGHT

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

LIABILITY

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, or damage or loss of merchandise after delivery to booth, before or during installation time or at conclusion of show prior to delivery to common carrier. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Robinson's control. Robinson's liability is limited to \$0.30 per pound, per article, to a maximum of \$30.00 per article and \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

Atlantic Dermatology Conference Exhibitor Manual

ADVANCE WAREHOUSE RECEIVING ORDER FORM

Company Name _____ Booth # _____

(PLEASE ENSURE THE MATERIAL HANDLING FORM IS FILLED OUT AND INCLUDED WITH THIS FORM)

SHIPMENTS ARE ACCEPTED FROM: **APRIL 21ST, 2017**

NO SHIPMENTS WILL BE ACCEPTED IN OUR ADVANCE WAREHOUSE ON OR AFTER: **MAY 3RD, 2017**

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –
THURSDAY APRIL 13, 2017 - 4:00 PM

RATE CATEGORIES	Price Per CWT (200 lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	\$39	\$59	\$64	\$25
REGULAR RATES (per cwt)	\$50.70	\$76.70	\$83.20	\$32.50
On-Site Orders	A 25% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipment			

ADDITIONAL SURCHARGES

LATE SHIPMENTS TO WAREHOUSE ON MAY 3RD, 2017 - Shipment Delivered after Deadline Date (in addition to above rates - \$50 fee will apply)

Any warehouse Shipment received after – MAY 3RD, 2017 (that require a separate delivery to show site, will be charged \$150).

Overtime Charges- inbound (in addition to above rates) – applied when delivered outside of warehouse hours (Monday to Friday between 9am – 4pm).

RATE CATEGORY	Discounted	Regular
Crated or Skidded Shipment	\$75	\$97.50
Special Handling Shipment	\$100	\$130.00
Uncrated or Pad Wrapped Shipment	\$100	\$130.00

Atlantic Dermatology Conference Exhibitor Manual

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200 lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$_____ =	\$_____
Uncrated Shipment	_____ /100	_____ x	\$_____ =	\$_____
Special Handling	_____ /100	_____ x	\$_____ =	\$_____
Small Package	_____ /100	_____ x	\$_____ =	\$_____
Late Shipment/Overtime charges	_____ /100	_____ x	\$_____ =	\$_____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A \$25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

RSS Advance Warehouse Safe Storage



Atlantic Dermatology Conference Exhibitor Manual

MATERIAL HANDLING SERVICES INFORMATION SHEET

Company Name _____ Booth # _____

Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.

▪ **MATERIAL HANDLING SERVICE INCLUDES:**

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available)
 - (If designated space is not available, exhibitors may purchase our storage option)
 - Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

▪ **Note: Transportation to and from show site is not included as part of this service.**

▪ **ESTIMATING MATERIAL HANDLING CHARGES:**

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A \$25 surcharge will apply if shipment require weighing.

▪ **STORAGE DURING THE SHOW**

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

Atlantic Dermatology Conference Exhibitor Manual

MATERIAL HANDLING SERVICES INFORMATION (SHEET 2)

Company Name _____ Booth # _____

WHAT KIND OF SHIPMENT DO YOU HAVE?

Shipment Type	Definition
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated material shipped	Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process. Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out.
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Please refer to the Material Handling – Special Handling Information Form for more details.

RSS Material Handling



MATERIAL HANDLING - SPECIAL HANDLING INFORMATION

Company Name _____ Booth # _____

WHAT IS SPECIAL HANDLING?

Special handling applies to shipments that are loaded by cubic space and/or packaged to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and delivery.

TYPES OF SPECIAL HANDLING

Ground Loading or Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

Constricted Space Loading or Unloading

Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

Designated Piece Loading / Unloading

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in that require multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Crated vs Uncrated Shipments

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

Mixed Shipments

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.

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Carpet only Shipments

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

No Documentation

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, require additional time, labour and equipment to process.

Alternate Delivery Location

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.



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MATERIAL HANDLING – SERVICE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

TIME		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME: Discounted Price	Mon – Fri (8:00am – 4:00pm)	\$69.00	\$86.00	\$96.00	\$36.00
REGULAR TIME: Regular Price	Mon – Fri (8:00am – 4:00pm)	\$89.70	\$111.80	\$124.80	\$46.80
OVERTIME: Discounted Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$86.00	\$107.00	\$120.00	\$46.00
OVERTIME: Regular Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$111.80	\$139.10	\$156.00	\$59.80
On-site Orders		A 30% surcharge will be applied to on-site orders			
Off-Target Shipments		A 30% surcharge will be applied to off-target shipments.			
Note: If move-in and move-out time fall during overtime hours, overtime rate will be applied					

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment _____	/100 _____	x _____	\$ _____ =	\$ _____
Uncrated Shipment _____	/100 _____	x _____	\$ _____ =	\$ _____
Special Handling _____	/100 _____	x _____	\$ _____ =	\$ _____
Small Package _____	/100 _____	x _____	\$ _____ =	\$ _____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A \$25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

SPECIAL REQUIREMENTS / INSTRUCTIONS

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STORAGE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

Quantity	Description – Onsite Storage	Discount Price	Regular Rate	Total
	Maximum of 3 small crates less than 2 x 2 x 2	\$27.30	\$39.00	
	Maximum of 3 large crates –4 x 4 x 4	\$71.89	\$102.70	
	Each additional small crates less than 2 x 2 x 2	\$9.10	\$13.00	
	Each additional large crate – 4 x 4 x 4	\$22.75	\$32.50	

Quantity	Description – Offsite Storage	Discount Price	Regular Rate	Total
	Offsite storage – maximum of 3 small to medium empty crates 2 x 2 x 2	\$75.60	\$108.00	
	Offsite storage – maximum of 3 large empty crates 4 x 4 x 4	\$109.20	\$156.00	
	Each additional offsite crate less than 2 x 2 x 2	\$13.65	\$19.50	
	Each additional offsite large crate 4 x 4 x 4	\$22.75	\$32.50	

PRICE EXCLUDES: advance warehouse, material handling, special handling & post show storage.

ADDITIONAL CHARGES – will apply under the following circumstances:

- If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Crates will be returned to booth upon show closure.

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POST SHOW STORAGE

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

RATE CATEGORIES (Minimum 200lbs)	Price Per CWT (200lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	\$44.00	\$61.25	\$68.50	\$25.00
REGULAR RATES (per cwt)	\$63.00	\$79.00	\$89.00	\$32.50
On-Site Orders	A 30% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipments			

ADDITIONAL SURCHARGES

PRICE/CWT 200lbs minimum

Overtime Charges - outbound (in addition to above rates)

Add 25% (if shipment is picked up during overtime hours or if the warehouse needs to remain open in overtime for pick up.)

CALCULATION (when recording weight, round up to the nearest 100lbs - minimum 200lbs)				
DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$ _____ =	\$ _____
Uncrated Shipment	_____ /100	_____ x	\$ _____ =	\$ _____
Special Handling	_____ /100	_____ x	\$ _____ =	\$ _____
Small Package	_____ /100	_____ x	\$ _____ =	\$ _____
Overtime Surcharge	Estimated Total x \$25%		=	\$ _____

SPECIAL REQUIREMENTS / INSTRUCTIONS

Atlantic Dermatology Conference Exhibitor Manual

POST SHOW – Rate is \$44.00 per 100 lbs crate (minimum of 200lbs for all orders). This service includes your shipment being packed up from show site and delivered back to the Robinson Show Services warehouse and stored for up to five (5) business days. **(Price excludes advance warehouse, material handling, storage charges, post-show & special handling).**

STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as the bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit materials for collection by RSS staff.
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

ADDITIONAL CHARGES – will apply under the following circumstances:

- Post Show is procured on show site. For this service, a credit card form must be pre-authorized and signed.
- Special handling at the venue. Examples include: no loading docks, no elevators, hand-carrying and the mandatory use of stairs.
- An administration fee of \$50 will apply if relevant paper work is not fixed to the exhibit material post show (such as bill of lading & commercial invoice).
- Exhibit materials not collected within 5 business days will be billed for storage fees. This amount will be deducted from the credit card used initially to place the order.

If the designated carrier does not pick up or arrive at the designated location on time, neither show manager nor contractor will be liable for any resulting delays.

RSS Post Show Storage



Atlantic Dermatology Conference Exhibitor Manual

LABOUR INFORMATION SHEET

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

DISPLAY LABOUR (One Hour Minimum per Worker)

Rates before deadline date:

RATE CATEGORY	DATE & TIME	LABOUR DISCOUNTED PRICE	SUPERVISOR DISCOUNTED PRICE	CARPENTER DISCOUNTED PRICE
Standard Time	Mon – Fri between 8:00am – 4:00pm	\$60.00	\$90.00	\$105.00
Over-Time	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am- - 4:00pm	\$90.00	\$115.00	\$135.00
Double Time	All times not noted above as well as holidays	\$120.00	\$180.00	\$210.00

Rates after deadline date:

RATE CATEGORY	DATE & TIME	LABOUR REGULAR PRICE	SUPERVISOR REGULAR PRICE	CARPENTER REGULAR PRICE
Standard Time	Mon – Fri between 8:00am – 4:00pm	\$78.00	\$117.00	\$136.50
Over Time	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am- - 4:00pm	\$117.00	\$149.00	\$175.50
Double Time	All times not noted above as well as holidays	\$156.00	\$234.00	\$273.00

- There is a one hour minimum, per labourer charge applicable.
- Labour rates are charged per labourer; per hour; in half hour increments.
- Supervisor must check in with the Robinson Show Site Manager to pick up labourer. Start time is guaranteed only at start of work.
- Labour must be cancelled in writing, two (2) business days in advance, to avoid a one hour, per worker cancellation fee.
- When scheduling dismantle labour, please allow for sufficient time to return empty containers to the booth.
- Robinson supervised jobs will be completed at the discretion of RSS administration, sometime before show opening. **Please include a set up plan, photo and special instructions with this order.**

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LABOUR ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

THURSDAY APRIL 13, 2017 - 4:00 PM

INSTALLATION

INSTALLATION LABOUR			
Date Required _____	Start Time Required _____	AM <input type="checkbox"/>	PM <input type="checkbox"/>
No of People x Hours/Person = Total Hours x Hourly Rate = Total			
_____ X _____	= _____ x _____	= \$ _____	
INSTALLATION SUPERVISOR			
Date Required _____	Start Time Required _____	AM <input type="checkbox"/>	PM <input type="checkbox"/>
No of People x Hours/Person = Total Hours x Hourly Rate = Total			
_____ X _____	= _____ x _____	= \$ _____	
INSTALLATION CARPENTER			
Date Required _____	Start Time Required _____	AM <input type="checkbox"/>	PM <input type="checkbox"/>
<input type="checkbox"/>			
No of People x Hours/Person = Total Hours x Hourly Rate = Total			
_____ X _____	= _____ x _____	= \$ _____	

DELIVERY INFORMATION

Delivery Date _____ Delivery Time _____ Carrier _____

EXHIBIT INFORMATION

Set up drawings/photos attached Yes No

SET UP INSTRUCTIONS

Set-up plan and photos attached

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DISMANTLE

DISMANTLE LABOUR

Date Required _____ Start Time Required _____ AM PM

No of People x Hours/Person = Total Hours x Hourly Rate = Total
 _____ X _____ = _____ x _____ = \$ _____

DISMANTLE SUPERVISOR

Date Required _____ Start Time Required _____ AM PM

No of People x Hours/Person = Total Hours x Hourly Rate = Total
 _____ X _____ = _____ x _____ = \$ _____

DISMANTLE CARPENTER

Date Required _____ Start Time Required _____ AM PM

No of People x Hours/Person = Total Hours x Hourly Rate = Total

PICK-UP INFORMATION

Pick up Date _____ Pick up Time _____ Carrier _____

DISMANTLE INSTRUCTIONS

Supervision (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out with the Robinson Show Site Manager.

Exhibitor Supervised
 Exhibitor must be present to Supervise

RSS Supervised
 Exhibitor does not need to be present

Exhibitor Contact Name _____ Cell # _____

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EXHIBITOR APPOINTED FORM

Company Name _____ Booth # _____

Notification of intent to use an Exhibitor Appointed Contractor

Service Contractors other than the Official Service Contractor designated by Show Management, must complete the following form and forward it two weeks prior to move-in: exhibitorservices@robinsonshowservices.ca or fax to 905-417-2244.

Company Name: _____

Exhibit Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed : _____

**** EAC are not permitted to perform any of the following services: drayage, plumbing, electrical, telephone lines, rigging, booth cleaning, catering.**

Exhibit Appointed Contractors **must** forward a copy of their **General Liability Insurance Certificate (minimum coverage of two million dollars)** to Robinson Show Services no later than 10 days prior to the first day of exhibitor move-in, or they will not be permitted to service your exhibit. This document **must** include the following: Name of venue; Show Management and Robinson Show Services.

A **Safety Clearance Certificate must** also be submitted. Companies based in Ontario are required to submit a **WSIB Certificate** and companies operating in Quebec will be required to provide a **CSST Certificate**. For organizations operating outside of these areas, please contact Robinson Show Services for information about the appropriate certificate required.

It is the responsibility of the exhibitor to ensure that representatives of the Exhibitor Appointed Contractor abide by the official rules and regulations for this event.

Contact Name	Email Address	Booth #
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Authorized Signature	Print Name	Date
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