

Exhibitor Manual

PRESENTED BY **ROBINSON SHOW**
SERVICES INC. REGARDING



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE

April 25TH – 27TH, 2017

Westin Harbour Castle

1 Harbour Square
Toronto, ON
M5J 1A6

**WADEM CONGRESS ON DISASTER
AND EMERGENCY MEDICINE
Exhibitor Manual**

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Dear Exhibitor,

We are pleased to announce **Robinson Show Services Inc.** has been named the Official Show Services Contractor for **WADEM Congress on Disaster and Emergency Medicine**. The Robinson Team is looking forward to help make your event a success.

We carry the following products and services to enhance your booth's visibility:

- 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

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at www.robinsonshowservices.ca.

We would be delighted to assist you with any questions or special requests you may have.

Sincerely,
Team Robinson

Robinson Show Services Inc.
7615 Kimbel Street Unit 1-2
Mississauga, Ontario, Canada L5S 1A8
Phone: 905-417-7789
Fax: 905-417-2244
E-Mail: alexandra@robinsonshowservices.ca

DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS



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REGISTRATION SCHEDULE

Registration Hours	Monday April 24 th , 2017	13:00-18:00
Registration Hours	Tuesday April 25 th , 2017	06:30-18:00
Registration Hours	Wednesday April 26 th , 2017	07:00-17:00
Registration Hours	Thursday April 27 th , 2017	07:00-17:00
Registration Hours	Friday April 28 th , 2017	08:00-13:00

EXHIBITION SCHEDULE

Exhibitor Move-in	Tuesday April 25 th , 2017	09:00-12:30
Exhibit Hours	Tuesday April 25 th , 2017	13:00-20:00
Exhibit Hours	Wednesday April 26 th , 2017	09:30-16:30
Exhibit Hours	Thursday April 27 th , 2017	09:30-16:30
Exhibitor Move-out	Thursday April 27 th , 2017	17:00-19:00
Exhibitor Soft Move Out	Thursday April 27 th , 2017	17:00-18:00

MOVE-OUT INFORMATION

- Aisle carpet (if any) must be removed prior to the return of empty crates.
- Robinson will begin returning empty crates immediately after show closing.
- Exhibitor materials must be cleared from the show floor by **17:00**. To ensure all materials are removed from the facility in a timely fashion, please have carriers check in **by 15:00**.

DISCOUNT PRICE DEADLINE DATE - Take advantage of our discounted price (30%) by ordering before **FRIDAY APRIL 7TH, 2017**

BOOTH EQUIPMENT- Each exhibitor will receive:

- 1 – 10' X 10' black draped booth with 8' back wall and 3' side rails
- 1 – 6 ft. Table Skirted Green on 3 sides
- 2 – Chairs
- 1 – Wastebasket
- 1 – 8.5' x 11' Cardstock Booth Identification sign



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EXHIBIT HALL CARPET

The exhibit area is **carpeted** – See manual for carpet order form if you wish to add a carpet layer.

CONTACT

Show Manager

International Conference Services
Contact: Matt Bennett
Phone: 604-314-6011
Email: WADEM2017@icsevents.com

Registration & Housing Manager

Tina Lobo-Hardick
604 639 3921
WADEM2017-Registration@icsevents.com

Venue/In-Booth Catering Service

Westin Harbour Castle
Contact: Maria Soultanoglou
T: 416-361-7442
F: 416-869-0777
maria.soultanoglou@westin.com
1 Harbour Square
Toronto, ON
M5J 1A6

Show Services

Robinson Show Services
Alexandra Buonaiuto
905-417-7789 ext. 226
alexandra@robinonshowservices.ca

AV & Electrical Services

PSAV Westin Harbour Castle
Contact: Stephen Andrews
Phone: 416-361-7466 ext.4603
Mobile: 647.468.5423
sandrews@PSAV.COM

For any questions regarding your booth space, and/or your exhibit, please contact – **Alexandra Buonaiuto** – alexandra@robinsonshowservices.ca



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PLEASE NOTE:

- 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



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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.



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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 TBD at Robinson Show Services directly at 905-417-7789 ext. TBD 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)

Shipments cannot be delivered before: MONDAY APRIL 3rd 2017 and must be received by FRIDAY APRIL 21ST, 2017

Robinson Show Services

WADEM 2017

(Exhibitor Name Here), (Booth #)

7615 Kimbel Street, Unit 1-2 Receiving, Mississauga, Ontario, L5S 1A8

Tel. # 905-417-7789 ext. 226

Shipping hours are Monday – Friday between 9am – 4pm

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.



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MATERIAL HANDLING

- Robinson Show Services offers material handling services 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 exhibit 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).

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.



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- 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 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 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.



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Robinson Show Services - Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244 |

Email: exhibitorservices@robinsonshowservices.ca | www.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

*****ONCE YOUR ORDER IS RECEIVED, A ROBINSON REPRESENTATIVE
WILL CONTACT YOU TO OBTAIN YOUR CREDIT CARD INFORMATION*****

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 – WADEM Congress on Disaster and Emergency Medicine & Booth Number on all Bank Transfer so we properly credit your account. Customers are responsible for the bank processing fee of \$30.00 CDN.



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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



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ORDER SUMMARY FORM

COMPANY INFORMATION Contact Name: _____ Company Name: _____ _____ Company Address: _____ _____ _____ Contact #: _____ Email: _____ If on site contact different from above: Onsite Contact Name: _____ Onsite Contact Cell: _____	SHOW INFORMATION Show Name: WADEM Congress on Disaster and Emergency Medicine Show Dates: Tuesday April 25 th 2017 – Thursday April 27 th 2017 Venue Name: Westin Harbour Castle Move-in Time: Tuesday April 25 th , 2017 , 7:30AM- 12:00PM Booth #: _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px; color: blue; font-weight: bold;"> Please Note: The Exhibitor must complete all information in this template </div>
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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 – FRIDAY APRIL 7th, 2017

**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.**



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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 – **FRIDAY APRIL 7th, 2017**

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

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FURNITURE – TABLE ORDER FORM 2

Company Name _____ Booth # _____

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			
	CT				



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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



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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 – **FRIDAY APRIL 7th, 2017**

CHAIRS					
Quantity	Product SKU	Skirted Tables Description	Discounted Price	Regular Price	Total
	CF	Folding Chair	\$19.50	\$28.50	
	CU	Upholstered Side Chair Black Grey	\$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 ☐



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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 discount price (30%) by ordering before the
deadline date – **FRIDAY APRIL 7th, 2017**

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	



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE

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 of **FRIDAY APRIL 7th, 2017**

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 ☐



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE

Exhibitor Manual

HARDWLL 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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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 # 3D	\$2,102.50	\$3,003.50	
	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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE Exhibitor Manual

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



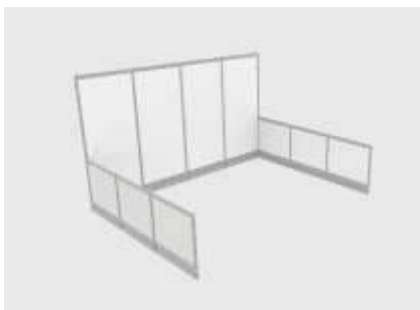
Model #4

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



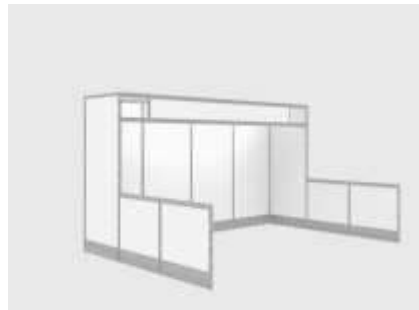
Model #1D

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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE

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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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	



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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



Slat wall panels, full wall



Peg board full panel

1 meter back wall only

1 meter back wall only

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
1/4" 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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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 =	\$ _____



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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 resolutions is 300 dpi or above. Placed images are be embedded rather than linked. If files are linked, be sure to send along the linked files. Do not summit 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, nit 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, aby In-House changes will be billed as described above.

WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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).



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE 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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

- 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:

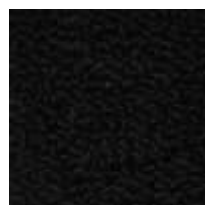
☐ Black ☐ Blue ☐ Red ☐ Grey ☐ White (50% surcharge applied to white)

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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE Exhibitor Manual

FULL FREIGHT SERVICE PACKAGE ORDER FORM

Company Name _____ Booth # _____

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

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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:



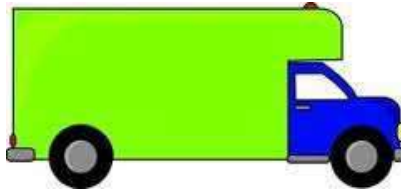
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RSS FULL SERVICE FREIGHT STEPS

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



WADEM CONGRESS ON DISASTER AND EMERGENCY MEDICINE Exhibitor Manual



**SHIPPING LABEL FOR
ADVANCE WAREHOUSE
EXHIBITION FREIGHT**

FROM:

FROM:

EXHIBITING COMPANY

BOOTH NUMBER



**SHIPPING LABEL FOR
ADVANCE WAREHOUSE
EXHIBITION FREIGHT**

FROM:

FROM:

EXHIBITING COMPANY

BOOTH NUMBER



WADEM Congress on
Disaster and Emergency Medicine

WADEM Congress on
Disaster and Emergency Medicine

C/O ROBINSON SHOW SERVICES LOGISTICS

7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

C/O ROBINSON SHOW SERVICES LOGISTICS

7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

CARRIER _____

CARRIER _____

NUMBER OF PIECES _____ OF _____

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED BEFORE:

CANNOT BE DELIVERED BEFORE:

**MONDAY APRIL 3rd 2017 and must
be received by FRIDAY APRIL 21ST, 2017 – 09:00-16:00**

**MONDAY APRIL 3rd 2017 and must
be received by FRIDAY APRIL 21ST, 2017 – 09:00-16:00**

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

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



ROBINSON SHOW SERVICES INC

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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 48 hours 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.



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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: **MONDAY APRIL 3rd 2017**

NO SHIPMENTS WILL BE ACCEPTED IN OUR ADVANCE WAREHOUSE ON OR AFTER: **FRIDAY APRIL 21ST 2017**

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 – **FRIDAY APRIL 7th, 2017**

RATE CATEGORIES	Price Per CWT (200lbs 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 FRIDAY MARCH 31ST 2017: Shipment Delivered after Deadline Date (in addition to above rates - \$50 fee will apply)

Any warehouse Shipment received after – : **FRIDAY MARCH 31ST 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



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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



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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.



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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



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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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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.

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	



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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 discount price (30%) by ordering before the deadline date – **FRIDAY APRIL 7th, 2017**

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



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POST SHOW – Rate is \$49 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



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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 – **FRIDAY APRIL 7th, 2017**

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 – **FRIDAY APRIL 7th, 2017**

INSTALLATION

INSTALLATION LABOUR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

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

INSTALLATION SUPERVISOR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

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

INSTALLATION CARPENTER

Date Required _____ Start Time Required _____ AM ☐ PM ☐

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 ☐

Cell #



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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 ☐

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:

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 #

Authorized Signature

Print Name

Date

