

Super Conference 2014

**A UNIVERSE OF
POSSIBILITIES**

January 29 – February 1, 2014
Metro Toronto Convention Centre

Exhibitor Kit 2014

Super Conference 2014

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Welcome Letter

Dear Exhibitor and Supporter of OLA,

I am delighted to welcome you to, or back to, Super Conference. Early reaction to the program has been very positive and we are again expecting to welcome the largest Canadian library audience to Toronto this winter. This is the introduction to the Super Conference 2014 Exhibitor Kit. The Kit should answer all questions you might have about the upcoming conference and EXPO. There are only modest changes to the kit this year, so those familiar with it will be able to digest the information quickly. Registrations are coming in every hour.

The three changes with loading in and loading out.

- For those who have used INTERNAL STREET to drop off and carry or dolly in materials will be affected. The whole lobby area has been re-done and there is NO LONGER ACCESS off of internal street. The apron where you could pull over is gone.
- The MARSHALLING yards on Cherry Street need to be accessed from Leslie Street. The bridge at Lakeshore and Cherry is closed for up to a year for repair.
- MOVE-IN: In 2013 the MTCC allowed move-in to happen off the West Ramp rather than through the elevators at the East Ramp. That is not a decision we control. That option, if available, will not be made until within 48 hours of the scheduled move in. We will advise by email if the option is available.

The entire kit is divided into individual sections which are all accessible through the web at www.accessola.com/expokit. We have further evolved the kit to allow you to submit some key forms as writable PDFs that will save us time and avoid any clerical errors. The EXHIBITOR BADGE request form has been integrated with the new online registration system that OLA launched for the 2014 Super Conference.

Please review the Exhibitor Kit carefully. Please pay particular attention to the dates that forms are due. One of the keys to a smooth, problem-free show is the submission of the necessary forms by the due dates to allow our professional contractors to do their jobs.

Jefferson Gilbert, who served for more than 18 years at OLA as Deputy Executive Director, will continue to lead the OLA EXPO as an external consultant to OLA through his company Gap. Point. Reach. Inc. [non-profit leadership]. Any program related questions can be directed to the OLA Office at (416) 363-3388.

If you have any questions regarding Super Conference or need assistance in anyway with your preparations, please feel free to contact Jefferson Gilbert or his Associate Jennifer Marriott at:

Gap.Point.Reach. Inc
Tel: (416) 699-1938 FAX: (866) 211-2999
jgilbert@gappointreach.com
jmarriott@gappointreach.com

Thank you for taking the time to review and follow the instructions in the Exhibitor Kit.

On behalf of the Association and it's 5,000 members I would like to thank you for your participation in Super Conference 2014. We wish you every success and look forward to seeing you in February.

REMINDER: Full payment for booth space is due no later than December 15, 2013. If you have any problems getting full payment in by this date, please do not hesitate to contact Jefferson to make alternative arrangements.

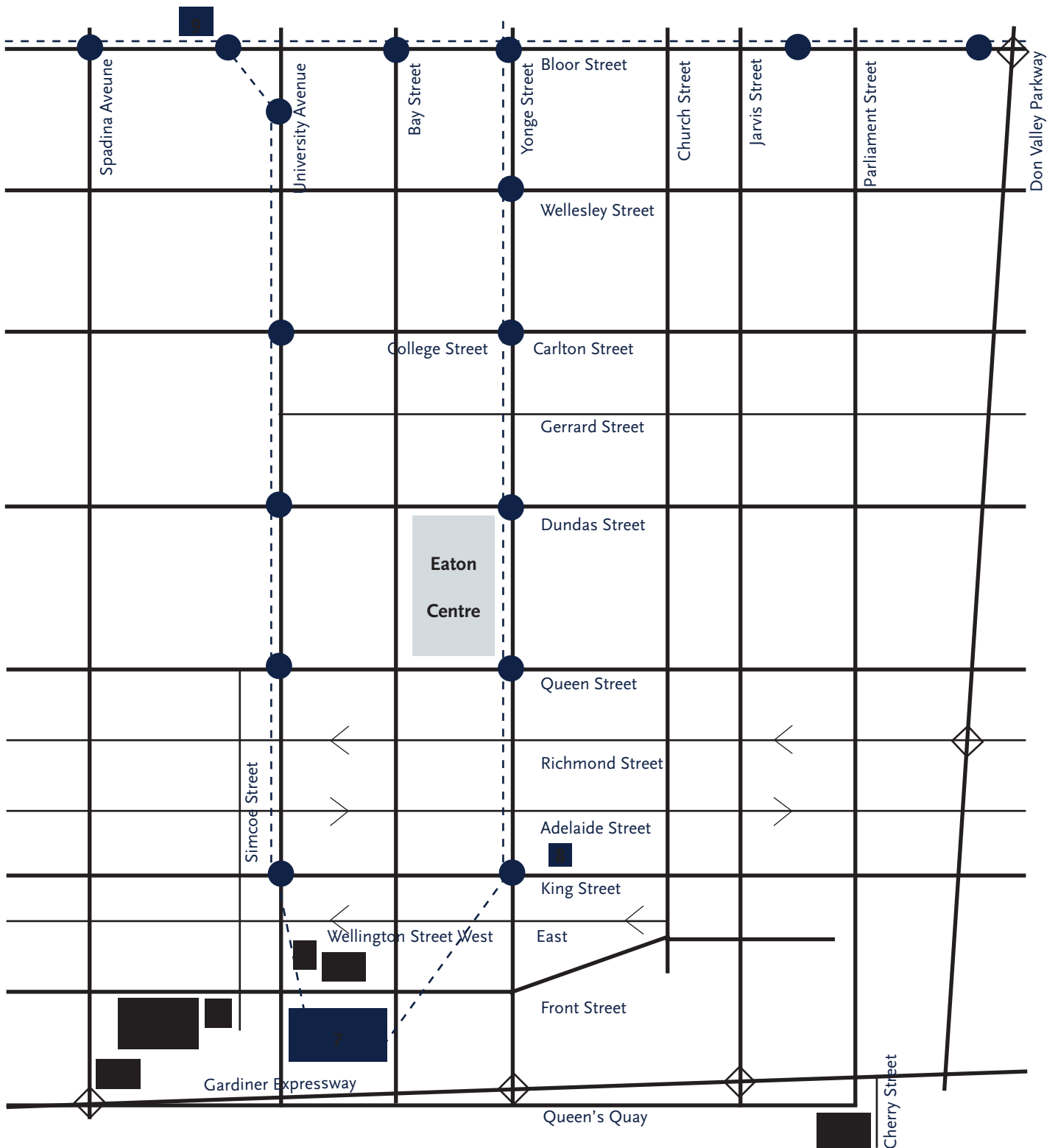
Sincerely,



Shelagh Paterson
OLA Executive Director

PS: 2015 Conference Dates are January 28 – January 31

Map of Downtown Toronto



- 1 Metro Toronto Convention Centre
- 2 Intercontinental Hotel – Toronto Centre
- 3 Renaissance @ Rogers Centre Hotel

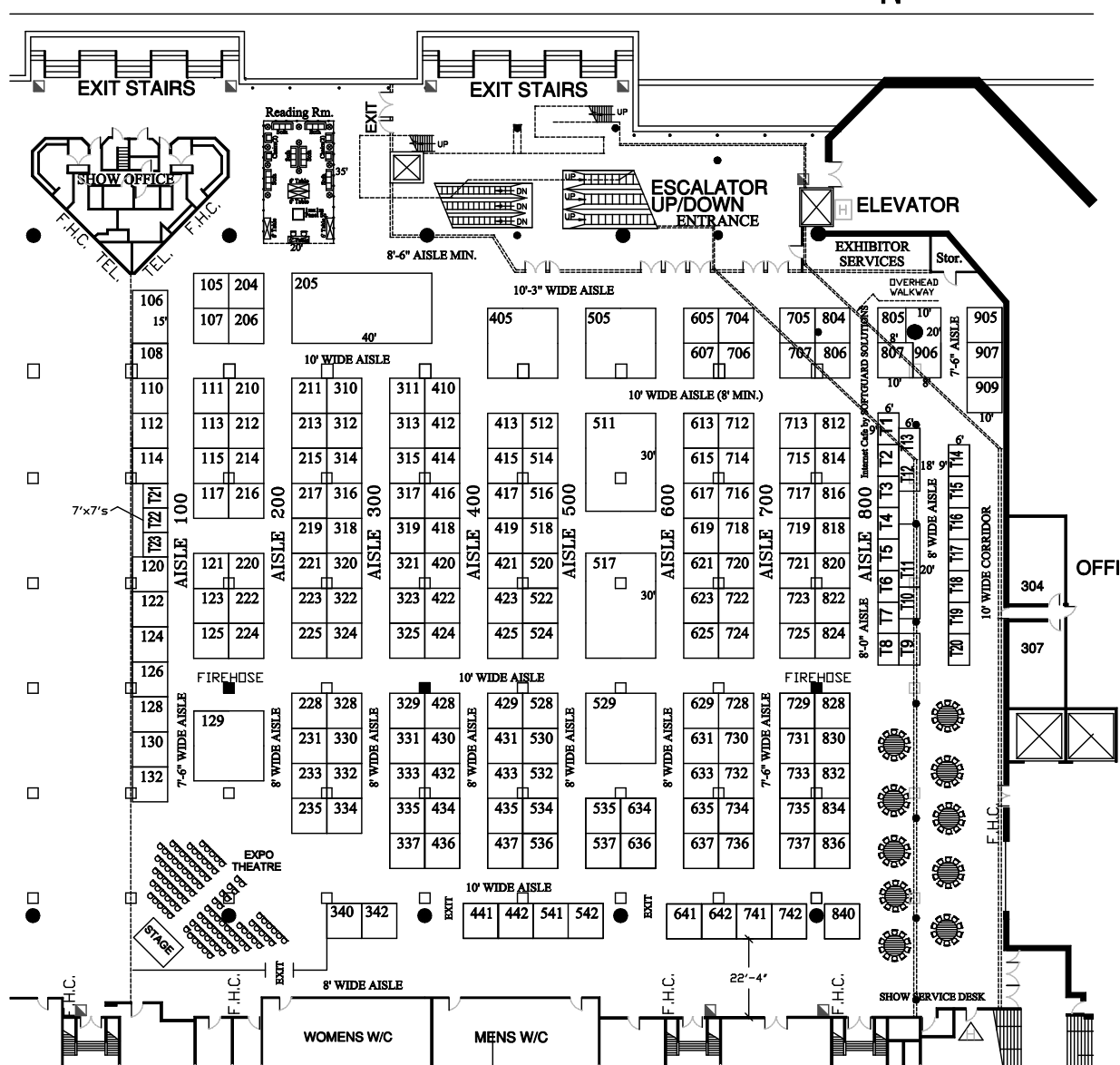
- 4 Fairmount Royal York Hotel
- 5 Strathcona Hotel
- 6 MTCC Marshalling Yards

- 7 Union Station Go and Subway
- 8 Ontario Library Association Office
- 9 OISE

2014 Floor Plan

Subject to Change

EXHIBIT HALL "C"



MOVE-IN Tuesday, January 28, 2014 7:00 PM – 10:00 PM*
 Wednesday, January 29, 2014 9:00 AM – 9:00 PM
 Thursday, January 30, 2014 6:00 AM – 8:30 AM**

* This timeslot is reserved for firms who have 400 sq. ft or more booked.

** If you intend to move in the morning of the show please be sure to make that known to Show Management.

EXPO Hours Thursday, January 30, 2014 10:00 AM – 5:30 PM
 Friday, January 31, 2014 9:00 AM – 3:00 PM
 MOVE-OUT Friday, January 31, 2014 3:00 PM – 10:00 PM

Event Address Metro Toronto Convention Centre, North Wide Building, 255 Front Street West, Toronto, Ontario

Confirmed Exhibitors

3M Canada Company	529	De Gruyter	437	PV Supa Inc	536
Access Copyright	532	Gumdrop Books Canada	441	Raincoast Books	417
Accessibility Directorate of Ontario	635	Halo Metrics Inc	224	RapidILL	335
ALA Graphics		HarperCollins Canada	731/733	Recorded Books	518
ALA Neal-Schuman		Homework Help	T14	Red Maple™ Award	
Algonquin College	T18/T19/T20	IEEE Xplore Digital Library	705	Regroupement des Éditeurs canadiens-français	T1
Thomas Allen & Son Limited	318/320	IGI Global		Ristech Company Inc	725
Alternative Education Resources Ontario	228	IMDS	322/324	Rosen Publishing	337
Andornot Consulting Inc	717	Infor Library & Information Solutions	108	Royal Society of Chemistry	334
Archambault	516	Ingram Coultts Information Services	806	SAGE	728
Axiom Networks Inc	T15	Inhabit Media Inc	124	San José State University, SLIS	625
The Beguiling Books & Art	534	Innovative Interfaces	312	Saunders Book Company	505
BiblioCommons Inc	723	International Reading Association		Scholastic Canada	211/213/215
Bibliofiche – OPALS	333	The iSchool Institute, Faculty of Information	530	School of Library & Information Studies	223
Bibliotheca	714	Jim Clifford Moving	231	Schoolhouse Products Inc	535/537
Blue Spruce™ Award		Junior Library Guild	637	Second Story Press	418
Boopsie for Libraries	729	Kids Can Press	310	Seneca College	T18/T19/T20
Brainspace Magazine	T3	L4U Library Software	824	Silver Birch® Award	
Brodart Canada	517	Librairie du Centre	317	Simon & Schuster Canada	605/607
BTL/Brunswick Books	T10	Librairie Monet	641	SimplyMap	T8
Campbell Bros Movers Library Division	830	Libraries Unlimited		SirsiDynix	719/721
Campus Discount	316	Library Bound Inc	329/331	Société de gestion de la BTLF	T6
Canadian Electronic Library	805	Library Ideas, LLC	522	Southern Alberta Institute of Technology	T18/T19/T20
Canadian Manda Group	217/219	Library Services Centre	311/313	Springer	621/623
Canadian Research Knowledge Network	T13	Linworth		Swets	117
Career Cruising	121	Literary Press Group of Canada	332	Le Prix Tamarac	
Carr McLean	205	LMC Source		Taylor & Francis Group	520
CNIB Library Partners Program	315	Login Canada	319/321	The Forest of Reading®	
collectionHQ	633	James Lorimer & Company Ltd	422	The Library Corporation	804
Comprise Technologies	330	Mango Languages	737	Tinlids Inc	414
Convergent Library Technologies Inc	732/734	McGraw-Hill Professional	812	United Library Services	524
Counting Opinions (SQUIRE)	442	MINISIS Inc	420	Upstart Books	
Crabtree Publishing Company	204/206	mk Sorting Systems Inc	816	Ven-Rez Products Ltd	822
Critical Control Solutions Inc	111	Mohawk College	T18/T19/T20	VTLS Inc	328
CVS Midwest Tape	413/415	N'Take EcoDurable Products	235	White Pine™ Award	
DC Canada Education Publishing	T2	Nansen Group Inc	629/631	Whitehots Canadian Library Services	511
DK	419	National Film Board of Canada	T9	Wolters Kluwer Health Ovid	613
Dundurn	428/430	Nimby Wildlife & Pest Control	828	World Book	619
Durham College	T18/T19/T20	OALT/ABO	T18/T19/T20	YBP Library Services	707
Dynamic Imaging Solutions Inc	542	OCLC	712	YouAreSpecial.com	323
Early Literacy Stations Canada	742	The OLASore			
EBSCO	512/514	Ontario Book Publishers Organization	220/222		
EduCan Media	634/636	Ontario Genealogical Society	T7		
Elsevier	221	Orca Book Publishers	410/412		
Emerald Group Publishing	314	OverDrive	325		
Environics Analytics	107	OwlKids Books	431		
Evergreen™ Award		Oxford University Press	432		
Ex Libris Association	T5	Palmieri Furniture Ltd	210–216		
Facet Publishing		Pembroke Publishers			
Faculty of Information, University of Toronto	530	Penguin Random House Canada (Penguin Group)	716–724		
Firefly Books	706	Penguin Random House Canada (Random House)	716–724		
Fitzhenry & Whiteside	421/423/425	Penguin Random House Canada (Tundra Books)	716–724		
Follett	713/715	Perma-Bound Canada	615/617		
Freegal Music	522	Le Prix Peuplier			
Gale, Cengage Learning	807	Preservation Technologies/The Media Preserve	429		
Gaylord Bros	225	Presse Commerce	832		
Geographic Research, Inc	T8	ProQuest	405		
Gibson Library Connections	805				
Golden Oak™ Award					
Goodminds.com	228/230				
Grey House Publishing Canada	704				
Groundwood Books	528				

Free EXPO Pass



∴ ontario library association

Super Conference 2014

FREE EXPO PASS 2014

@ your library™

January 30, 2014

10:00 AM – 5:30 PM

January 31, 2014

9:00 AM – 3:00 PM

Invite your valued customers to visit you at your booth at no cost to them.

Please read the fine print on the pass:

This free VIP Pass may only be used if it is activated with an exhibiting company sticker/stamp below and if the Pass is for a practising member of the library profession. This cannot be used for exhibiting personnel. The VIP Pass is for advance registration only. Badges are picked up on-site no earlier than the time the show opens.

Please submit by January 15 to ensure it is processed.

NO FREE PASSES ON-SITE – NO EXCEPTIONS.

BY MAIL

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

BY FAX

(866) 211-2999

Please stamp with company info before handing out to preferred clients.

NOTE: Without a stamp/sticker from the sponsoring firm, VIP Pass requests will NOT be processed.

Three ways for your company to use a VIP Pass in 2014:

FREE ONLINE REGISTRATION

Direct your customers to: www.badgestudio.com/ola/vipExpo/
Here they can register themselves for a FREE EXPO PASS. These passes will be available for pick-up during the EXPO hours at a special EXPO Pass registration desk in the MTCC lobby. This offer is not intended to be posted on your website in a position that is open to the public.

MAIL OR FAX YOUR VIP PASS REGISTRATION – \$4

If you wish to make copies of the attached pass and distribute to your customers with your stamp/sticker in the space provided you may. For each one submitted before the January 15 deadline your firm will be billed \$4 plus HST per submission. After January 15 it will be \$8 plus HST per submission. A single invoice for submissions will be provided on January 31 for payment by credit card or cheque before the conference opens.

ON-SITE EXPO ONLY PASS

Encourage your customers or potential customers to come to the OLA Super Conference and purchase an EXPO Only Pass. These are available for purchase during EXPO hours only.

VIP Name

Title

Name of Library or School or Company

Employer

Address

City

Province/State

Postal Code

Phone

FAX

Email

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Toronto, ON M5C 2B6

By FAX
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**METRO TORONTO
CONVENTION CENTRE
HALL C, NORTH BUILDING**

COMPLIMENTS OF:

255 Front Street West
On-site Price:
\$15 for Members
\$30 for Non-Members

NOTE: Without a stamp/sticker from the sponsoring firm, VIP pass requests will NOT be processed.



Super Conference 2014

FREE EXPO PASS 2014

@ your library™

January 30, 2014 10:00 AM – 5:30 PM
January 31, 2014 9:00 AM – 3:00 PM

VIP Name

Title

Name of Library or School or Company

Employer

Address

City Province/State Postal Code

Phone FAX

Email

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IMPORTANT FORMS

Important Forms

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Move-in Schedule and Shipping Method	11
Fire Safety Reply	12
Passport to Prizes In-Kind Donations	13
Special Promotion or Guest @ Your Booth	14
EXPO Stage Application	15
Library Donations	16
Booth Sitter Request	17

Official Directory Listing

Company Name (exactly as it should appear, please avoid short forms, all-caps)

Name of Contact (for delegates interested in purchasing, not the booth contact)

Address

City Province/State Postal/Zip Code

Phone FAX

Website

Email

COMPANY LOGO \$30 EACH \$ _____

The logo will be a minimum of 1" x 1" eps or tiff files are ideal. Please send by email to expo@accessola.com. Add \$20 if inputting or scanning is required.

COMPANY DESCRIPTION \$30 EACH \$ _____

The description should be no longer than 50 words. These should be sent by email to expo@accessola.com. Add \$20 if inputting or scanning is required

LOGO & DESCRIPTION \$50 EACH \$ _____

These should be sent by email to expo@accessola.com. Add \$20 if inputting or scanning is required.

EXTRA BUYER'S GUIDE LISTINGS \$7.50 EACH \$ _____

Each firm is entitled to choose FIVE product categories as part of your basic booth registration. Extra categories may be purchased for \$7.50 each. Submissions after December 15 will be included only if space permits – no refunds.

HST (13%) \$ _____

TOTAL \$ _____

Cheque payable to Ontario Library Association

VISA MASTERCARD

□□□□ □□□□ □□□□ □□□□

Expiry ____/____ Signature _____

Email the form to info@gappointreach.com

BOOKS, PERIODICALS, & DOCUMENTS

- Aboriginal
- Alternative
- Art & Architecture
- Art & Culture
- Biography
- Business
- Canadian Publisher
- Children's Books
- Cook Books
- Directories
- Dual-Language Materials
- Early-Literacy Stations
- e-Books
- Educational
- e-Journals
- English as a Second Language
- Fiction
- Foreign Language
- French Books
- French Books (all topics)
- French Language Materials
- General Books
- General Children's Books
- Government Documents
- Graphic Novels
- Graphic Novels (French)
- Health Information
- History/Heritage
- Journals & Periodicals
- Large Print Books
- Library Science/Services
- Literacy Resources
- Literature & Criticism
- Medical
- Mind/Body/Spirit
- Monographs & Serials
- Music/Music Reference
- Mystery
- Native Resources
- Natural History/Environment
- OLA Reading Program
- Online Products & Services
- Online Reference
- Online Resources
- Paperbacks
- Pharmaceutical
- Picture Books
- Print Braille for Children
- Professional Literature
- Scholarly
- Science
- Self Help
- Social Issues
- Social Science
- Specialized Books & Magazines
- Sports & Fitness
- Struggling Readers
- Teacher-Librarian Resources
- Teen Fiction & Poetry
- Top Picks
- Travel Books
- University Press
- Young Adult Books
- Other _____

AUDIOVISUAL EQUIPMENT & MATERIALS

- Audio Books
- Audio Books (French)
- Audio Books (Spanish)
- Audiovisual Equipment
- Audiovisual Materials
- Book & Audio Packages
- Children's DVD
- Digital Libraries
- Disk Repair
- Document Camera
- DVD
- e-Readers
- Interactive Projectors
- Language Learning
- Multimedia
- Music
- Online/Digital
- Online Resources
- Projectors
- Smart Boards
- Other _____

AUTOMATION

- Bar Code Scanners
- Bar Code Systems
- Bar Codes
- Booking Software
- Cataloguing
- Collection Development
- Computer & Peripheral Equipment
- Computer Software
- Cost Recovery Card System
- Database
- Discovery Service
- Electronic Document Delivery
- Electronic Imaging Systems
- Federated Searching
- Information Technology
- Integrated Library Systems
- Internet/Intranet
- Library Automated Systems
- Library Portals
- Materials Handling
- Micrographic Equipment
- Online Search Services
- OPAC
- Patron Self-Checkout Units
- Reference Systems
- Retro Conversion
- RFID
- Staff Scheduling
- Web-based Library Administration
- Other _____

EQUIPMENT, FURNITURE, & SUPPLIES

- Archival Products
- Bags
- Book Trucks
- Bookmarks
- Children's Furniture
- Circulation

- Circulation Desk
- Disk Repair
- Furniture
- High-Value Asset Tracking
- Integrated Library Systems
- Labels
- Library Promotional Products
- Lounge Tables & Casegoods
- Microfilm Scanners
- Mobile Storage
- Portable Puppet Theatre
- Posters
- Seating
- Security Systems
- Shelving
- Sortation
- Storage Systems
- Supplies
- Other _____

SERVICES

- Accessibility
- AODA Compliance
- Associations
- Automatic Release Plans
- Bibliographic Services
- Board Development
- Book Distributor
- Book Fairs
- Book Leasing Plans
- Book Processing
- Book/Print Wholesalers
- Cataloguing Services
- Consultants
- Content Curation
- Conversion Services
- Copyright Licensing
- Data Management
- Data Mining
- Database Conversions
- eContent
- Educational Resources
- Entertaining Educational Shows
- Health
- Information Management
- Library & Archives
- Library Education
- Literacy
- Marketing Analytics
- Mobile Applications/Services
- Moving Companies
- Multilingual ARPS
- Online Database
- Online Educational Resources
- Preservation
- Professional Development
- Progressive Politics
- Reading Promotion
- Reference Services
- Self-Service Technologies
- Special Needs
- Subscription Services
- Technical Services
- Training & Development
- Video Wholesalers
- Other _____

Exhibitor Badge Request Form

Request badges for your bona fide company representatives. Please no practising librarians, teacher-librarians, library workers, or library trustees. If you wish to have one of these people in your booth, please contact Jefferson Gilbert (jgilbert@gappointreach.com) about such an arrangement.

Each registered company is entitled to the following number of badges for their personnel:

- 100 sq. ft. – 4 badges
- 200 sq. ft. – 6 badges
- 300 sq. ft. – 7 badges
- 400 sq. ft. – 8 badges
- larger than 400 sq. ft. – 12 badges
- Small Firms, and NFPs may request 2 free badges

Additional badges may be ordered subject to Show Management Approval. The cost is \$15.00 each (including HST – \$13.27 pre-tax).

COMPANY INFORMATION – If you wish different companies with different names, please copy and submit separate forms. Please be very clear. OLA hires a third party firm that is not necessarily familiar with your structure or that of libraries.

This form can also be filled out online:
www.accessola.com/expokit

Badge Information

Badges will be available on Wednesday, January 29, 2014 (from 10:00 AM to 6:00 PM) at the EXPO desk inside the door of Hall C. Ask Security at the door to Hall C. After 6:00 PM, please go to the Exhibitor registration counter in the main registration area.

Note: Exhibitors and set-up personnel do not require badges during set-up.

Company Information

Company Name _____

Contact Name _____

Email _____

Phone _____

Booth # _____

Cheque payable to Ontario Library Association

VISA MASTERCARD

□□□□ □□□□ □□□□ □□□□

Expiry ____/____ Signature _____

Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999

Move-in Schedule and Shipping Method

Exhibitors are strongly urged to move into the EXPO on Wednesday, January 29, 2014. Move-in hours are between 9:00 AM and 9:00 PM. In the past there has been a real bulge between 1:00 PM and 6:00 PM. To avoid unnecessary delays, please avoid these times if at all possible.

A schedule will be developed to ensure ease of access to the MTCC. It is highly probable that this year we will again need to co-ordinate move-in with another group and use the freight elevator. Please complete below and send back no later than December 15. Time allocation is on a first-received basis with the 9:00 AM slot and Tuesday being reserved for firms who have booked more than 400 sq. ft of space. There are only six loading docks. No confirmation will be provided UNLESS the time requested is already full.

Company Information

Company Name

Contact Name

Email

Booth

Preferred Move-in Time – Wednesday, January 29

- | | | | |
|-----------------------------------|-------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> 9:00 AM | <input type="checkbox"/> 12:00 NOON | <input type="checkbox"/> 3:00 PM | <input type="checkbox"/> 6:00 PM |
| <input type="checkbox"/> 10:00 AM | <input type="checkbox"/> 1:00 PM | <input type="checkbox"/> 4:00 PM | <input type="checkbox"/> 7:00 PM |
| <input type="checkbox"/> 11:00 AM | <input type="checkbox"/> 2:00 PM | <input type="checkbox"/> 5:00 PM | <input type="checkbox"/> 8:00 PM |

Other Methods for Moving In

Our firm is using the Official Show Carrier. No need for a set time. Firms using the Official Show Carrier can arrive at 9:00 AM and the material will already be at your booth.

Third-party shipper

Company Name

Contact Name

Phone

FAX

Own Vehicle

Type of Vehicle

License plate/distinctive marks

By Hand – do not need a dollie or elevator. This means you can carry your materials onto the floor without assistance. Dollies are not allowed on the escalators.
Please note that there is no longer

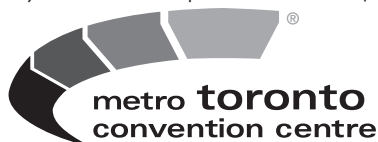
Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999



Fire Safety Reply

Event: OLA Super Conference & Trade Show 2014

Complete and return by: December 28, 2013

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building Department.

	YES	NO
1. Exhibit configuration is 1,000 sq ft or more	<input type="radio"/>	<input type="radio"/>
2. Exhibit has roof / mezzanine / second storey	<input type="radio"/>	<input type="radio"/>
3. Exhibit has a raised platform	<input type="radio"/>	<input type="radio"/>
4. Exhibit exceeds 12 feet in height	<input type="radio"/>	<input type="radio"/>
5. Exhibit material exceeds 10,000 lbs gross weight	<input type="radio"/>	<input type="radio"/>
6. Exhibit material exceeds 300 lbs / sq ft limit	<input type="radio"/>	<input type="radio"/>
7. Exhibit has prohibited material	<input type="radio"/>	<input type="radio"/>
8. Materials / processes / equipment require special permit	<input type="radio"/>	<input type="radio"/>
9. Exhibit has suspended signs / banners / lights	<input type="radio"/>	<input type="radio"/>
10. Exhibit has hard wall (in-line booths N/A)	<input type="radio"/>	<input type="radio"/>
11. Exhibit has motorized vehicle / combustion engine	<input type="radio"/>	<input type="radio"/>
12. Exhibit contains liquid fuels / natural gas / propane (six weeks notice to process request)	<input type="radio"/>	<input type="radio"/>
13. Exhibit contains cooking appliances	<input type="radio"/>	<input type="radio"/>
14. Exhibit contains hazardous material which do not comply with Government regulations on material handling in the work place	<input type="radio"/>	<input type="radio"/>

Note: a) If questions 1 to 4 are answered "Yes" specific floor plans must be submitted
 b) If questions 5 to 14 are answered "Yes" specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floor plans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor / Company Name: _____
 Contact Person: _____
 Address: _____
 Postal Code: _____ Booth #: _____
 Telephone #: _____ Fax #: _____

Passport to Prizes In-Kind Donations

Each year, as a lure to delegates, the OLA offers the Passport to Prizes. Delegates explore the EXPO Hall and visit with vendors who provide stamps to verify their visit. Once 10 stamps are collected the "Passport" is put into a drum. On the second day of the EXPO, completed passports are randomly drawn and the winner receives one of the donated prizes. Typically a prize should have a value of less than \$100. If you are interested in donating something of greater value, please contact Jefferson Gilbert (jgilbert@gappointreach.com) to discuss how this might be done in order for your firm to receive appropriate recognition for your contribution. A silent auction at your booth with proceeds to OLA would be one good way to start.

The winners of the Passport to Prizes will – at the request of many exhibitors – not be announced over the Public Address System, but will be posted on the message/change boards throughout the MTCC.

Prize Description

Company Information

Company Name

Contact Name

Email

Booth

Companies are asked to bring a stamp and inkpad that will identify their firm. When delegates are seeking stamps, this is an excellent opportunity for your sales people to make inquiries and try to assess the delegates needs.

Prize Value

Prize Value

Thank you. Thank you. Thank you. Thank you. Thank you.

Companies that submit this form before December 15 will be featured in the Official Super Conference Program and on the actual Passport. Forms received after the deadline will be credited on the website and the change/message boards.

Please mail or FAX form by December 15

By Mail
Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX
(866) 211-2999

Special Promotion or Guest @ Your Booth

In an effort to support the activities that you have planned for your booth at the upcoming conference the OLA would like to offer you the opportunity to augment your current program listing with one or both of the following options:

- Notification of a special guest at your booth (author, illustrator, developer, etc.)
- Special discount(s) that will be offered at the show exclusively. For example if you are offering a 35% discount on backlist titles or a ½ price upgrade, etc.

These augmentations are in addition to your existing listing whether you choose a basic listing or added features such as a logo or blurb. There is no cost to these augmentations. Please keep these additions focussed on special guests or special offers/discounts. The OLA reserves the right to edit as necessary or to not include a listing for space or editorial reasons.

Special Expo Offer

Guest Alert

Please Note: in 2014 OLA will be permitting visiting authors/illustrators to be announced over the PA system.

Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999

Company Information

Company Name

Contact Name

Email

Booth #

Sample Program Listing



∴ ontario library association

Booth #100

ONTARIO LIBRARY ASSOCIATION

2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6
Tel: (416) 363-3388
FAX: (416) 941-9581
info@accessola.com

The Ontario Library Association represents more than 5,000 library professionals, library workers and library trustees in Ontario. The Association's primary activities include: advocacy, continuing education, and networking.

GUEST ALERT

OLA will be welcoming OLA President-Elect Anita Brooks Kirkland at the booth on Thursday at 3:00 PM.

SPECIAL EXPO OFFER

30% Discount on Libraries
Advance Ontario merchandise
all-day Friday.

EXPO Stage Application

In 2013 the OLA is making a limited number of spaces available on the EXPO Stage in the EXPO Hall. These 25-minute timeslots are designed for companies to do presentations, launch new products or whatever marketing and sales presentation you wish. The cost for a 25-minute slot will be \$255 plus HST. Space will be assigned on a first-come, first-served basis. The EXPO Stage is equipped with the following:

- Internet
- Small-scale sound system
- Podium and stage
- Screen and data projector
- Approximately 40 chairs

The Product Spotlight will be promoted by OLA in the Official Super Conference program, the website, on-site, and on signs in the EXPO area.

EXPO Stage Timeslots – Thursday

In order (first, second, third) please choose your preferred time.

	1	2	3
11:30 AM – 11:55 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 NOON – 12:25 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 PM – 1:25 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30 PM – 1:55 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00 PM – 2:25 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:30 PM – 2:55 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00 PM – 3:25 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:30 PM – 3:55 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00 PM – 4:25 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:30 PM – 4:55 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00 PM – 5:25 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPO Stage Timeslots – Friday

In order (first, second, third) please choose your preferred time.

10:30 AM – 10:55 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM – 11:25 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payment Information

Subtotal _____
 13% HST #10779 8159 _____
 Total _____

- Cheque payable to Ontario Library Association
 VISA MASTERCARD

□□□□ □□□□ □□□□ □□□□

Expiry ____ / ____ Name on Card _____

Company Information

 Name of Key Contact for Organizing Session

 Company Name

 Phone

 FAX

 Email

Proposed Speaker

 Name

 Job Title

Proposed Session Content

 Title for the presentation

 Short description of the presentation (for promotional purposes)

 The title and blurb will be used in the registration program released in October and posted online. Changes can be made for the final program by contacting info@gappointreach.com at any time.

Email the form to info@gappointreach.com

Library Donations

OLA has offered exhibitors an outlet for donating their booth samples, etc, to support less fortunate libraries. Previous library donations programs have been a big success. In 2014 OLA is working in partnership with Better World Books to support OLA's commitment to First Nation Public Libraries. The OLA is again designating Ontario First Nation Public Libraries and Schools as recipients of revenues derived from the library donation program. OLA offers scholarships and other support to the FN library group. Exhibitors can help by donating leftover books, booth samples or other items after the show. Instead of shipping these back to your office or warehouse, save on shipping costs and help Ontario's First Nation Libraries.

Company Information

Company Name

Contact Name

Email

Booth Number

To take part in the program please return this form and OLA will contact you and arrange for materials to be picked up at the end of the show from your booth area.

Description of Donation

Yes, we would like the opportunity to help support Ontario First Nation Libraries

Thank you. Thank you. Thank you. Thank you. Thank you.

Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999

Booth Sitter Request

At the request of exhibitors the OLA initiated a BOOTH SITTER service in 2005 for OLA Associate Member libraries. On request OLA will provide a volunteer to sit in your booth for 30 minutes per day if you wish to take a break; have lunch; have a meeting; visit other vendors who you do business with, etc. The BOOTH SITTER will be recruited from the volunteers involved with OLA. Please remember that their knowledge of your company and products is likely going to be non-existent, but they will be friendly and can assure a potential customer of a time you will be back.

Company Information

Company Name

Contact Name

Email

Booth Number

TO TAKE PART IN THE PROGRAM

Please return this form and OLA will contact you and notify you who and when a volunteer will be available to sit your booth.

Yes, I would like a booth sitter – Thursday

- | | | |
|---|--|--|
| <input type="checkbox"/> 11:00 AM – 11:30 AM | <input type="checkbox"/> 11:30 AM – 12:00 NOON | <input type="checkbox"/> 12:00 NOON – 12:30 PM |
| <input type="checkbox"/> 12:30 PM – 1:00 PM | <input type="checkbox"/> 1:00 PM – 1:30 PM | <input type="checkbox"/> 1:30 PM – 2:00 PM |
| <input type="checkbox"/> 2:00 PM – 2:30 PM | <input type="checkbox"/> 2:30 PM – 3:00 PM | <input type="checkbox"/> 3:00 PM – 3:30 PM |
| <input type="checkbox"/> Other _____ to _____ | | |

Yes, I would like a booth sitter – Friday

- | | | |
|---|--|--|
| <input type="checkbox"/> 11:00 AM – 11:30 AM | <input type="checkbox"/> 11:30 AM – 12:00 NOON | <input type="checkbox"/> 12:00 NOON – 12:30 PM |
| <input type="checkbox"/> 12:30 PM – 1:00 PM | <input type="checkbox"/> 1:00 PM – 1:30 PM | <input type="checkbox"/> 1:30 PM – 2:00 PM |
| <input type="checkbox"/> Other _____ to _____ | | |

Forms received after December 15 will be serviced on an as available basis.

Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999

CHECKLISTS & GENERAL INFORMATION

Checklists and General Information

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General Conference & EXPO Information

Dates & Times

MOVE-IN

Tuesday, January 28, 2014	4:00 PM – 7:00 PM*
Wednesday, January 29, 2014	9:00 AM – 9:00 PM
Thursday, January 30, 2014	6:00 AM – 8:30 AM**

* This timeslot is reserved for firms who have 400 sq. ft or more booked. Special arrangements will be made direct with these firms.

** If you intend to move in the morning of the show please be sure to make that known to Show Management.

OPEN TO DELEGATES & GUESTS

Thursday, January 30, 2014	10:00 AM – 5:30 PM
Friday, January 31, 2014	9:00 AM – 3:00 PM

MOVE-OUT

Friday, January 31, 2014	3:00 PM – 10:00 PM
--------------------------	--------------------

Location

Metro Toronto Convention Centre Hall "C"
255 Front Street West, Toronto, Ontario M5V 2W6
Tel: (416) 585-8000 FAX: (416) 585-8224

Key Personnel

EXPO

Jefferson Gilbert, Principal, Gap.Point.Reach. Inc
jgilbert@gappointreach.com
Tel: (416) 699-1938 FAX: (866) 211-2999

- Expo related questions – suppliers, badges, etc.
- Sponsorship

Jennifer Marriott, Associate, Gap. Point. Reach. Inc
jmarriott@gappointreach.com

- Expo directory, Buyer's Guide

CONFERENCE & ASSOCIATION

Ontario Library Association
2 Toronto Street, 3rd Floor, Toronto, ON M5C 2B6
Tel: (416) 363-3388 FAX: (416) 941-9581

Shelagh Paterson, OLA Executive Director Ext. 224
spaterson@accessola.com

- Program related questions

Helios He, OLA Manager of Operations Ext. 225
hhe@accessola.com

Liz Kerr, OLA Education Ext. 232 lkerr@accessola.com

- Program related questions
- Speakers
- Pre-Conferences

Meredith Tutching, OLA Program Co-ordinator – Conference-wide Activities and Forest of Reading® Ext. 222
mtutching@accessola.com

- Friday Night Party
- Forest Breakfast
- Saturday Luncheon
- Forest® Booth
- Wednesday Night Party

Beckie MacDonald, Manager Membership Services Ext. 226
bmacdonald@accessola.com

- Membership Questions
- Special Group Registration Liaison
- Scholarships
- Council Nominations
- Council Awards
- Volunteers
- VIPs
- Thursday Night Awards and Dinner

Suzanne Wice, The OLASore Ext. 228
swice@accessola.com

- The OLASore
- Author Signings

Education Programs

The Exposition is a critical part of the educational process at the OLA Super Conference. Over 200 programs, workshops and plenaries are offered in conjunction with the Exposition. These programs take place in the Metro Toronto Convention Centre and the adjoining Intercontinental Hotel on January 30 to February 1, 2014. The Ontario Library Association strongly urges representatives to take advantage of the opportunity to attend workshops and interact with members at every possible opportunity.

The workshop programs offer the widest range of topics available for library and information professionals in the country. With over 200 sessions there is something for everybody. An OLA Super Conference 2014 Conference Registration Program has been mailed to you. Please take the time to look it over and see what the OLA is offering. It is also available online at www.accessola.com/superconference2014.

For more information, please see the Conference registration program that was sent in November. All exhibiting companies can register additional staff members at OLA member rates. Any program-related questions, please contact the Ontario Library Association at (416) 363-3388.

Passport to Prizes

Again in 2014 the OLA will be encouraging Super Conference Delegates to visit as many booths as possible and to take full advantage of the educational potential of the EXPO. The Passport to Prizes ensures companies are exposed to as many delegates as possible. Delegates carry around a "passport" which gets validated by ten different companies. Companies are asked to bring a stamp and ink pad of some sort that will identify their firm. When delegates are seeking stamps, this is an excellent opportunity for your sales people to make inquiries and try to assess the delegates needs. Once the passport is completed, then they are deposited into a drum for drawing.

The OLA asks for prizes to be donated for this drawing. All donations are appreciated and needed to make this a successful component of the conference. However, the OLA is encouraging companies to donate items of less than \$100 for the Passport to Prizes. On-site donors are asked to bring their prizes to the show office. If you are using your prize in the booth (e.g. a collection of 2013 newly released titles) then drop a card off to identify the location of the prize so when the name is drawn the person can make arrangements for pick up.

The Passport to Prizes Draw will take place at 1:00 PM Friday, January 31, 2014. Prizes will be displayed in the exhibit hall during the show. Delegates are not required to be present to win, only encouraged. OLA make arrangements to ship winning prizes to delegates following the show. Thank you in advance for your donations.

Public Address System

In response to a worsening problem Show Management made a decision in some years ago to not allow companies to make announcements on the public address system. This was too broad a decision and it unduly affected the promotion of visitors and authors to booths. In 2014 a limited use will be available for companies promoting special guests at their booths (authors, award winners, etc.). Other uses of the PA system may be considered and approved before the event. Please provide, in writing, the text and reason for the announcement if other than a special guest. Please use the Special Guest form in the manual to alert OLA who you will be having and at the EXPO please submit a list of announcements you would like read and the time. The OLA reserves the right to edit these announcements.

Exhibit Space – What is Provided for your Fee

- Burgundy and black draped booth – 8' back, 3' side rail.
- Uncarpeted floor space
- 24 hour security
- Unlimited VIP Passes – electronic version (see info in this manual)
- Aisle carpeting – black
- 1 Exhibit Directory listing (company name, booth #, address, phone, FAX, email)
- 5 Buyer's Guide product/service listings.
- Up to four full-conference passes for bona fide booth/company personnel. No practicing librarians, TLs, workers or trustees. (based on size of booth/table) four is for a 10' ∞ 10'. These badges entitle bearer to attend all non-ticketed events.
- Flat-bed dollies available for material handling.
- Empty crate storage.
- Free manual lead retrieval.

Payment of Exhibit Space

Exhibitors will not be allowed to set up until space is paid for in full. No exceptions. The Ontario Library Association will accept VISA, MasterCard, and cheques.

Official Program, Exhibit Directory, & Buyer's Guide

Each exhibiting company is entitled to one company listing in the exhibit directory. This listing will include: booth number, company name, address, telephone number, FAX number and email address. Each company will also be entitled to five Buyer's Guide product/service listings.

Exhibit Directory enhancements are also available at a nominal fee. Companies may include a logo, a 50-word listing and sales representatives. Companies may also identify additional Buyer's Guide entries for a small fee. Please see form at front to ensure that your company's information is correctly recorded.

The OLA will be putting the Directory and Buyer's Guide together this year and questions can be directed to them.

Display advertising is available. Gap. Point. Reach. Inc. is the assigned representative on behalf of the Association. They can be contacted at:

Gap. Point. Reach. Inc.
Jefferson Gilbert
Tel: (416) 699-1938 FAX: (866) 211-2999
jgilbert@gappointreach.com

Please refer to the SHOW SERVICES section at the back of this manual.

Cleaning

Aisle carpeting (black) will be vacuumed each day prior to opening. If you require your booth to be cleaned you must make the arrangement with the MTCC.

Please refer to the SHOW SERVICES section at the back of this manual.

Conference Website & Mobile App

In our effort to reduce the amount of paper being produced for this event, the MTCC has agreed to make the OLA website www.accessola.com available throughout the event on a no-cost basis through the local network.

OLA is working with BOOPSIE to develop a Mobile App that will allow exhibitors and delegates access to certain conference items on their mobile device. The exhibitor directory is one of the things that will be on the App. Watch for more information as it becomes available this autumn and in January.

Parking

The Metro Toronto Convention Centre has multi-level parking available 24 hours a day. Access to the Convention Centre – North is provided on all parking levels from the North parking area. The entrance to the parking garage is located at the east end of the Centre on Lower Simcoe Street. Exhibitors requiring daily parking on a short-term basis (two days or more) can get temporary parking passes which provide parking with daily in and out privileges.

An Exhibitor Parking Pass Order Form is available for your convenience.

Exhibitor Registration

Registration will be done by Badge Studio, a contractor for the OLA.

Exhibitors must register personnel who will staff their booth during the show. A unique URL and password will be sent to your company via email to allow access to the registration portal. Through the portal you can register all staff (and make changes up until end of day on January 18), register authors and guests, and invite VIPs to the conference with free exhibitor badges. By using the portal you will ensure badges are available on-site when you arrive. Personnel involved in the move-in need not be badged on that day or after 3:00 pm on the move-out.

Lead Retrieval

Like 2013, OLA will be offering two different lead retrieval options for exhibitors. Both options are through a third-party vendor QLeads. They offer scanners and have different packages available. They also offer an MANUAL option that is supported and paid for by OLA. All delegates have a unique code on their badge as well as a bar code that the scanner can easily pick-up. About 15 companies used the scanner system in 2013, and we expect it to grow with more notice. It was a last minute addition in 2012. www.qleads.net/orders

Conference Ticketed Events and Social Functions

Exhibitors are encouraged to attend the OLA Super Conference events beyond the EXPO. The OLA wants to give exhibitors every opportunity to mix with OLA members and conference delegates. Exhibitors may purchase tickets at the same rate as member delegates. Please consult the official Super Conference registration program for ticket prices, times and locations, www.accessola.com/superconference2014.

A couple of events worth attending:

- Public Library Awards Dinner
- Friday Night Party
- Saturday's Closing Luncheon

Key Contact Information

If you have any questions about the show – please feel free to call Gap. Point. Reach. Inc.:

Gap. Point. Reach. Inc.
 Tel: (416) 699-1938
 FAX: (866) 211-2999
 jgilbert@gappointreach.com

The key contact is Jefferson Gilbert and he is pleased to answer any questions you may have. As we come closer to the event the OLA will be contracting with an on-site floor manager who will be available prior to the show and on-site to help with any issues that may arise.

SERVICE	CONTACT	SUPPLIER
Show Management/Production	Jefferson Gilbert	Gap. Point. Reach. Inc. Tel: (416) 699-1938 FAX: (866) 211-2999 jgilbert@gappointreach.com
Association Sponsor	Shelagh Paterson	Ontario Library Association 2 Toronto Street, 3rd Floor Toronto, ON M5C 2B6 Tel: (416) 363-3388 ext. 224 FAX: (416) 941-9581 spaterson@accessola.com
The OLASore	Suzanne Wice	Ontario Library Association 2 Toronto Street, 3rd Floor Toronto, ON M5C 2B6 Tel: (416) 363-3388 ext. 228 FAX: (416) 941-9581 swice@accessola.com
Display Services Tables, Chairs, Carpet, Signs, Furniture Rentals, Plants, Material Handling	Thomas Nadackal Exhibitor Service Rep	Stronco – A Stronco Group Company 1510 Caterpillar Road, Unit B Mississauga, ON L4X 2W9 Tel: (905) 270-6767 ext. 2234 FAX: (905) 270-6771 thomas.g@stronco.com www.stronco.com
High-Speed Internet Access	Chris Taylor	MTCC – On-site Communications Department 255 Front Street West Toronto, ON M5V 2W6 Tel: (416) 585-3596 FAX: (416) 585-8275
Electrical Service At booth electricity Extra booth lighting	Customer Service	ShowTech – Trade Show Electrical MTCC – On-site 255 Front Street West Toronto, ON M5V 2W6 Tel: (416) 585-8109 FAX: (416) 585-8255

SERVICE	CONTACT	SUPPLIER
Official Show Carrier Shipping & Receiving before and after EXPO	Thomas Golacki	Stronco Logistics Service Tel: (800) 665-2621 FAX: (905) 270-6771 logistics@stronco.com
Customs Broker	Stronco	Stronco Logistics Service Tel: (800) 665-2621 FAX: (905) 270-6771 logistics@stronco.com
Telephone Service At booth telephones Data line for modem dial-up Special services	Chris Taylor	MTCC – On-site Communications Department 255 Front Street West Toronto, ON M5V 2W6 Tel: (416) 585-3596 FAX: (416) 585-8275
Food & Beverage at Your Booth	Sandra Lett	MTCC – On-site 255 Front Street West Toronto, ON M5V 2W6 Tel: (416) 585-8124 slett@mtccc.com see attached form
Computer Rentals & Audio Visual Rentals Computer Hardware, CPUs, Monitors, AV Rentals, & related accessories	Hank Smith	CCR Solutions 1040 Islington Avenue Toronto, ON M8Z 6A4 Tel: (416) 675-7502 FAX: (416) 675-6997
Leads Retrieval	Justin Somers	QLeads Tel: (416) 450-0411 jsomers@qleads.ca www.Qleads.net
Room Rental Client Reception	Jefferson Gilbert	Gap. Point. Reach. Inc. Tel: (416) 699-1938 FAX: (866) 211-2999 jgilbert@gappointreach.com
Balloons at your Booth	Danielle Gaudet	MTCC – On-site 255 Front Street West Toronto, ON M5V 2W6 Tel: (416) 585-8313 FAX: (416) 585-8224 dgaudet@mtccc.com
Hanging Overhead Signs See restrictions in Rules and Regulations	Customer Service	ShowTech – Trade Show MTCC – On-site 255 Front Street West Toronto, ON M5V 2W6 Tel: (416) 585-8109 FAX: (416) 585-8255
EXPO Directory & Buyer's Guide Directory Listings Buyer's Guide Listings	Jennifer Marriott	Gap. Point. Reach. Inc. Tel: (416) 699-1938 FAX: (866) 211-2999 jmarriott@gappointreach.com
On-site Official Conference Program Display Advertising	Jefferson Gilbert	Gap. Point. Reach. Inc. Tel: (416) 699-1938 FAX: (866) 211-2999 jgilbert@gappointreach.com

Exhibitor Planning Checklist

6 to 8 Weeks in Advance of Show

- Check to ensure final payment of booth space has been made – due December 15, 2013.
- Read this Exhibitors Manual thoroughly.
- Submit the appropriate forms that are due in this period – particularly the BADGE REQUEST, PASSPORT TO PRIZES and the MOVE-IN SCHEDULE. Due December 15, 2013.
- Review corporate objectives and tailor your exhibit theme to accomplish them.
- Check inventories of available literature or prepare new literature for booth distribution.
- Check availability promotional samples and products for display. Arrange promotional activities if desired.
- Check booth sketches and booth construction schedule. This applies to exhibitors erecting their own displays. (See “Rules and Regulations”).
- Formulate shipping plans – consider using the show’s freight company. More information is available in the back of the Manual under SHOW SERVICES. With the Official Show Carrier you will be assured that your freight is on the floor before you arrive on set-up day. As the Official Carrier we work with them to deliver freight by 8:00 AM for the 9:00 AM set up.
- Ensure you mention the Super Conference in your trade advertising and take advantage of the FREE EXPO passes that are provided to your firm. Marketing an event of this size needs to be a partnership between the Association and the companies who participate.
- Have news releases and photos prepared for advance release.
- Arrange for adequate extension of your business insurance to the Show, i.e. Public Liability, Public Damage and Theft.

3 to 4 Weeks in Advance of Show

- Arrange for shipping of literature samples, equipment and display units.
- Order furniture, rugs, electrical services, telephones, communications hook-up, etc. required for your exhibit. Keep a copy of your order in your files. (See section on SHOW SERVICES)
- Check signs and display cards required for your exhibit. If signs cannot be made by your own sign maker, order them from Official Show Service Contractor (Special Event Rentals).

10 Days in Advance of Show

- Prepare for set-up of booth.
- Use plain boxes, containers and labels that do not identify the products.
- Prepare tool kit for all items necessary to set-up booth and perform emergency repair of display units and equipment.
- Check supply of order books, scratch pads, business cards, pencils, sales manuals, cellophane tape, safety-pins, and tacks.
- Provide proper insurance coverage.
- Check arrival times of booth equipment and advertising literature.
- Hold a Pre-Show meeting with booth personnel to review objectives and responsibilities.
- Plan Post-Show follow-up activities.

During Move-In at Show

- Review Exhibitor Manual for items ordered from suppliers prior to move-in.
- Arrange samples and literature for convenient use during the Show.
- Have adequate personnel present at the booth to receive the shipment and take inventory.
- Report immediately any discrepancy in goods received, to the shipper and to Show Management.

During Show and After

AT THE END OF EACH DAY:

- Package small items in boxes or lock them up in your booth.
- Submit FREE Lead Retrieval forms to Show Office.

AT THE END OF THE SHOW:

- Have proper exhibitor identification on all goods.
- Remain with your merchandise until removed from floor.
- In case you have to leave prior to merchandise and booth material having been removed from the floor, make sure you inform Show Management who will be picking them up and when.

**DON'T LEAVE BOOTHS UNATTENDED DURING SHOW HOURS
USE OLA BOOTH SITTER SERVICE IF NECESSARY.**

Sponsorship Opportunities

Each year the OLA solicits the library industry for financial support to assist in defraying the costs of running such a large and diverse conference. The money that is donated goes to keep the registration prices down for delegates. Please consider allocating some of your marketing budget to sponsorship.

The Association as a general practice doesn't consider adding an expense to the conference just to create a sponsorship opportunity.

A sample of some of the opportunities that are still available:

- \$2,500 – \$4,000 Stream Sponsor
Sponsor a whole stream of sessions
Take a leadership position like CVS Inc or Carr McLean and sponsor a whole stream.
OCULA and OLITA are still available.
- \$500 each; Spotlight Speakers – \$1,000 and up.
Sponsor a Session
Pick a subject area. Make a splash at the session – hand out a flyer, give away a related title.
There is opportunities for this small amount of money to make an big impact.
If there is not a stream sponsor there are sessions available.
- \$250 to \$10,000
Hold an Auction/Draw at Your Booth and Donate the Proceeds
Put together a package that delegates can't refuse.
You will get profile in the on-site program and more afterwards.
- \$5,000 Plenary Speaker
This is one of the two times when all delegates gather together in one place to attend the same program. What a great way to "hit" the largest single gathering!
- \$450 for Thursday or Friday and \$350 for Saturday – Daily Bookmark
The sponsoring company will receive a 2" x 1½" ad on the front of the bookmark.
- \$350 Pens Or Pads in Delegate Kit
Provide 3,500 pens or pads for the kits. This is in lieu of handouts that we are asking Speaker's to post on the web rather than print for all delegates. Be the ink that allows your buyers to make notes and remember who supports them.
- \$700 for an exhibiting firm – Promo Insert in delegate kit
Want a guaranteed distribution of your flyer or promotional item? We only accept six commercial items. On October 15 there are just two left. Call immediately.
- \$300 for Wednesday; \$600 for Thursday, Friday, or Saturday
HANDOUT ON EVERY SEAT AT THE PLENARY
Here is a way to handout your key messages into hands. Imagine the attention they will pay in the 15 minutes before a plenary when they arrive to get a seat at one of these packed Plenary Sessions.

Special Thanks to all of the firms who are supporting OLA in 2014 – a record number and with record support. All leaders in this competitive industry.

Conference Hotels

Accommodations

Always identify yourself as a Delegate/Exhibitor to the OLA Super Conference to ensure you get the negotiated rate and to ensure OLA is credited with your room reservation. OLA has to sign an attrition clause that guarantees a certain number of rooms. If we do not reach that threshold then we must pay a penalty. This is why it is important.

Indicate you are attending the OLA Conference.

See map for locations.

Renaissance

at The Rogers Centre
One Blue Jay Way
1/2 block west of MTCC
(800) 237-1512 or (416) 341-7100



Strathcona Hotel

60 York Street
2 block walk
reservations@thestrathconahotel.com
(800) 268-8304 or (416) 363-3321
Book before December 30, 2013



Intercontinental

Hotel Toronto Centre
225 Front Street West
(800) 422-7969 or (416) 597-1400
Online portal for OLA:
Book before December 28, 2013
(rate almost sold out)



Fairmont Royal York

100 Front Street West
2 blocks walk – across from Union Station
(800) 663-7229 or (800) 441-1414
Book before January 6, 2014



Super Conference Location

Metro Toronto Convention Centre
255 Front Street West, Toronto, Ontario

Exhibit Staff Schedule

An exhibit can be overstaffed or understaffed – both are detrimental. For the smooth operation of your exhibit, it is important to know who is on duty, when and what they are supposed to be doing. Remember to balance the staff to provide all the expertise your firm has to offer. You never know when a major potential client might show up at your booth. Use this form as a guide for assigning staff personnel to your booth.

EXHIBIT HOURS ARE:

Thursday, January 30, 2014 10:00 AM – 5:30 PM
 Friday, January 31, 2014 9:00 AM – 3:00 PM

Both days have no-conflict time from approximately 11:45 AM – 2:15 PM.

THURSDAY

Time	Name	Dept	Focus at Expo
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____

FRIDAY

Time	Name	Dept	Focus at Expo
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____
_____ – _____	_____	_____	_____

Tip Sheets

Tip Sheet #1: How to Dress for Tradeshow Success

DRESS TO CREATE A WINNING IMAGE

- How should you dress at an exhibition? Take a cue from your customer – you should be dressed the same or slightly better. The blue “power suit” may not always be appropriate and trends indicate it is being replaced by more casual attire or even a company uniform.
- In certain situations, a more relaxed dress code is in order, especially if most attendees are attired casually. You don't want to appear intimidating – as an army of starched-shirt salespeople – and scare-off potential customers looking to avoid a sales pitch. A casual appearance can make you much more approachable.
- If you choose to create a uniform look for your booth staff, be specific. If you decide to use matching sweaters or colorful shirts imprinted with your company's logo, make sure you are also specific about the color and type of pants, skirts and shoes your staff must wear to complete the look. Give careful consideration to the colors and styles of clothing you use. Keeping in mind the makeup of the individuals who staff your booth – make the clothing age and sex appropriate. For example, choosing pants as part of your uniform could promote an attitude of equality between men and women staffers among your customers.
- A uniform can turn your staff into a network of moving advertisements for your company. Your staff becomes easily identifiable anywhere on the show floor. Take advantage of the unified look to promote a team atmosphere among staff. An added benefit is that your staff is probably more comfortable and therefore more productive. And if your staff is in uniform, you eliminate the inevitable bad wardrobe choices like cheap suits and ugly ties.
- But be careful, the high visibility created by uniforms makes it essential that your staff is on their best behaviour at all times, inside and outside your booth.
- Casual attire is certainly not appropriate for every trade show, but in the correct situation, you can use it to your benefit and have a more productive exhibition experience.

Tip Sheet #2: Exhibitor Etiquette Helps Ensure Success

As important as your pre-show promotion is... as consequential as your pre-show planning... as critical as your booth design and integrated marketing approach... these vital elements can be forgotten and useless if your booth personnel make some all-too-common mistakes. Those mistakes can cost your company business, hurt its reputation, and result in the money and time you spent on your exhibit being wasted.

Your show management professional wants your exposition to be successful. Listed below are some tips on exhibitor etiquette for you to share with your booth personnel. By putting these tips into practice, you can help make the show a success, both for your company and for other exhibitors.

- Stay out of other companies' booths. Not only is your presence in your company's booth absolutely vital to serving your customers and potential customers, but you help set an example for others. Wandering into other booths disrupts exhibitors who are with clients. If you do this, you can expect others to do the same to you.
- Stay out of your competitors' booths. Even worse than wandering into "friendly territory" is going into competitors' booths to take information or to crowd out legitimate clients. This is unprofessional and reflects badly on your company and on you personally.
- Do not solicit in the aisles (known as "suitcasing"). Expositions are designed to encourage a free flow of traffic through the aisles. And, they are designed to enable exhibitors to do business in their booths. Show management usually has rules against solicitation in the aisles, with good reason. Companies that choose not to pay for exhibit booths sometimes attempt to solicit in the aisles. They are taking advantage of the money your company spends to make the exposition happen! They are, in effect, letting legitimate exhibitors pick up their show costs. Be sure to inform show management if you see this happening. Your company deserves to get what it pays for.
- Do not disrupt other exhibitors or visitors. Disruptions such as loud music or announcements, shining lights at other booths, using laser pointers across aisles and the like are annoying to others. Visitors to exhibits are there for business purposes, just like you. But if you engage in disruptive behaviors, visitors will perceive you and your company not as professionals in business, but as people to avoid. So you lose business and the respect of your peers and your customers.

It is just good business to use good etiquette when staffing your company's exhibit booth. You and your company can be highly successful, but you have to be careful not to break the rules of good exhibitor etiquette!

Tip Sheet #3: Demos Make Your Booth Sizzle

The competition is right next to you. The noise level is high. Your audience is easily distracted. They have varying levels of technical knowledge. Can a demonstration really be effective?

Yes! Demonstrations are a key element in trade show strategy, but effective demonstrations require practical skills and expert interactive communication with the audience. Here are guidelines for success.

- Be aware of attendees' first, and frequently lasting, impressions.
Dress at the same level or slightly better than the attendees
- Practice your demonstration.
You'll be better able to respond to specific questions at any technical level.
- Know every aspect of the equipment or product before the show.
Your level of preparedness is a reflection of you and your company.
- Position yourself so that you can see the audience and the product.
Keep people from standing behind you where they can't see you or the product properly.
- Make eye contact.
Convey commitment and interest with your eyes. Acknowledge newcomers to the demonstration.
- Use body language to convey confidence and conviction.
Use gesturing for emphasis and impact or to compare and contrast what you are demonstrating.
- Anticipate questions and prepare answers prior to the show.
Know who on your staff can answer a question when you can't. Restate questions so everyone can hear and if necessary, tone the question down to make it less difficult to answer.
- Adjust to the audience.
For less technical audiences, stress benefits and solutions to problems.
For a technical audience, focus on special features and functions.
- Use the demonstration to qualify sales opportunities and stimulate post-show interest.

Tip Sheet #4: Pre-Show Promotion

Promote, Promote, Promote

Take control! Don't leave your success to chance. A profitable exposition experience depends on what you do before the show to assure your clients and prospects come to you.

First, identify the audience you want to reach, then bring them to your exhibit. Develop a focused and creative approach to attracting attendees.

Statistics prove attendees come to an exposition with a set agenda of exhibits to visit. Your pre-show promotional activity can get you on that list.

Exposition attendees respond to invitations offering compelling reasons why they should visit a particular exhibit. The invitation can be in many forms – direct mail, telemarketing, advertising promotion – just as long as it provides meaningful information (a little creativity helps, too.)

Here are some ideas on how to get your invitation out to your target audience:

- Advertise in trade journals.
- Advertise in the advance show program.
- Add a tag line to all your advertising with the show name and your booth number.
- Issue press releases announcing new products and services, key people attending the show, and special show promotions.
- Hire a celebrity to be at your booth and promote, promote, promote.
- Provide complimentary registration forms to your clients and prospects.
- Mail "personal" invitations two weeks before the show and include VIP cards for access to your hospitality suite or lounge.
- Change your postage metre to announce the show.
- Mail out cards redeemable for a gift in the exhibit.
- Put stickers promoting the show on all company correspondence, including faxes.
- Make telephone calls to your key prospects just prior to the show.

Tip Sheet #5: Integrated Marketing for Exhibitor Success

Expositions (trade and consumer shows) are exceptionally valuable, productive vehicles for marketing. Whether an exposition is used to introduce a new product, introduce or reinforce a brand, or generate market recognition of an established product or service, expositions provide extraordinary opportunities for success. Poorly planned exhibit programs, though, can be a waste of money, time, and other resources. The best planned exhibit programs are those that are integrated with all of your company's marketing efforts. To get the most out of your exhibit program, ask yourself these questions:

- What do I want to get out of this exposition?
- Can I reach my target audience at this exposition?
- What are attendees looking for at this exposition? Check the attendee profile provided by show management to ensure that your products/services match attendees' needs.
- What are the primary concerns of attendees? Your answer to this question will help you craft your message and design elements.
- How does my product or service fulfill their needs? Make sure your participation is appropriate to the show.

Plan an integrated marketing plan by following these nine steps:

1. Define the situation. Articulate what is happening in the market place with regard to your products, the competition, and your position in the marketplace.
2. Identify and research your target audience. Identify the decision makers and recognize the influencers. Learn their needs and challenges. Use this research to help position your products.
3. Establish measurable goals and objectives. Set forth specific objectives that you can quantify, so you can know how successful your participation has been.
4. Develop strategies to achieve the goals and objectives. You must know what you are going to do to achieve your goals.
5. Develop a creative exhibit program to attract and educate your target audience. Use advertising, pre-show promotion, website postings, public relations, etc. to attract the right audience.
6. Ensure all marketing communications are integrated to achieve a consistent message for your target audience. Every contact you have with your audience must be consistent and must emphasize your core message.
7. Design the exhibit and graphics to support the integrated marketing message. Your exhibit and graphics program should be built to support the core message.
8. Conduct a strategic briefing to educate and motivate your booth staff. Make certain that your booth staff know how to act. Be aware of what distracts from their effectiveness, and what message you want to send. Booth staff are critical to your success, so spend time to make sure they are ready.
9. Follow up on leads. Pay attention to leads generated during the exposition, and follow up quickly.

Tip Sheet #6: Nine Ways Not To Greet Attendees

It is critical for your staff to create a welcome atmosphere that makes it appealing for attendees to want to stop by. What you don't do can be as important as what you do.

1. **Don't Sit.** You give attendees the impression you don't care or you're lazy. Attendees won't interrupt your private time, as they see it.
2. **Don't Read.** You aren't able to make eye contact with attendees as they walk by your booth.
3. **Don't Eat or Drink.** It is just plain rude and messy. Potential customers are too polite to bother you when you're eating.
4. **Don't Ignore Attendees.** If you're busy when someone approaches, either acknowledge him/her or try to include him/her in your conversation. If you're talking with a boothmate, break it off immediately.
5. **Don't Talk on the Telephone.** Why do you need a phone in your booth? Time on the phone is time away from potential prospects and tells everyone you have better things to do.
6. **Don't Be a Border Guard.** Don't stand where you become a barricade or block the attendees' view. Stand near the aisle and off to the side.
7. **Don't Hand Out Literature Freely.** Your catalogues and brochures end up in a bag with everyone else's literature. Be discriminating in who gets literature. Better yet, mail them out to qualified prospects after the show.
8. **Don't Underestimate Prospects.** Get out of the habit of sizing up somebody simply by the way they look. Qualify them, don't classify them.
9. **Don't Cluster With Friends and Other Booth Personnel.** Don't be a "street gang." Nobody will approach a group of strangers, it's too intimidating. Be more approachable.

Tip Sheet #7: Promote Your Product & Presence

THREE WAYS TO WIN

A unique aspect of participating in an exhibition is the opportunity to sell your product or service, not just once, but three times!

PRE-SHOW PROMOTION

- It really pays to begin selling prior to the show. You not only promote higher attendance at the event, but more importantly, you are letting your customers and prospects know where to find you at the show. Here are some proven techniques to try.
- Let your customers know you will be at the show and note the location, dates and times of the event.
- Mail special coupons or show admission tickets to your customers.
- Secure the right from show management to distribute free admission tickets directly to key customers before the show.
- Schedule advertising to coincide with the show dates.
- Find out when/where ads promoting the show will appear and buy adjoining ad space.

AT THE SHOW

- Offer price discounts or value added promotions.
- Target customers/prospects on-site and schedule specific appointment times during the show.
- Develop easy ways to qualify new prospects such as collecting business cards or conducting a prize drawing.
- Hand-out unusual giveaway items with your name, phone and fax numbers imprinted on them.
- Distribute discount coupons valid only for a specified time period after the show.

POST-SHOW PROMOTION

- Immediately following the show, contact all prospects/customers who visited your booth.
- Analyze coupon redemption patterns and build a database for future reference.
- Ask for referrals from prospect and customers.
- Begin planning for your next show.

Follow these simple suggestions and discover how powerful exhibition marketing is! Like most projects, however, those who really succeed are those who have a plan. Take some time now to plan your marketing program and then sell, sell, sell.

MOVE-IN & MOVE-OUT

Move-In & Move-Out

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Move-In Information

Dates & Times

Tuesday, January 28, 2014	7:00 PM – 10:00 PM**
Wednesday, January 29, 2014	9:00 AM – 9:00 PM
Thursday, January 30, 2014	6:00 AM – 8:30 AM

** This timeslot is reserved for firms who have 400 square feet or more booked.

Special arrangements will be made direct with these firms.

All exhibits must be set-up by 8:30 AM on Thursday, January 30, 2014.

Only firms who can move-in without the assistance of a dolly should consider the third as an option. Carpet is rolled overnight on January 30 and carts/dollies will not be permitted on the floor on Thursday.

Marshalling Yard, Receiving, & Materials Handling

There will be a scheduled move-in. Please indicate your desired move-in time by completing the Move-In Schedule. It is important that this schedule be adhered to in order to avoid hassles for you and other exhibitors.

For those who have used INTERNAL STREET to drop off and carry or dolly in materials will be affected. The whole lobby area has been re-done and there is NO LONGER ACCESS off of internal street. The apron where you could pull over is gone.

To enter the Metro Toronto Convention Centre, all delivering vehicles must proceed first to the MTCC Marshalling Yard on Cherry Street. (See attached information bulletin) from where they will then be directed to the East Docks based on the pre-set move-in schedule. A delay in entry to the MTCC is very rare if the schedule is followed.

There are six inside bays at the loading dock. All equipment, materials and goods must be moved through the loading dock area. Hand-carried materials and supplies can be unloaded in the parking garage and carried up the escalator to the Show Floor. However, carts are not permitted on the escalators.

Time allocation is on a first-received basis with the 9:00 AM slot being reserved for firms who have booked more than 300 sq. ft of space. There are only six loading docks. Be sure to submit your Move-In Schedule Form by December 15. No confirmation will be provided unless a change from the request is being offered.

The access to the loading dock is from Lower Simcoe Street at the easterly end of the MTCC. Parking at the loading bays is prohibited. Vehicles must be removed as soon as unloaded. Show Management highly suggests that deliveries be made with two company personnel – one to drive and one to watch your materials while on the dock.

Materials handling services, if required, will be available from Stonco Show Services (the official Show Service Contractor) to unload vehicles and move display materials to the booth. Show Management provides dollies in the dock area at no charge – these are for “self-service” and should be returned promptly upon delivery to your booth.

Shipping

All deliveries to the Metro Toronto Convention Centre must be consigned in the following manner:

EXHIBITING COMPANY'S NAME

Booth #
Ontario Library Association SUPER CONFERENCE
c/o Metro Toronto Convention Centre – Hall C
255 Front Street West
Toronto, Ontario M5V 2W6

Shipments sent to the MTCC must be prepaid and scheduled to arrive no earlier than 8:00 AM on Wednesday, January 29, 2014. Collect shipments, or those arriving early may be refused by the MTCC staff. Show Management, as a result of negative past experiences, regrets it is unable to accept any responsibility for packages that are delivered to the Show Office. Show Management will sign for packages as a courtesy to our exhibiting members, but will not accept any liability for the contents or the state of the packages.

Shipments prior to January 30, 2014 can be arranged through the Official Show Carrier. In the past shipments sent before the appropriate time have resulted in delays for the company while the package is traced in this very large building.

Shipping to the Show

Displays and merchandise for the OLA SUPER CONFERENCE can be shipped by:

1. Official Show Carrier – Stronco Logistics Services
2. Common Carrier – A Third Party Firm
3. Exhibitor or Display House Vehicle – A Third Party Firm
4. Air Freight
5. Company Personnel

Please fill in the “Move-In Schedule Request Form/Method of Shipping Form” enclosed in the front section of the manual and indicate your preferred loading dock time.

Official Show Carrier **STRONCO LOGISTIC SERVICES**

Thomas Galacki
Tel: (800) 665-2621 ext. 2248
FAX: (905) 270-6771
logistics@stronco.com

More information is included in the SHOW SERVICES section at the back of the kit. The Official Show Carrier offers exhibitors advanced receiving and storage.

Display Set-up

Exhibitors may erect their exhibits using the services of their regular employees. Exhibitors requiring assistance in the erection of their displays should contact the Official Show Service Contractor. (See the SHOW SECTION section of this Manual.) The floor in Hall C is poured concrete. Painting, nailing, drilling or screwing to the floor, walls, electrical outlets or any other part of the building is not permitted. All displays must be self-supporting. If exhibitors lay their own carpeting, they should be using only the tapes authorized in the building, which are: Doublestick V (two sided paper), Rainbow (one-sided 7mm vinyl) and masking tape. For further details on "do's" and "don'ts" in the MTCC, read carefully "Notice to Exhibitors" at the back of the "Rules and Regulations" section of the Manual.

IMPORTANT – Please review carefully Fire Regulations for Exhibitors at the back of the Show Rules and Regulations section of this Manual. In some instances, aspects of your booth must be approved in advance by Show Management, the Metro Toronto Convention Centre and the Toronto Fire Department. Therefore, please complete and return the Fire Safety Reply form in the "Important – Must Complete Forms" section of the Manual.

Electrical Outlets & Telephones

Electrical Outlets and telephones are not included in the price of booth space. Exhibitors should make their own arrangements with the respective suppliers. There is a separate charge for these services. (See the "Services" section of this Manual.)

Empty Crate Storage

Exhibitors with small boxes and cartons are encouraged to personally place them in the storage areas (on the south end of the Hall at the time this document was written). Watch for signs to mark area. Companies requiring assistance please read and send in Materials Handling forms.

Move-Out Information

Date & Times

Friday, January 31, 2014 3:00 PM – 10:00 PM

The Expo will officially close at 3:00 PM on Friday, January 31.

No dismantling, removal or packing of exhibits or exhibit material is permitted prior to this time. The policy around this will be enforced if Show Management is notified.

Empty crates and boxes will be brought to the booths as soon as the Show has closed. Exhibitors are requested to keep the aisles clear until crates have been returned.

Show Management urges exhibitors to remove small cartons and open cases of products from the Show area immediately after the close of the Show. While Show Management will take all reasonable security measures to safeguard exhibits, it assumes no responsibility for loss of, damage to or theft of property of exhibitors, howsoever caused. Immediate removal of small items will minimize the possibility of loss from pilferage.

All equipment, materials and goods are to be removed without exception via the loading dock area. Passenger elevators and escalators are not to be used for transporting freight or equipment. Vehicles must be removed as soon as loaded.

Removal of Exhibitor Material

All exhibitor material must be cleared from the building by 10:00 PM, Friday, January 31, 2014. Exhibitor material not cleared from the building by the above deadline will be removed at the expense of the exhibitor. Exhibitors should contact the Official Show Carrier if their materials are removed at the deadline.

Shipping Materials off the Floor

If you have not pre-arranged with the Official Show Carrier for outbound freight a representative will be available on-site on Friday to help you complete forms and ensure that your freight arrives back at your destination safely and expediently.



Vehicle Marshalling / Move-In

A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700–2359. Charges will be applied between 0001–0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with the Convention Centre dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

NOTE:

Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

Our People are the Centre



Directions from the Cherry St. Marshalling Yard to the Metro Toronto Convention Centre:

(A) Directions to the Metro Toronto Convention Centre North Building, West Ramp

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Yonge St.
4. Turn left onto Wellington St.
5. Turn left onto John St.

Entrance to the West Ramp will be to your left.

(B) Directions to the Metro Toronto Convention Centre North Building, East Loading Dock & West Freight Elevator

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left toward the Convention Centre Internal St.

Entrance to the East Loading Dock will be immediately to your left.

(C) Directions to the Metro Toronto Convention Centre South Building, Loading Dock & Truck Elevator

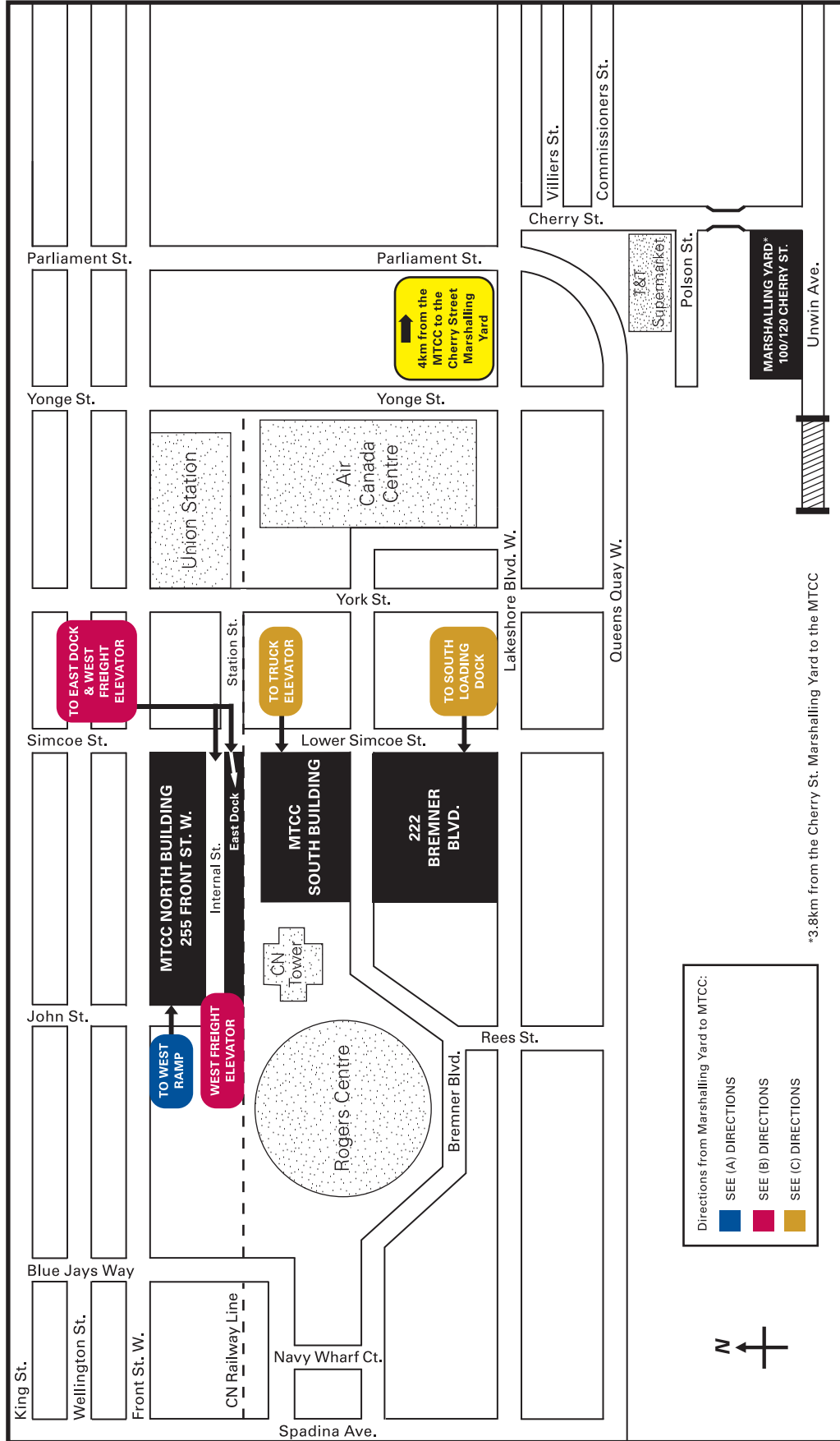
1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.

Entrance to Loading Dock will be immediately to your left.

Entrance to the Truck Elevator is 80m ahead to your left.

Our People are the Centre

Metro Toronto Convention Centre (MTCC)



Map is not to scale

RULES & REGULATIONS

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General EXPO Rules & Regulations

As Agreed to by Completing an Exhibit Space Application and Contract

SHOW MANAGEMENT – The Ontario Library Association (OLA) and its authorized representatives are hereinafter referred to as "Show Management."

PAYMENTS & REFUNDS – Full payment for booth space must be made no later than December 15, 2013. Show Management reserves the right to refuse a company entry who has not paid in full by this date. A deposit of a minimum of \$850 per 100 square feet is due no later than three weeks after the form is submitted. The OLA will hold booth space for up to three weeks while a company arranges for a deposit cheque. After three weeks the OLA may release the space for reallocation if another firm requests that specific space. OLA is not responsible for notifying a company that is beyond the three week period or fails to pay in full by December 15, 2013. All applications submitted after December 15 must include payment IN FULL for the space rental charges.

Cancellations made prior to September 15 will receive a refund of payments made, less a 25% cancellation fee. After September 15 and before December 1 the company will forfeit the entire amount of the deposit. After December 1 there are no refunds for space.

In case the EXPO shall not be held for any reason whatsoever, then and there upon the rental and lease of space to the exhibitor shall end. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return of the amount already paid for space for this specific event.

SPACE RENTAL – The application for exhibit space, when signed by the exhibiting firm and/or deposit cheque cashed, or credit card processed, by Show Management, shall constitute a valid contract between the parties. In submitting the space contract the firm acknowledges their financial responsibility whether they choose to withdraw or cancel their space.

USE OF SPACE RESTRICTIONS – The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in this contract and explained in detail in the Official Exhibitor's Kit, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas, or other designated common areas of the Convention Centre.

No exhibit shall assign, sublet, or share the space allocated with another business or firm unless approval has been obtained in writing from Show Management.

INSTALLATION, EXHIBIT HOURS, & DISMANTLING – Dates and hours for installation, exhibiting, and dismantling will be specified by Show Management. Goods being delivered directly to the exposition must be received by a representative of the exhibiting firm or their designate. Exhibits shall be staffed at all times when the EXPO is officially open. No exhibitor will be able to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons or to abandon his display

prior to the official closing. Failure to comply with the regulation will result in the exhibitor being barred from future shows and events sponsored by Show Management. All exhibits must be removed by 10 pm on January 31, 2014, and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Show Management reserves the right, through its official carrier, to remove any exhibit not removed by the conclusion of the exhibition and charge the expense to the exhibitor.

FIRE REGULATIONS – All exhibitors must comply with local fire regulations. Only fireproof material may be used in displays and wiring must conform to CSA or UL specifications. All exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards. Show Management is obligated to install two fire hose cabinets for the duration of the EXPO. The location of the cabinets are on the floor plan. Show Management reserves the right to change their location depending upon directives from the Fire Marshall.

ELECTRICAL SAFETY CODE REQUIREMENTS – All exhibitors must comply with the Electrical Safety Code Requirements in place at the time of the event. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

DAMAGE TO PROPERTY – Exhibitors are liable for all damage caused by them or their representatives or contractors to the exhibit facility, booth equipment, or to other exhibitors' property and shall indemnify the facility management, Show Management and/or Official Service Contractor against, and hold them harmless from any complaints, suits, or liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of exhibit space. Full regulations for property care are in the Official Exhibitor's Kit, available online by November 1.

CARE OF THE BUILDING – Painting, nailing, or drilling of floors, walls, ceilings, or any part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor. No signs or other articles are to be fastened to the ceiling, walls, pipes, or electrical features.

SECURITY – Show Management will employ a professional guard service for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damage, howsoever caused, of goods, exhibits or other materials owned, rented or leased by the exhibitor.

FOOD AND/OR BEVERAGES – The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and/or the facility is prohibited. Exhibitors wishing to serve samples must complete a request form that can be obtained from Show Management. This is submitted to the facility for permission.

OFFICIAL EXHIBITORS KIT – For the 2014 EXPO the Exhibitor Kit will be available online. The Exhibitor's Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management. In the Kit are all the necessary forms for Show contractors and other rules and regulations. All booth space and activity must be arranged in accordance with those outlined in the Kit. If in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor's Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from at any time during the exposition.

OLA will send a link for online access to the Exhibitor's Kit to each company registered with a deposit made by November 1. However, if a link has not been received by December 1 it is the responsibility

of the company to contact OLA.

EXPO-ONLY BADGES – Show Management provides an unlimited number of free passes to paying exhibiting firms. These passes are to distribute to key customers, etc. that might not be attending the conference. They cannot be used for booth personnel or staff of exhibiting or partner companies. In order to qualify to give your customers the passes all payments must be up-to-date. OLA will not print badges if firms have an outstanding balance on January 21, 2014. There is no fee for EXPO-ONLY PASSES provided they are completed online. Paper/FAX requests will be processed at a fee of \$5 per pass – billed to the exhibiting company and payable before the conference opens.

LIABILITY & INSURANCE – Neither Show Management nor any of its officers, directors, employees, or agents, nor the owners, employees or representatives of the exhibit facility will be responsible for any injury or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing parties, individuals and firms from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. Exhibitors are advised to carry insurance on their exhibits and its contents; however, this will be taken at their own expense.

AUTHOR/SPECIAL GUEST BADGES – The OLA does not charge exhibiting firms for Author or Special Guest badges provided we are notified at least 10 days before the EXPO opens. There is a form in the Exhibitor Kit.

ENTRY TO THE SHOW – Show Management reserves the right to deny admission to any visitor, exhibitor, or exhibitor's employee. Show Management reserves the right to final determination of all space assignments in the best interest of the exposition.

LABOUR – Exhibitor must observe all contracts in effect between Show Management, service contractors, Convention Centre, and labour organizations involved.

MEMBERSHIP STATUS – Rates paid for exhibit space are based on the membership status of the company at the time of the actual display. It is the exhibiting company's responsibility to either pay non-member rates or to have a current Associate Membership in the Ontario Library Association at the time of the event. Show Management reserves the right to withhold a firm's ability to set-up if their membership status changes between time of payment and the event.

DISCOUNT POLICY – The OLA does not discount at the end of the sales period. OLA reserves the right to move firms who have purchased smaller spaces into larger spaces.

SMALL FIRM/NFP – The OLA reserves the right to limit the number of booths/tables in any category. The OLA does not assign space to this category until the sales period ends in January. Space allocation in this category is on a random basis.

SELLING AT THE EXPO – The OLA strongly supports and encourages vendors to sell on the floor of the Super Conference EXPO. Show Management encourages exhibitors to inform them of any special deals they plan to offer and they will be promoted in the on-site EXPO Directory at no additional expense.

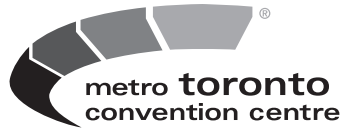
OTHER REGULATIONS – Any and all other matters not specifically covered by the preceding General Rules and Regulations shall be subject solely to the decision of Show Management. The Show Management shall have full power to interpret, amend and enforce these rules and regulations provided, and amendments, when made, are brought to the notice of exhibitors. Each Exhibitor, for themselves, and their employees, agrees to abide by the foregoing Rules and Regulations and by any Amendments or additions thereto in conformance with the preceding sentence.



Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes from Metro Toronto Convention Centre property.
2. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.
3. Helium balloons, animals, birds or pets of any description require written authorization. Please call for authorization form.
4. Sample food or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
6. Protective footwear must be worn during move-in and move-out. At specific times, the Exhibit Floor (or parts therein) may be deemed as '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 in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.
7. It is recommended, as a safety precaution, and for insurance purposes, no one under the age of 16 years be allowed in the exhibit area during move-in / out.
8. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.

Our People are the Centre



Notice to Exhibitors / Display Companies

10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
11. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
12. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
13. Smoking is NOT PERMITTED anywhere inside the Convention Centre.
14. You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management employee.

Our People are the Centre

Rules & Regulations

Amplification and explanation of some of the Information that was Contained in the Exhibit Space Application and Contract

Rules & Regulations

Erection and operation of exhibit displays are governed by the following Rules and Regulations, in conjunction with those agreed to on signing the "Exhibit Space Application and Contract," designed to ensure safety and fairness to all exhibitors. Show Management reserves the right to refuse entry to, or have removed at the exhibitor's expense, any display which is not in accordance with these Rules and Regulations. If any doubt exists as to the acceptability of an exhibit or where a special case exists, the exhibitor must have such an exhibit approved by Show Management who holds final approval over all booths. Please – if you have any question about your booth please contact Show Management before the event to receive an opinion and approval.

Height Limitations for Displays

Height Limitations for racks, display shelves, graphics and signs vary according to the type of booth configuration. Large equipment or structures should be placed as close as possible to the rear of the booth. The front 6' (back from the aisle) of the booth must not exceed 5' (60") in height – including racks, books, computer monitors, etc.

- a. In-Line Booths (non-perimeter)
(irrespective of length of frontage) – maximum permitted height is 9' at the back of the booth. Permission can be sought for pre-existing hard-wall booths that firms have brought to the show. Decisions will be based on past experience and the effect it will have on other exhibitors.
- b. Perimeter In-Line Booths
(i.e. against an outer wall of the exhibit area – maximum permitted height is 14' at the back of the booth.
- c. Peninsula Booths
(i.e. a grouping of four or more booths with an aisle on three sides) – maximum permitted height is 10'. Permission can be sought for pre-existing hard-wall booths that firms have brought to the show. Decisions will be based on past experience and the effect it will have on other exhibitors.
- d. Island Booths
(i.e. a block of exhibit space with aisles on all four sides) – maximum permitted height is 16'. However, OLA is very committed to allowing "showcase" companies to bring their primary booths to OLA and will consider on a case-by-case basis requests for exemptions to this height limitation.

It is recommended that maximum height is not used throughout but be restricted to a number of verticals which would allow a maximum "see-through" of the exhibit.

Exhibitors are required to exercise care so that their displays do not unduly obstruct visibility of adjacent exhibits. At least 6' from the front of the booth between adjacent exhibits must allow for eye-level visibility (5' height maximum). This applies to booth types A, B, and C. Every exhibitor must display a sign to identify their company. In island booths firms must not construct a "solid wall" that is more than 4' wide at any point unless permission has been sought. OLA will consider on a case-by-case basis requests for exemptions to this limitation.

Overhead Banners

The OLA allows firms to arrange with Showtech Power & Lighting (MTCC Exclusive Supplier) to hang banners from the space above their booth provided they meet the following criteria:

- Company has booked and paid for at least 300 sq. ft.
- Cost for hanging the banner will be determined on a case-by-case basis by ShowTech (the exclusive sign hanger of the MTCC) and paid for completely by the exhibiting company.

These restrictions are not meant to curb the creativity of design, but to ensure that the overall appearance of the Show will be clean, clear and uncluttered. For further information on the above please contact the Show Management.

Show Management reserves the right to amend this policy for the good of the show if a situation arises that is deemed to be unacceptable by Show Management.

If you have any question about whether your booth plans fit into any of the rules or regulations for this show please submit any questions or booth drawings for a written approval from OLA or the appropriate authority.

Pre-Fabricated Booths

Exhibitors planning to use their own in-line pre-fabricated booth should make sure that:

- An allowance of one inch is made on each side of the display to allow for the thickness of the dividers. If the lengths exceed 9'10", etc., the exhibitor should notify Show Management so that special arrangements can be made.
- All sides and surfaces of exhibits (and signs) which are exposed to view are properly finished and decorated.

Exhibitor's Signs

Signs must be limited to the previously cited heights. Exhibitors requiring additional heights or suspended signs must receive permission from Show Management. See Overhead Banner section on previous page for guidelines of what will be approved.

Floor & Wall Damage

Painting, nailing, drilling or screwing to the floor, walls, electrical outlets or any other part of the building is not permitted. All displays must be self-supporting.

Soliciting, Samples & Souvenirs

Distribution of samples, souvenirs and promotional material and soliciting of business are not permitted in the aisles, restaurants, registration areas, hallways, top or bottom or escalators or other exhibits.

Only participating exhibitors have the exclusive right to promote or sell goods or services in this Show. All other parties who attempt to make any solicitations will be asked to leave the Show area. Exhibitors are asked to report any infractions to the Show Office so action can be taken.

Exhibitors who wish to hand out food or beverage samples must complete the authorization form found at the back of the manual. Special regulations apply to all alcoholic samples – please contact Show Management for more information.

Selling on the Show Floor

The OLA does, and always has, encouraged companies to sell their products and services on the OLA EXPO Floor. In the past there has been some confusion with other library and book shows that discourage this practice. There are no limits as long as selling does not violate the EXPO rules and regulations and any laws.

Competitions & Drawings

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. All such competitions should comply with all the existing government regulations.

Exhibitors are encouraged to inform Show Management of any competitions and give-aways in order to publicize these activities with overall show promotions.

Mechanical Conveyances

Mechanical conveyances such as electric carts, scooters or bicycles are not allowed in the aisles during the Show hours unless previously approved by the Show Management. The only exception to this rule will be in the case of handicapped persons visiting or exhibiting at the Show; or in the case of authorized show duty personnel.

Sound Levels

Any attention arousing devices such as noise makers, flashing lights, movies, music, broadcasting, television, drawings, etc. are subject to Show Management approval. No approval will be given to devices which are obviously distracting. Electrical and other mechanical apparatus must be muffled so that noise does not disturb other exhibitors.

Insurance & Liability

Exhibitors will be liable for and will indemnify and hold harmless the Metro Toronto Convention Centre and the Ontario Library Association from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, other exhibitors, Show Management, the owner of the building, and their respective agents, servants and employees and members of the public attending the Show, either (a) on the said place or (b) elsewhere. Neither Metro Toronto Convention Centre nor Show Management will be responsible for loss or damage to persons, exhibits or decorations by fire, accident theft, or any other cause while in the Centre.

Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

All exhibitors, even those using Special Event Rentals Inc., must complete the Service Contractor Insurance Form in the front section of the Manual, and return it along with copies of the appropriate insurance certificate to the Metro Toronto Convention Centre.

Security

Security guards will be on 24-hour duty (from 10:00 AM, Wednesday, January 29, 2014 to 4:00 PM, Friday, January 31, 2014) but the furnishing of such guards shall not be deemed to increase the liability of the Exhibition sponsor, Show Management, its members, representatives of Official Service Contractors and employees, nor to modify in any way, the assumption of risk and release provided for above. All property of exhibitors is understood to remain under their custody and control, in transit to, within, or from the confines of the hall, subject to the Rules and Regulations of the Exhibition.

It is recommended that exhibitors take precautionary measures of their own such as securing of small or easily portable articles of value (DVDs, TVs, computers, laptops, etc.) and the removal of them to a place of safekeeping after exhibit hours.

Objectionable Conduct

The Ontario Library Association reserves the right at any time to reject, prohibit or remove exhibits or any part thereof and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants and the Ontario Library Association. Without limiting the generality of the foregoing, this paragraph applies to persons' conduct, signage, materials or printed matter which may affect the Show generally.

Sublet

It is agreed that under no circumstances shall space be sublet without the written permission of the Ontario Library Association.

Staffing of Exhibits

Exhibitors are encouraged to maintain a staff member in their booth at all times during the hours of the show. The OLA offers a booth-sitting service if your representative needs to be vacant from the EXPO booth.

Removal of Exhibits

Exhibitors agree to move equipment from the Show building by the published time and date. No displays may be dismantled or goods removed during the Show hours. Companies that dismantle before the end of the Show risk exclusion from further Ontario Library Association affiliated shows, activities and events.

Release Forms

During the operation of the Show, removal of equipment, parts thereof, merchandise and other material requires release forms.

- Non-Bonded Goods – Release forms must be signed by the authorized exhibitor representative (or senior representative at the exhibit) and by Show Management. Forms are available from the Show Office.
- Bonded Goods – Removal of goods in bond must be cleared with Canada Customs. On producing this clearance, a release form will be issued by Show Management.

Compliance

Exhibitors assume all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire prevention, public safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held. Materials exhibited in booths must meet all governing body standards in place at the time.

Show Management reserves the right to make such changes, amendments, and additions to the above rules and regulations without notice as considered necessary to the efficient and proper conduct of the Show.

Interpretation of these rules and regulations shall rest with Show Management and non-compliance with them can result in ejection of the offending exhibitor or the closing of the exhibit in question.

Fire Regulations

The Ontario Building Code prohibits the use of flammable materials in booth construction and decor. Foam plastic cored art board shall be coated on all sides with a fire-retardant paint or varnish. Edges to be encased in a metal "U" channel or metal "muffler" tape. Tape must extend at least ¾" on face and reverse of board. For details, see Fire Regulations For Exhibitors at the back of this section.

The Fire Marshal will remove equipment and materials considered hazardous at the exhibitor's expense. Exhibitors requiring flame-proofing are advised to contact, in advance, the Fire Safety Officer of the Metro Toronto Convention Centre:

Michel Genier, Fire Safety Officer,
Metro Toronto Convention Centre
255 Front Street West, Toronto, ON M5V 2W6
Tel: (416) 585-8278 FAX: (416) 585-8224



Fire Regulations for Exhibitors

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the Metro Toronto Centre Fire Safety Officer.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency Procedures.

Prohibited materials, processes, equipment and booth configuration

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

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and / or foamcore, gaterboard, corrugated plastic.
4. Fireworks.
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoke Free Environment.
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with all surface strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Ontario Electrical Code.



Fire Regulations for Exhibitors

Materials, processes and equipment requiring special permit for use

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

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

Acceptable booth configuration

The following booth configurations will be acceptable:

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

The following booth configuration will require approval from the Metro Toronto Convention Centre Fire Safety Officer. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Officer for his approval. The Fire Safety Officer will discuss these configurations with the Toronto Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

* **note:** Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with The Metro Toronto Convention Centre guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code.

* Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.



Fire Regulations for Exhibitors

Acceptable materials for booth construction

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

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

Interior finishes and furnishings

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

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

Limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the Metro Toronto Convention Centre Fire Safety Officer.

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

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

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

1. Cut off a small piece of the materials (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

Fire Regulations for Exhibitors

Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

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

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

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

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

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

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

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (a) removing the battery, or
 - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than 3/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection / Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Fire Regulations for Exhibitors

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual.

Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.

Portable spotlights

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

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

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

Procedures during set-up and dismantling of shows

All exhibitors are to report to the Marshaling Yard prior to Move-In or Move-Out. Exhibitors will be issued a pass to receive authorization to enter the loading area. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited. Once unloaded, your vehicle is to be removed from the loading dock immediately.

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

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

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

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.

Fire Regulations for Exhibitors

Ceiling suspended items

1. All items to be suspended from ceilings including signs, displays, light and sound equipment etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.

Emergency procedures

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

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

Metro Toronto Convention Centre emergency number is 8160, or (416) 585-8160.

As a reminder, the Metro Toronto Convention Centre is a smoke free environment.

Metro Toronto Convention Centre Recycling Program

Where does all the cardboard, wood, and plastic go?

Metro Toronto Convention Centre has an aggressive waste reduction program. We want to be good corporate citizens and reduce landfill by recycling whenever possible. We invite our exhibitors and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful!!

Cardboard and paper recycling on the show floor: When our Cleaning Department removes the cardboard boxes and left over brochures / flyers, they automatically break them down and put them in a special compactor - separate from other garbage.

Plastic waste is also placed in this special compactor. We pick up plastic waste from the show floor, and make sure it's kept away from other garbage - the separation of cardboard / paper from plastics happens at the recycling plant.

Wood is also picked up and placed in a designated wood bin. You would be surprised at how much wood is left for garbage after shows, especially from wooden pallets / skids and booth construction.

Clearly marked 3-part waste, can/bottle & /paper receptacles are conveniently located throughout the centre - in meeting rooms and pre-function areas. It is important to note that it is only accepted for recycling when it is separated at the source.

We are proud partners with local Toronto shelters for all prepared food surplus. Our feed-the-shelter program is in concert with an ongoing farm-food program, which sees all of our biological waste sent to local area farms.

We have installed light sensors in meeting rooms and emergency stairwells, to reduce electrical waste.

Our Administrative Staff are active participants in our Recycling Program - there's a blue box under everyone's desk - and we make a point of using it for paper and pop / plastic containers.

What can Exhibitors do?

Help us by clearly marking boxes that are for recycling - even if they are full of brochures. Even if it is an entire skid full. If you are not taking it home with you, we can recycle it here as part of the bulk trash.

What can Show Managers do?

Help us promote our recycling program in all of your printed materials, programs, brochures. Every little bit helps, and it starts with the planning and communication from you.

We are proud of our program, we stand behind it.
We want you to benefit from it too!

Take a look at our Recycling Program for Exhibitors:
<http://www.mtccc.com/exhibitors/forms.aspx#video>



Our People are the Centre



PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **SHALL BE APPROVED**. At Trade or Consumer shows, unapproved electrical equipment will only be permitted to be displayed (not energized) when the Electrical Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-*22 (*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at www.esa-safe.com (electrical product safety section) for a current listing.

Note:

Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the application for Permission to Show and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

The “Permission to show” application does not permit the connection/energization of unapproved electrical equipment.

Permission to Energize – Trade Shows only

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on-site electrical contractor.
5. Permission to Energize is available for Trade shows only, **not** Consumer shows.



APPLICATION FOR PERMISSION TO SHOW

This application does not permit the connection/energization of unapproved electrical equipment

Please send your completed Application form, together with payment information to:

Email:
esa.Cambridge@electricalsafety.on.ca

Fax:
1 (800) 667-4278

Mail:
Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

Please provide the following information

COMPANY INFORMATION

COMPANY NAME: _____ ATTENTION: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____

POSTAL/ZIP: _____ COUNTRY: _____

PHONE: _____ FAX: _____

SHOW INFORMATION

NAME OF SHOW: _____

SHOW LOCATION: _____

ADDRESS: _____

SHOW DATES: Starting: _____ Ending: _____

BOOTH #: _____ CONTACT AT SHOW: _____

LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN

Quantity	Manufacturer	Description	Model

The Fee for Permission to Show is \$55.00 + \$7.15 HST = \$62.15 payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and payable to: Electrical Safety Authority.

If you are paying by credit card please provide the following:

VISA or MasterCard or AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com

FORM 1001H (01/12)



APPLICATION FOR PERMISSION TO ENERGIZE TRADE SHOW ONLY (Not Applicable to Consumer Shows)

Please send your completed Application form, together with payment information to:

Email:
esa.Cambridge@electricalsafety.on.ca

Fax:
1 (800) 667-4278

Mail:
Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

Please provide the following information			
COMPANY INFORMATION			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
TRADE SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____	Ending: _____		
BOOTH #: _____	CONTACT AT SHOW: _____		
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE ENERGIZED			
Quantity	Manufacturer	Description	Model

The Permission to Energize Fee is \$128.00 + \$16.64 HST = \$144.64 / piece of equipment payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and payable to: Electrical Safety Authority.

If you are paying by credit card please provide the following:

VISA or MasterCard or AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com FORM 1001H (01/12)

SHOW SERVICES

SHOW SERVICES

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Show Services Information and Order Forms

Show Services Info & Order Forms

Service order forms are provided to enable Show Service Contractors to be organized for the benefit of the exhibitors. Please follow the instructions carefully. By doing so, you will obtain these services promptly and at the least expense possible. Please understand the earlier you complete and return your forms the better quality service you will receive.

STANDARD DRAPE BOOTH

A standard drape (burgundy and black) booth will be supplied by Stronco Show Services without charge to exhibitors. Please note the new colour scheme.

DIMENSIONS

Back wall height 8'

Side wall / Divider height 3' high from back wall to the front of booth

A standard drape booth is provided to all in-line exhibitors. Exhibitors who have reserved 400 sq. ft. or more that is not in-line will find their space in an "as-is" condition – meaning no drape will be provided.

SYSTEMS BOOTH

Instead of a Standard Drape Booth provided free of charge by Show Management, exhibitors can rent a carpeted hard-wall systems booth complete with a fascia bearing the company name. The booth is equipped with two chairs and a table.

A "Special Systems Booth" order form is included in the area with Stronco forms.

DISPLAY SERVICES

Stronco Show Services

1510 Caterpillar Road, Unit B Mississauga, ON L4X 2W9

Tel: (905) 270-6767 ext. 2234 FAX: (905) 270-6771

thomas.g@stronco.com

www.stronco.com

Contact: Thomas Nadackal, Exhibitor Service Rep

Stronco is equipped to provide:

- Furniture and Accessories Rentals, including draped tables.
- Materials Handling
- Sign Writing
- Labour Service
- Plants for Booth Decoration

Note: Premium price is charged for orders taken at the Show.

Rental and Service order forms are in this section of the manual.

Please Note: Your space does not come with a draped table. Please remember to order one from Stronco, or bring your own.

Signs

Exhibitors can order signs and display cards from the official Show Service Contractor. Orders should be placed at least two weeks in advance. On-site orders for signs and display cards will be charged at an extra premium price, if available at all.

Note: All exhibitors are expected to have a company name displayed prominently in their space. A corporate logo or sign is sufficient and there is no need for an additional sign as described above.

Materials Handling

The exclusive Materials Handling Contractor for the Show is Stronco.

All transactions on work of this type are between the official Materials Handling Contractor and the exhibitor. In case exhibitor representatives are not present, Show Management reserves the right to order their equipment and/or material to be moved from the receiving door to their booth area. The charge for this service will be invoiced by the official Materials Handling Contractor to the exhibitor.

Order forms for materials handling and labour are in this section of the manual.

Electrical Service

The exclusive Electrical Contractor for the MTCC is ShowTech Power & Lighting Co. Ltd.

ShowTech Electric maintains a complete Service Centre at the Show. However, in order to allow proper scheduling of equipment and manpower, exhibitors should place their order well in advance of the Show by returning the Electric Order Form at the back of this section.

SHOWTECH POWER & LIGHTING CO. LTD.

255 Front Street West Toronto, Ontario M5V 2W6

Tel: (416) 585-8109 FAX: (416) 585-8255

Exhibitors should sketch where they require outlets and send this information to the Official Electrical Contractor. Extension cords must be of the three-prong type (i.e. grounded) and must contain wires of the proper size to carry electrical load. Cube taps or cube tap extension cords are not permitted.

The Electrical Contractor is obliged to refuse connection where the exhibitor's electrical wiring method constitutes a code violation.

Order forms for electrical service is in this section of the manual.

Internet Services

The Metro Toronto Convention Centre is the Exclusive Provider for all types of Internet access in the building. This is available through the above Communications Department

There are multiple options available – please consult their Information Sheet and Order form at the back of the manual.

Official Customs Broker

The OLA Super Conference has requested and received from the Canada Customs and Revenue Agency a declaration that Super Conference be a bona fide exhibition, enjoying the privileges of Tariff Item 9993.00.00.00. and Customs Memorandum CSPL 1037. We also have received permission for the use of Border to Show movement. Commerce will provide the following services:

- Post the required bonds and securities with Canadian Customs
- Clear your materials through Canadian Customs
- Co-ordinate delivery to the Show on the appropriate move-in days.
- Provide on-site staff to advise and assist you to the closing of the Show.
- Prepare export documentation and bills of lading.
- Co-ordinate outgoing transportation of exhibit materials.
- Arrange U.S. Customs clearance for return surface freight.

Exhibitors may ship their materials for display at the Show duty-free. All materials shipped to the Show will be customs cleared after the delivery to the appropriate booth. Customs clearance will not affect exhibitors' access to materials for set-up.

Commerce will post a bond or cash deposit with Canada Customs to be held as security to guarantee the amount of duties and taxes normally applied on imported goods. Exhibitors are responsible for all charges incurred by Commerce if there are any violations caused by the exhibiting firm or it is a bona fide cost of importation. Foreign exhibitors are best to contact Commerce directly for specific answers to questions.

Complete the enclosed Commerce order form in the SHOW SUPPLIER section to receive a brochure which will assist you in the preparation and distribution of documents.

Exhibitors using their own customs broker must be prepared to post their own bond or cash deposit with Canada Customs.

MATERIAL ACCOMPANYING EXHIBITORS (HAND BAGGAGE)

If exhibitor staff bring any equipment or display material with them via aircraft, they must have some evidence of what this material is worth and may have to post a cheque for 35% of the declared value with the Customs Broker at the airport. This is HIGHLY unusual.

IMPORTED ADVERTISING MATERIAL (INCLUDING GIVE-AWAY SAMPLES)

13% Harmonized Sales Tax (HST) will be charged by the Canadian Customs on the declared value of all advertising printed matter (catalogues, brochures, etc.) This must be paid on the exhibitor's behalf by the

CUSTOMS BROKER BEFORE MATERIAL WILL BE RELEASED BY THE CUSTOMS.

All printed material must be marked "Printed in..." (insert country of origin). Special notice of the return must be given to the Show Customs so that documents can be prepared.

An information flyer is included at the back of this section. Non-Canadian exhibitors should contact commerce immediately to receive a more detailed package.

Leads retrieval

OLA will be offering two different lead retrieval options for exhibitors. Both options are through a third-party vendor QLeads. They offer scanners and have different packages available. They also offer an MANUAL option that is supported and paid for by OLA

QLEADS – EVENT DATA SOLUTIONS

Justin Somers – www.qleads.net/orders
Tel: (416) 450-0411 FAX: (888) 474-8118
jsomers@qleads.ca

Computer Rentals & Audio Visual Rentals CCR SOLUTIONS

Hank Smith
1040 Islington Avenue, Toronto, ON M8Z 6A4
Tel: (416) 675-7502 or (800)761-1119 FAX: (416) 675-6997
An order form is included at the back of this section.

Official Show Carrier STRONCO LOGISTIC SERVICES

Att: Thomas Golacki
Tel: (800) 665-2621 ext. 2248 FAX: (905) 270-6771
logistics@stronco.com

An information flyer is included at the back of this section.

Delegate Bag Insert

Each year the OLA permits up to a maximum of six commercial inserts into the Delegate Bag by commercial entities. Each delegate receives a Bag with their official conference program, Passport to Prizes and their badge holder. Research suggests that by limiting the number of inserts to six the probability of them being read and absorbed goes up by a substantial amount. OLA will also be accepting one pen and one pad inserts. These have been specifically requested by delegates.

The Firm must provide 3,300 copies, no later than January 27, 2014, to OLA for inclusion. The maximum size is 8 1/2" x 11" and up to eight pages. Pads can be no larger than 8 1/2" x 11". We are trying to "green" the conference so sometimes less may be seen as more.

If your firm is interested in inserting something into the Bag please complete and return the form below. It is on a first-come, first-served basis.

Insert Price:

- \$600 for firms exhibiting at OLA
- \$725 for firms that are not exhibiting
- Pen and/or Paper Pad: \$350 for firms exhibiting at OLA
- (on an available basis – priority will go to exhibiting firms.)

COMPANY INFORMATION

Company Name

Contact Name

Address

City Province/State Postal/Zip Code

Cheque payable to Ontario Library Association

VISA MASTERCARD

□□□□ □□□□ □□□□ □□□□

Expiry ____/____ Signature _____

Insertion Description

Please describe or provide a sample of the insert you wish to put into the Delegate Bag.

Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999

Aisle Sign Promotion

Looking for a high impact way to build brand awareness and draw attention to your company or your products? Consider putting your logo or message on two or more EXPO aisle signs. There are 16 opportunities for exposure on these prominently hung signs. Your message will be 2' x 4' and can be in full colour. You provide the artwork and when you arrive to set-up you will see your image flying above the aisles.

Signs can be full-colour or black and white. Whether you pick two, four or eight the signs should be the same. If you would like to vary the message on each there will be an additional \$25 charge for each variation.

If your firm is interested in having one of these 16 coveted spots, please complete and return the form below. Signs are sold on a first-come, first-served basis.

COMPANY INFORMATION

Company Name _____

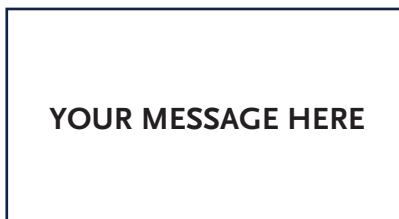
Contact Name _____

Phone _____

Email _____

COMPANY INFORMATION

- 2 signs for \$525 plus HST
(one front facing, one back facing)
- 4 signs for \$750 plus HST
(two front facing, two back facing)
- 8 signs for \$1250 plus HST
(four front facing, four back facing)



Cheque payable to Ontario Library Association

VISA MASTERCARD

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

Expiry ____ / ____ Signature _____

Please mail or FAX form by December 15

By Mail

Ontario Library Association
2 Toronto Street, 3rd Floor
Toronto, Ontario M5C 2B6

By FAX

(866) 211-2999

OLA SUPER CONFERENCE

METRO TORONTO CONVENTION CENTRE

NORTH BUILDING, HALL C

JAN. 30-31, 2014

reference 2014 Exhibitor Kit

Print Form

IMPORTANT: If you cannot submit form by Email, please PRINT form



Fax: 416 - 675 - 6997

Contact: Mark Hartshorn

416-675-7502 ext 246

E-Mail: mhartshorn@ccrsolutions.com

As the official A/V supplier, CCR Solutions will be on-site from set-up through dismantle. When on-site, please contact Mark Hartshorn (cell - 647-459-1488) with questions.

Rates published are for the entire length of the event.

***The advance rate applies on all orders received on or before January 17, 2014. Please call Mark to inquire about rates beyond the designated date.**

Company Name: _____

On-Site Contact: _____

Booth #: _____

On-Site Contact Cell Phone #: _____

Ordered By: _____

Delivery Date: Wednesday Jan. 29, 2014

E-Mail Address: _____

Delivery Time: 8-10am 10am-12pm 1-3pm 3-5pm

Phone: _____

Secondary On-Site Contact: _____

Secondary Contact Email: _____

Value Packages (\$100 savings)

	Qty.	*Advance Rate	Total
32" HD LCD with laptop (WIN XP Ofc 2007 Pro), dual post stand, & attachable shelf <i>(See individual item specifications below)</i>		\$595.00	
42" HD LCD with laptop (WIN XP Ofc 2007 Pro), dual post stand, & attachable shelf <i>(See individual item specifications below)</i>		\$895.00	



Computers & Accessories

	Qty.	*Advance Rate	Total
Laptop: *DVD/CD-R, 15.4" Display, Norton Anti-Virus, Wifi, 10/100/1000 NIC, Mouse & Cable Lock *Please Indicate: <input type="checkbox"/> WIN XP Ofc 2007 Pro <input type="checkbox"/> WIN7 Ofc 2010 Pro		\$225.00	
Computer Speakers		\$30.00	
Wireless PC Remote Control		\$25.00	
Keyboard/Mouse Set		\$50.00	
iPad		\$150.00	
Macbook		\$225.00	



Computer Flat Panel Displays

	Qty.	*Advance Rate	Total
19" LCD Resolution: 1280 X 1024 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount		\$95.00	
22" LCD Resolution: 1280 X 1024 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount		\$125.00	
24" LCD Resolution: 1920 X 1200 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount		\$150.00	



Video Equipment & Flat Panel Display

	Qty.	*Advance Rate	Total
DVD Player (with repeat - plays NTSC only)		\$75.00	
Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)		\$145.00	
Blu-ray Player (with repeat)		\$150.00	
19" LCD With Built-in DVD Player (no repeat - not for use with computers) Resolution: 1366 X 768 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount		\$245.00	



Computer/Video Flat Panel Displays

	Qty.	*Advance Rate	Total
32" HD LCD *Resolution: 1920 X1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount (for additional floor stand, see below)		\$395.00	
42" HD LCD *Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount (for additional floor stand, see below)		\$695.00	
52" HD LCD Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount (for additional floor stand, see below)		\$950.00	
60" HD LCD Resolution: 1920 X 1080 Attachable Speakers Included *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount (for additional floor stand, see below)		\$1,295.00	
Shelf For Plasma/LCD Floor Stand		\$25.00	
Dual Post Floor Stand for TV		\$145.00	



Multi-Touchscreens

	Qty.	*Advance Rate	Total
42" HD LCD MULTI-TOUCH SCREEN *Resolution: 1920 X1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount (for additional floor stand, see above)		\$950.00	

Audio Equipment

	Qty.	*Advance Rate	Total
Wireless UHF Mic Kit *Please Select Type Needed: <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset <input type="checkbox"/> Handheld		\$275.00	
Small Exhibit Booth Sound System Includes: 1 Speaker / 1 Floor Stand / Mixer / 1 Wired Handheld Microphone		\$375.00	
Large Exhibit Booth Sound System Includes: 2 Speakers / Floor Stands / Mixer / 1 Wired Handheld Microphone		\$500.00	



Booth Enhancement - Specialty Item

Additional Screen Options



Touch Screen: 42" LCD Multi-Touchscreen

* Pricing: see Multi-Touchscreens above

Additional Screen Options



Friendlyway Kiosk

* Pricing: Contact Sales Person

Additional Screen Options



Projectors & Screens

* Pricing: Contact Sales Person

Totals:

1) EQUIPMENT TOTAL:	
2) DELIVERY/EQUIPMENT SET-UP/DISMANTLE & PICK-UP - 20% of line 1, or \$150.00, whichever is greater:	
3) ORDER SUB TOTAL:	
4) HARMONIZED SALES TAX - 13% of line 3	
5) TOTAL DUE:	

Payment Information

Company Name:	<input type="text"/>	Billing Address:	<input type="text"/>
Purchaser Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method of Payment:	<input type="radio"/> Visa <input type="radio"/> MasterCard	City, Province/State, Zip:	<input type="text"/>
	<input type="radio"/> American Express <input type="radio"/> Wire Transfer		
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date	<input type="text"/>	Security Code:	<input type="text"/>

Please include any special notes or instructions pertaining to your exhibit order here:

Remit to:



CCR Solutions INC.
100A Belfield Rd
Toronto, ON, M9W 1G1
Fax All Orders To: 416 - 675 - 6997
Sales Rep: Mark Hartshorn
416 - 675 - 7502 ext 246
E-Mail: mhartshorn@ccrsolutions.com

CCR Solutions Inc.

TERMS & CONDITIONS (PLEASE CONTACT YOUR REP FOR MORE DETAILS)

Rental prices listed above are for the whole show period, based on delivery the day prior to the show. The customer is liable for loss or damage to the equipment during the show until CCR employees arrive to remove it at the end of the show.

Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CCR's regular published rates.

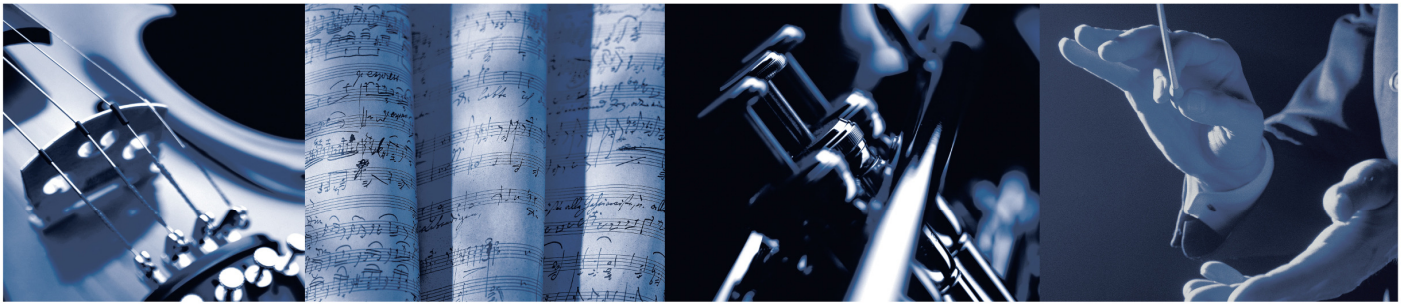
Cancellations

1. Cancellations of equipment and services must be received 2 weeks prior to the start of the show
2. If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply

Rental Agreement

It is understood and agreed that the customer accepts all responsibility for the safe return all equipment listed this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

<input type="text"/>



STRONCO
GROUP OF COMPANIES

EXHIBITOR ORDER FORMS

**ONTARIO LIBRARY ASSOCIATION SUPER
CONFERENCE**

**Metro Toronto Convention Centre
Hall - C**

January 30-31, 2014

Please fax or mail your order to:

1510-B Caterpillar Road, Mississauga ON, L4X 2W9
tel 905.270.6767 fax 905.270.6771 toll free 800.665.2621 www.stronco.com

General Information

Welcome to Stronco!

We are pleased to be appointed Official Service Contractor for **ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE**.

Our goal is to make your exhibiting experience easy, pleasant and an unparalleled success.

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- **Display Tables & Drapery**
- **Counters, Storage & Display Units**
- **Accessories & Office Furnishings**
- **Chairs, Stools, Sofas & Tables**
- **Exhibit Rentals**
- **Installation & Dismantling Labour**
- **Carpet & Underpadding**
- **Signs & Graphics**
- **In-Booth Forklift Services**
- **Material Handling Services**
- **Advance Show Receiving**
- **Transportation Services**
- **Customs Brokerage Services**

Please see the following order forms for more details.

STRONCO EXHIBITOR SERVICES CENTRE

If you require assistance with your exhibiting needs or any of our products and services, please contact our Exhibitor Services Centre at 800-665-2621.

Thank you for your business! We hope you have a successful show.

Payment Policy Information Sheet

DISCOUNT PRICE DEADLINE DATE

To take advantage of discounted pre-show pricing listed on the order forms, we must receive your order and payment by the deadline date specified on the order form.

Orders without payment cannot be processed until payment is received and will be charged the after deadline date prices.

METHOD OF PAYMENT

All orders must be paid in full prior to delivery.

You must complete a **CREDIT CARD AUTHORIZATION FORM** if you are paying by cheque, or ordering any of the following services:

- Material Handling
- Advance Show Receiving
- Installation & Dismantle Labour Services
- In-Booth Forklift Service
- Transportation Services
- Customs Brokerage Services
- Plan to have your representative order services on-site

Payment can be made by Visa, MasterCard, American Express, Cheque or Bank Wire Transfers.

We do not accept cheques on-site.

THIRD PARTY BILLING

If you would like to arrange for an exhibit house or other agent to manage and order services on your behalf, they may make payment arrangements with us. The exhibiting company is ultimately responsible for all charges incurred on their behalf if payment is not made by the third party.

CANCELLATION POLICY

A 70% refund will be allowed on all written cancellations received 7 days prior to show set-up, excluding display rentals and signage.

No refunds will be given on signage and graphics once they are produced.

All claims and discrepancies must be settled prior to show closing. No adjustments or refunds will be given for items cancelled after the stated cancellation period.

Online Ordering Information Sheet



Stronco is pleased to make our online ordering service available for the upcoming:

ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE
Metro Toronto Convention Centre
Hall C
January 30-31, 2014

To place your order online, view the show schedule or print order forms, go to **www.stroncoonline.com**.

In order to protect your privacy and restrict access to exhibitors in this event we have assigned the following show code to this event:

Show Code: 420561029

To place online orders you will be required to enter your Show Code and Booth Number.

If you have not registered on our online ordering system before, you must complete the registration process.

Once you have registered your information in our Online Ordering System you will not be required to register again to place online orders for future events serviced by Stronco.

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

J42056
11-29-10

Credit Card Authorization

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014

COMPANY INFORMATION

COMPANY		BOOTH #	
ADDRESS			
CITY	PROV / STATE	POSTAL/ ZIP	
CONTACT	TITLE	EMAIL	
TEL	EXT	FAX	

IMPORTANT

This form must be filled out if:

1. You are paying by cheque
2. Your representative will be placing any orders onsite
3. You are ordering Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services

CREDIT CARD INFORMATION

I understand that Stronco will use this authorization to charge any outstanding fees upon show closing to the credit card listed below. These include funds related to any unpaid or outstanding balance due to STRONCO, an NSF cheque, show site orders placed by your representative, material handling and advance shipment overages, installation and dismantle labour charge adjustments and transportation and customs brokerage service adjustments.

VISA
 MC
 AMEX
 CORPORATE CARD
 PERSONAL CARD

CARD NUMBER	EXPIRY DATE

CARDHOLDER _____

SIGNATURE _____ DATE _____

BILLING ADDRESS _____
 (If different from above) _____

EMAIL _____ TEL _____ FAX _____

Cheques will not be accepted without this authorization.
 If this form is not completed, onsite orders must be paid in full prior to delivery.

J42056
06-02-09
Rev 01-04-11



Advance Show Receiving Information Sheet

IMPORTANT – PLEASE READ CAREFULLY

BENEFITS OF ADVANCE SHIPPING:

- Storage of materials for up to 30 days prior to show
- Priority delivery of shipment to your booth prior to start of exhibitor move-in
- Saves you valuable time and additional costs during set-up

SERVICE INCLUDES:

- Receive shipment at the warehouse up to 30 days in advance of show (any items stored beyond 30 days will incur additional charges)
- Provide inventory count and record any visual damage
- Deliver materials to show site
- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

ESTIMATING CHARGES:

- Charges are based on weight of shipment and are charged per hundred weight (CWT) and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Show Receiving 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, Stronco will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive in the warehouse.
- A surcharge may apply if shipments are received with incomplete information.

NOTE:

- All shipments must be properly labeled including booth number. Labels must be on each item shipped.
- To avoid additional charges, ensure all shipments are in crates or on skids.
- Collect shipments will not be accepted by the warehouse.
- **Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.**

SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRACTED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

SHIPMENT WEIGHTS

If no weight ticket is provided, Stronco's weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Stronco using cubic weight (dimensional weight) or actual shipment weight (pounds) for billing purposes.

INSURANCE

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

LIABILITY

Stronco 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. Stronco will not be responsible for damages while handling loose or inadequately packed exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Stronco reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count, and contents at the time of removal. Stronco 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 Stronco's control. Stronco's liability is limited to \$0.30 per pound per article, to a maximum of \$30.00 per article and \$150 per shipment. Values exceeding this limitation should be insured by the shipper.

ALL ORDERS MUST BE ACCOMPANIED WITH AN ADVANCE RECEIVING ORDER FORM AND PAYMENT.

Advance Show Receiving Order Form

Shipments are accepted from December 30, 2013
No shipments will be accepted in our advance warehouse on or after January 27, 2014

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE		DEADLINE DATE	January 20, 2014
LOCATION	Metro Toronto Convention Centre – Hall C		SHOW DATES	January 30-31, 2014
COMPANY			BOOTH #	
ADDRESS				
CITY	PROV / STATE	POSTAL/ ZIP		
CONTACT	TITLE	EMAIL		
TEL	EXT	FAX		

****CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE****

		RATES					
		SHIPMENTS RECEIVED ON OR BEFORE DEADLINE DATE		SHIPMENTS RECEIVED AFTER DEADLINE DATE			
TIME		PRICE PER CWT					
		CRATED	UNCRATED	SPECIAL HANDLING	CRATED	UNCRATED	
		SPECIAL HANDLING			SPECIAL HANDLING		
Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.							
Note: Rates are based on show move-in/move-out times. If your move-in or move-out time fall during overtime hours, overtime rate will apply.							
REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$73.00	\$101.00	\$113.00	\$89.50	\$117.50
OVERTIME	Mon – Fri	Before 8:00 am or after 4:00 pm	\$88.00	\$116.00	\$128.00	\$104.50	\$132.50
	Sat – Sun	All day					
	Holidays	All day					
MINIMUM CHARGE		The minimum charge applies to each shipment and is not cumulative on multiple shipments.					
ON-SITE ORDERS		A 25% surcharge will be applied to on-site orders.					
OFF-TARGET SHIPMENTS		A 30% surcharge will be applied to off-target shipments.					
						\$ 224.00	

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

SHIPPING LABELS - TO ADVANCE WAREHOUSE

A

**ADVANCE
WAREHOUSE
EXHIBITION FREIGHT**

FROM

ADVANCED SHIPMENT

TO

EXHIBITING COMPANY _____

BOOTH NUMBER
ONTARIO LIBRARY ASSOCIATION SUPER
CONFERENCE
SHOW _____

c/o **STRONCO LOGISTICS**
15 Strathearn Avenue
Brampton, ON L6T 4P1

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
Warehouse receiving hours are Monday – Friday, 8:00 am – 4:00 pm

CARRIER _____

NUMBER OF PIECES _____ OF _____

SHIPPING LABELS - DIRECT TO SHOW SITE

D

**DIRECT TO
SHOW SITE
EXHIBITION FREIGHT**

FROM

DIRECT SHIPMENT

TO

EXHIBITING COMPANY _____

BOOTH NUMBER
ONTARIO LIBRARY ASSOCIATION SUPER
CONFERENCE
SHOW _____

METRO TORONTO CONVENTION CENTRE
255 Front Street West
Toronto, ON M5V 2W6

CARRIER _____

NUMBER OF PIECES _____ OF _____

Material Handling Information Sheet

IMPORTANT – PLEASE READ CAREFULLY.

Stronco has been appointed as the Official Material Handling Service Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

*** This service includes move-in and move-out, whether fully or partially used**

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. A minimum charge of 200 lbs per shipment is applicable.
- 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, Stronco will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.

SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRATED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

Labour Service Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014
COMPANY			BOOTH #
ADDRESS			
CITY		PROV / STATE	POSTAL/ ZIP
CONTACT		TITLE	EMAIL
TEL		EXT	FAX

****CREDIT CARD AUTHORIZATION MUST BE SUBMITTED WITH THIS SERVICE****

- Labour rates are charged per labourer per hour in half hour increments.
- A minimum charge of one hour per labourer is applicable.
- If Stronco supervision is required, add 25% to the total labour cost.
- A 25% surcharge is applicable on onsite orders.

RATES			
REGULAR TIME	Mon - Fri	8:00 a.m. – 4:00 p.m.	\$88.00 / hour / man
OVERTIME	Mon – Fri Sat – Sun	4:00 p.m. – 6:00 p.m. 8:00 a.m. – 4:00 p.m.	\$132.00 / hour / man
DOUBLE TIME	Mon – Fri Sat – Sun All Holidays	After 6:00 p.m. After 4:00 p.m.	\$177.00 / hour/ man

INSTALLATION LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***			
Date Required _____	Start Time Required _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
_____ x _____ = _____	_____ x _____ = \$ _____		
No of People Required _____	Hours Per Person _____	Total Hours _____	Rate _____ Total _____
SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised <small>*Exhibitor must be present to supervise</small>	Exhibitor Contact Name _____	<input type="checkbox"/> Stronco Supervised <small>*Exhibitor does not need to be present</small>	\$ _____ Add 25%
DELIVERY INFORMATION			
Carrier _____	Delivery Date _____	Delivery Time _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EXHIBIT INFORMATION			
Set up drawings/photos required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Set up drawings/photos attached: <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISMANTLE LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***			
Date Required _____	Start Time Required _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
_____ x _____ = _____	_____ x _____ = \$ _____		
No of People Required _____	Hours Per Person _____	Total Hours _____	Rate _____ Total _____
SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised <small>*Exhibitor must be present to supervise</small>	Contact Name _____	<input type="checkbox"/> Stronco Supervised <small>*Exhibitor does not need to be present</small>	\$ _____ Add 25%
PICK-UP INFORMATION			
Carrier _____	Pick-up Date _____	Pick-up Time _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

PAYMENT			
Note: You must complete a credit card authorization form if you are paying by cheque.			
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ		SUB TOTAL	
		13% HST	
		TOTAL	
CARD NUMBER _____	EXPIRY DATE _____		
I have read and understand the Terms & Conditions of my agreement with Stronco.			HST# R129612164
CARD HOLDER _____	SIGNATURE _____	DATE _____	
TERMS & CONDITIONS		<ul style="list-style-type: none"> • No cheques will be accepted on-site. • If exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco service desk. • Stronco reserves the right to change Labourers and/or rates as shifts change. • All claims/discrepancies must be settled within one week of show closing. • Uncancelled labour will be charged a minimum fee of 1 hour per labourer. • Actual totals and amounts will be adjusted according to final hours. 	
<p>This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.</p>			

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05-01-13+15-35-T1



In-Booth Forklift Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014

COMPANY	BOOTH #
ADDRESS	
CITY	PROV / STATE
CONTACT	POSTAL / ZIP
TEL	EMAIL
	FAX

****CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE****

- **In-booth forklift service is available to assist exhibitors with handling of exhibitor materials within the exhibitor's booth space.** This service does not include movement of goods from loading dock to booth or to and from storage area. If you require assistance moving goods outside of booth area, please complete a material handling order form.
- Rates include forklift and driver.
- Minimum charge of one hour per order

REGULAR TIME	Mon - Fri	8:00 a.m. – 4:00 p.m.	\$182.00 / hour
OVERTIME	Mon – Fri Sat – Sun	4:00 p.m. – 6:00 p.m. 8:00 a.m. – 4:00 p.m.	\$232.00 / hour
DOUBLE TIME	Mon – Fri Sat – Sun All Holidays	After 6:00 p.m. After 4:00 p.m.	\$282.00 / hour
ON-SITE ORDERS	A 25% SURCHARGE WILL BE APPLIED TO ALL ON-SITE ORDERS.		

Please Complete the Following Section:

Goods are scheduled to arrive: / /
DAY MONTH YEAR

Trucking Company: _____

Number of Pieces Total Weight
(specify lbs or kg)

Move- In Start: _____ Finish: _____

Move-Out Start: _____ Finish: _____

x \$ = \$
 Total Hours Rate Sub Total

PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

VISA MC AMEX CHQ

<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
CARD NUMBER	EXPIRY DATE

SUB TOTAL	
13% HST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.

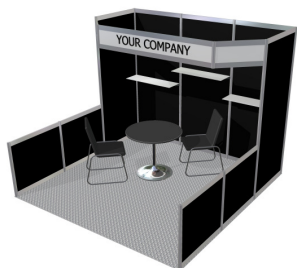
J42056
05-01-13+15-35-T1



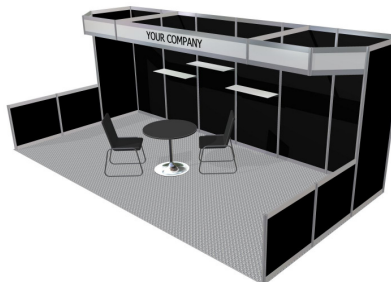
MX Show Special Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014
COMPANY	BOOTH #		
ADDRESS			
CITY	PROV / STATE	POSTAL/ ZIP	
CONTACT	TITLE	EMAIL	
TEL	EXT	FAX	

MX1010 – 10'x10'



MX1020 – 10'x20'



- Attractive brushed aluminum structure with your choice of panel colour
- 3 - shelves
- 10' x 10' carpet
- 2 – side chairs
- Pedestal table
- Company ID sign (logo extra)

- Attractive brushed aluminum structure with your choice of panel colour
- 6 - shelves
- 10' x 20' carpet
- 2 – side chairs
- Pedestal table
- Company ID sign (logo extra)

***All packages include delivery, installation and dismantling.**

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
P-0004		MX1010 - 10' x 10' –Brushed Aluminum Structure	\$1,080.00	\$1,458.00	
P-0007		MX1010 - 10' x 10'- Black Aluminum Structure	\$1,275.00	\$1,722.00	
P-0005		MX1020 - 10' x 20'–Brushed Aluminum Structure	\$1,620.00	\$2,187.00	
P-0006		MX1020 - 10' x 20'- Black Aluminum Structure	\$1,815.00	\$2,451.00	
Add company logo to ID sign			\$80.00	\$108.00	

Identification sign to read:

Choose Vinyl Colour for Sign: _____ **Choose Panel Colour:** Blue Grey White Black

Choose Carpet Colour: Blue Grey Red Green Burgundy Black Purple Gold Teal

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA MC AMEX CHQ

CARD NUMBER		EXPIRY DATE		SUB TOTAL	
				13% HST	
				TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

<p>TERMS & CONDITIONS</p> <ul style="list-style-type: none"> • All orders must be paid in full 7 days prior to show set-up. • All prices are for the duration of the show, unless otherwise stated. • No cheques will be accepted on-site. • All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date. • If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing. 	<ul style="list-style-type: none"> • Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing. • If no colour is indicated, Stronco will make the selection on your behalf. • Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.
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Make an impact & still make budget

We know planning for a trade show can be overwhelming. We also know that being visible and easy to find on a crowded floor is the key to a successful show. We have a system that meets your needs and your budget to make you stand out in the crowd. STRONCO offers a wide range of modular exhibit options, all geared towards giving you a professional appearance and increased visibility on the show floor, at a reasonable price.

Model #1 (10' x 10')

- Choice of Wall Panel Colour
- Company ID Sign
- Carpet



Model #2 (10' x 10')

- Choice of Wall Panel Colour
- 3 Shelves
- Company ID Sign
- 1 Lockable Storage Counter, 41" High
- Carpet



Model #3 (10' x 10')

- Choice of Wall Panel Colour
- 3 Shelves
- Company ID Sign
- 1 Lockable Storage Counter, 41" High
- Carpet



Model #4 (10' x 10')

- Choice of Wall Panel Colour
- 3 Slatwall Upper Panels
- 3 Clear Acrylic Shelves
- Company ID Sign
- 1 Lockable Storage Counter, 41" High
- Carpet



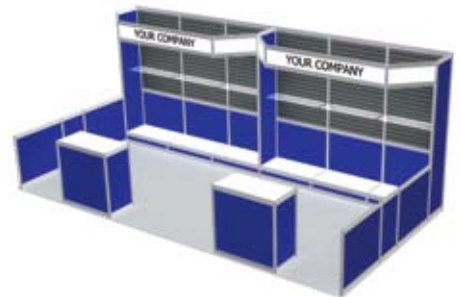
Model #5 (10' x 20')

- Choice of Wall Panel Colour
- 6 Shelves
- 2 Company ID Signs
- 2 Lockable Storage Counters, 41" High
- Carpet



Model #6 (10' x 20')

- Choice of Wall Panel Colour
- 6 Slatwall Upper Panels
- 6 Clear Acrylic Shelves
- 2 Company ID Signs
- 2 Lockable Storage Counters, 41" High
- Carpet



Model #7 (10' x 20')

- Choice of Wall Panel Colour
- 1 Company ID Sign
- 2 Built-in Counters with Storage
- 2 Lockable Storage Counters, 41" High
- Carpet

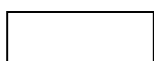


Model #8 (10' x 20')

- Choice of Wall Panel Colour
- 2 Company ID Signs
- 4 Slatwall Panels
- Lockable Storage
- 2 Glass Tower Displays
- Carpet



Panel Colours



White Hardwall



Grey Fabric



Blue Fabric

Slatwall Colours

Models # 4, 6, 8



White



Grey



Black

See order forms for details

All exhibit packages include rental, delivery, installation, and dismantling. Electrical & lighting requirements not included.

Like the concept, but looking for something a little bit different? One of our exhibit design experts would be happy to help make your vision a reality. Call them today at 905.270.6767.

Exhibit Packages Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014

COMPANY	BOOTH #	
ADDRESS		
CITY	PROV / STATE	POSTAL/ ZIP
CONTACT	TITLE	EMAIL
TEL	EXT	FAX

ALL PACKAGES INCLUDE:
 Installation & Dismantling • Choice of Panel Colour • Choice of Carpet Colour • Company Identification Sign
 *Electrical and lighting requirements not included.

EXHIBIT PACKAGES					
ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
P-0010		Model #1 – 10'x10'	\$ 793.00	\$ 1,071.00	\$
P-0011		Model #2 – 10'x10'	\$ 1,355.00	\$ 1,830.00	\$
P-0012		Model #3 – 10'x10'	\$ 1,355.00	\$ 1,830.00	\$
P-0013		Model #4 – 10'x10'	\$ 1,576.00	\$ 2,128.00	\$
P-0014		Model #5 – 10'x 20'	\$ 2,088.00	\$ 2,819.00	\$
P-0015		Model #6– 10'x 20'	\$ 2,454.00	\$ 3,313.00	\$
P-0016		Model #7– 10'x 20'	\$ 2,555.00	\$ 3,450.00	\$
P-0017		Model #8– 10'x 20'	\$ 3,215.00	\$ 4,341.00	\$

PLEASE COMPLETE THE FOLLOWING:

CARPET COLOUR <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey
PANEL COLOUR <input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric
SLATWALL COLOUR (for Models 4, 6 or 8) <input type="checkbox"/> Black <input type="checkbox"/> Grey

VINYL COLOUR FOR ID SIGN: <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Blue
IDENTIFICATION SIGN TO READ:

Please have a representative call to discuss custom options

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">SUB TOTAL</td> <td></td> </tr> <tr> <td style="text-align: right;">13% HST</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> </tr> </table>	SUB TOTAL		13% HST		TOTAL	
SUB TOTAL								
13% HST								
TOTAL								
<table style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">CARD NUMBER</td> <td style="width: 50%; border-bottom: 1px solid black;">EXPIRY DATE</td> </tr> </table>	CARD NUMBER	EXPIRY DATE	I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164					
CARD NUMBER	EXPIRY DATE							
CARD HOLDER _____ SIGNATURE _____ DATE _____								

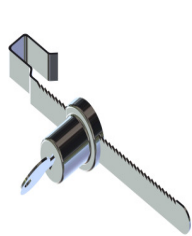
TERMS & CONDITIONS • All orders must be paid in full 7 days prior to show set-up. • All prices are for the duration of the show, unless otherwise stated. • No cheques will be accepted on-site. • All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date. • If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing.	• Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing. • If no colour is indicated, Stronco will make the selection on your behalf. • Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.
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Exhibit Accessories Form

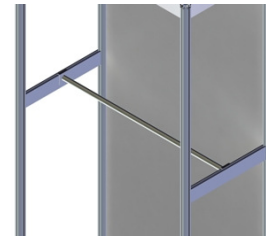
SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014
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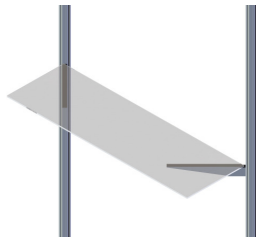
Alligator Lock



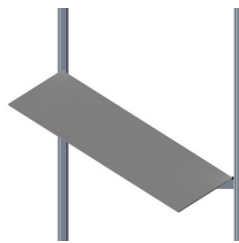
Waterfall Bracket



Garment Rail



Glass Shelf



Melamine Shelf



Acrylic Literature Pocket

ACCESSORIES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
604		Alligator Lock	\$ 12.00	\$ 17.00	\$
607		Waterfall Bracket	\$ 29.00	\$ 40.00	\$
609		Garment Rail	\$ 36.00	\$ 49.00	\$
605		Glass Shelf	\$ 39.00	\$ 53.00	\$
606		Melamine Shelf	\$ 33.00	\$ 45.00	\$
608		Acrylic Literature Pocket	\$ 23.00	\$ 32.00	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA MC AMEX CHQ

CARD NUMBER										EXPIRY DATE							

SUB TOTAL	
13% HST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

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Carpet Order Form

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COMPANY	BOOTH #		
ADDRESS			
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TEL	EXT	FAX	

BOOTH CARPET – STANDARD SIZE

If your booth size is not specified below, please complete the Custom Size section.

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
11-05-001		10' x 10' - Single Booth	\$ 167.00	\$ 226.00	\$
11-05-002		10' x 20' - Double Booth	\$ 311.00	\$ 420.00	\$
11-05-004		10' x 30'	\$ 643.00	\$ 869.00	\$
11-05-003		20' x 20'	\$ 857.00	\$ 1,157.00	\$

Select Colour RED BLUE GOLD GREY BLACK TEAL GREEN PURPLE BURGUNDY

BOOTH CARPET – CUSTOM SIZE

If your booth size is not listed above, please complete this section. Additional charges may apply for angled cuts.

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 2.27	\$ 3.06	\$

Select Colour RED BLUE GOLD GREY BLACK TEAL GREEN PURPLE BURGUNDY

UNDERPADDING

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 1.08	\$ 1.46	\$

VISQUEEN (PLASTIC CARPET COVERING)

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 0.45	\$ 0.61	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ _____ CARD NUMBER	_____ EXPIRY DATE	SUB TOTAL _____ 13% HST _____ TOTAL _____	HST# R129612164
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I have read and understand the Terms & Conditions of my agreement with Stronco

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS • No refunds or exchanges on carpet once they are delivered. • If no colour is indicated, Stronco will make the selection on your behalf. • Carpet colour is subject to availability. • All orders must be paid in full 7 days prior to show set-up. • All prices are for the duration of the show, unless otherwise stated. • No cheques will be accepted on-site.	• All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date. • If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing. • Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing.
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Display Tables, Carpet & Drapery

Display Tables

DRAPED TABLES

- 201 4' L x 24" W x 30" H
- 202 6' L x 24" W x 30" H
- 203 8' L x 24" W x 30" H

- 208 4' L x 24" W x 42" H
- 209 6' L x 24" W x 42" H
- 210 8' L x 24" W x 42" H



Actual colours may vary slightly.

Draped tables include white vinyl top and pleated skirt on three sides. Fourth side draping can be added. See order form for details.



UNDRAPED TABLES

- 205 4' L x 24" W x 30" H
- 206 6' L x 24" W x 30" H
- 207 8' L x 24" W x 30" H

- 212 4' L x 24" W x 42" H
- 213 6' L x 24" W x 42" H
- 214 8' L x 24" W x 42" H

Undraped tables include white vinyl top.



Drapery

We offer 3' high, 8' high and 12' high drape in a variety of colours. See order form for available colours.



Actual colours may vary slightly.

Carpet

Our carpet is available in a variety of colours and sizes. Prices include delivery, installation and removal. Carpet underpad and visqueen covering are also available as additions. See order form for details.



Actual colours may vary slightly.

Display Tables & Drapery Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
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DRAPED TABLES – 30" HIGH

Draped tables include white vinyl top and pleated skirt on three sides. Fourth side can be draped as an addition.

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
201		4'L x 24"W x30"H	\$ 65.00	\$ 88.00	\$
202		6'L x 24"W x30"H	\$ 83.00	\$ 113.00	\$
203		8'L x 24"W x30"H	\$ 98.00	\$ 133.00	\$
204		4 th Side Draped	\$ 31.00	\$ 42.00	\$

Select Colour RED BLUE GOLD WHITE BLACK TEAL GREEN PURPLE BURGUNDY
 IVORY SILVER TAUPE

DRAPED TABLES – 42" HIGH

Draped tables include white vinyl top and pleated skirt on three sides. Fourth side can be draped as an addition.

208		4'L x 24"W x42"H	\$ 91.00	\$ 123.00	\$
209		6'L x 24"W x42"H	\$ 106.00	\$ 144.00	\$
210		8'L x 24"W x42"H	\$ 123.00	\$ 167.00	\$
211		4 th Side Draped	\$ 37.00	\$ 50.00	\$

Select Colour RED BLUE GOLD WHITE BLACK TEAL GREEN PURPLE BURGUNDY
 IVORY SILVER

UNDRAPED TABLES - 30" HIGH

Undraped tables include white vinyl top.

205		4'L x 24"W x30"H	\$ 39.00	\$ 53.00	\$
206		6'L x 24"W x30"H	\$ 39.00	\$ 53.00	\$
207		8'L x 24"W x30"H	\$ 39.00	\$ 53.00	\$

UNDRAPED TABLES - 42" HIGH

Undraped tables include white vinyl top.

212		4'L x 24"W x42"H	\$ 55.00	\$ 75.00	\$
213		6'L x 24"W x42"H	\$ 55.00	\$ 75.00	\$
214		8'L x 24"W x42"H	\$ 55.00	\$ 75.00	\$

DRAPERY

QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
	3' High Drapery	\$ 8.00 /Lin Ft	\$ 11.00/ Lin Ft	\$
	8' High Drapery	\$ 9.50/Lin Ft	\$ 13.00/Lin Ft	\$
	12' High Drapery	\$ 10.50/Lin Ft	\$ 15.00/Lin Ft	\$

Select Colour RED BLUE GOLD WHITE BLACK TEAL GREEN PURPLE BURGUNDY
 IVORY SILVER BEIGE

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VISA MC AMEX CHQ

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Counters, Storage & Display Units

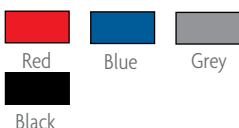
Counters

603 Counter Storage Unit, white
42" H x 42" W x 18" D

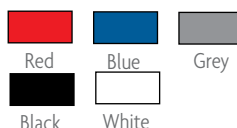


(inside view)

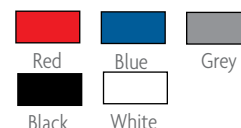
803 Counter Storage Unit
41" H x 41" W x 20" D



804 Curved Storage Counter
41" H x 60" W (approx.)



801 U-Shaped Counter, open back
41" H



Computer Stands

601 Computer Stand
41" H



Bag Stand Holder

701 Bag Stand Holder



Glass Showcases

SH-C1 Glass Display Case
(1/3 view)
48" W x 24" D x 36" H



SH-C2 Glass Display Case
(Full view)
48" W x 24" D x 36" H



SH-F1 Tower Showcase
with 3 glass shelves
40" W x 16" D x 79" H



Display Units

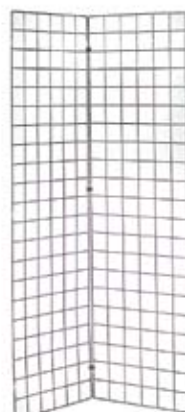
702 Slatwall Shelving Unit
8' H x 40" W



704 Pegboard Shelving Unit
8' H x 40" W
Holes are 1/4" diameter, 3 shelves included.
Hardware not included.



703 Grid Panels*
2' x 7'-4" square grid



*Sold as individual panels.
Can be attached together in many configurations.

802 20" Square Pedestal
36" H



Counters, Storage & Display Units Order Form

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COUNTERS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
603		Counter Storage Unit – 42”Hx42”Wx18”D, White only	\$ 137.00	\$ 185.00	\$
803		Counter Storage Unit – 41”Hx41”Wx20”D <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black	\$ 172.00	\$ 233.00	\$
804		Curved Storage Counter – 41”Hx60” <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 297.00	\$ 401.00	\$
801		U-Shaped Counter, open back – 41”H <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 396.00	\$ 535.00	\$

COMPUTER & BAG STANDS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
601		Computer Stand – 41”H	\$ 139.00	\$ 188.00	\$
701		Bag Stand Holder	\$ 104.00	\$ 141.00	\$

GLASS SHOWCASES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
SH-C1		Glass Display Case (1/3 view)	\$ 335.00	\$ 453.00	\$
SH-C2		Glass Display Case (full view)	\$ 378.00	\$ 511.00	\$
SH-F1		Tower Showcase	\$ 357.00	\$ 482.00	\$

DISPLAY UNITS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
702		Slatwall Shelving Unit - 8’Hx40”W <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> White	\$ 393.00	\$ 531.00	\$
704		Pegboard Shelving Unit – 8’Hx40”W	\$ 357.00	\$ 482.00	\$
703		Grid Panels – 2’x7’ (4” square grid)	\$ 79.00	\$ 107.00	\$
802		20” Square Pedestal – 36”H <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red	\$ 131.00	\$ 177.00	\$

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VISA MC AMEX CHQ

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Accessories & Office Furnishings

Accessories

301 Easel



302 Sign Holder, holds 22" x 28" sign



303 Draw Drum, clear acrylic



501 Acrylic Ballot Box 21" square x 36" H



309 Disposable Wastebasket



311 Bar Fridge



C-BA-7 Lit Stand, wire frame, double-sided with 8 pockets



304 Lit Stand, chrome base with 7 acrylic pockets



124 Coat Tree



113 Garment Rack, rolling



114 Garment Rack, stationary



123 Retractable Stanchion with black strap



Office Furniture

C-OF-1 Desk 30" x 60"



C-OF-5 Bookshelf 72" H



C-OF-12 Meeting Table 42" round, black top



Accessories & Office Furnishings Order Form

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ACCESSORIES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
301		Easel	\$ 38.00	\$ 52.00	\$
302		Sign Holder	\$ 51.00	\$ 69.00	\$
303		Draw Drum, clear acrylic	\$ 79.00	\$ 107.00	\$
501		Acrylic Ballot Box – 21" square x 36"H	\$ 121.00	\$ 164.00	\$
309		Wastebasket	\$ 13.00	\$ 18.00	\$
311		Bar Fridge	\$ 190.00	\$ 257.00	\$
C-BA-7		Lit Stand - double-sided with 8 pockets	\$ 98.00	\$ 133.00	\$
304		Not Available			
124		Coat Tree	\$ 33.00	\$ 45.00	\$
113		Garment Rack, rolling	\$ 72.00	\$ 98.00	\$
114		Garment Rack, stationary	\$ 72.00	\$ 98.00	\$
123		Retractable Stanchion, with black strap	\$ 59.00	\$ 80.00	\$

OFFICE FURNITURE

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
C-OF-1		Desk – 30"x60"	\$ 134.00	\$ 181.00	\$
C-OF-5		Bookshelf – 72"H	\$ 75.00	\$ 102.00	\$
C-OF-12		Meeting Table – 42" round, black top	\$ 147.00	\$ 199.00	\$

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VISA
 MC
 AMEX
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	SUB TOTAL	
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Chairs

102 Side Chair, grey fabric



121 Steno Chair, grey fabric



C-OF-11 Ripple Back Leather Executive Meeting Chair



C-OF-13 Ripple Back Leather Sled Base Meeting Chair



112 Executive Chair, black leather



103 Executive Chair, black fabric



C-OF-16 Steno Chair, black fabric



Stools

115 Drafting Stool, grey fabric

116 Drafting Stool, black fabric



Black



106 Counter Stool, grey



117 Fan Back Stool, black leather

109 Fan Back Stool, black fabric



110 Banana Stool, black leather



118 Wire Back Stool, grey fabric



C-BS-6 Black Leather Bar Stool
C-BS-7 White Leather Bar Stool



White



C-BS-1 Chrome Frame Bar Stool, grey seat

C-BS-19 Chrome Frame Bar Stool, white seat

C-BS-20 Chrome Frame Bar Stool, black seat



White

Black



C-BS-2 Square Bar Stool, white seat, chrome legs

C-BS-3 Square Bar Stool, black seat, chrome legs

C-BS-18 Square Bar Stool, red seat, chrome legs



Red

White



C-BS-11 Hannah Bar Stool, white seat



Chairs & Stools Order Form

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CHAIRS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
102		Side Chair, Grey Fabric	\$ 34.00	\$ 46.00	\$
121		Steno Chair, Grey Fabric	\$ 60.00	\$ 81.00	\$
C-OF-11		Ripple Back Leather Executive Meeting Chair	\$ 113.00	\$ 153.00	\$
C-OF-13		Ripple Back Leather Sled Base Meeting Chair	\$ 93.00	\$ 126.00	\$
112		Executive Chair, Black Leather	\$ 84.00	\$ 114.00	\$
103		Executive Chair, Black Fabric	\$ 66.00	\$ 90.00	\$
C-OF-16		Steno Chair, Black Fabric	\$ 72.00	\$ 98.00	\$

STOOLS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
115		Drafting Stool, Grey Fabric	\$ 73.00	\$ 99.00	\$
116		Drafting Stool, Black Fabric	\$ 73.00	\$ 99.00	\$
106		Counter Stool, Grey	\$ 65.00	\$ 88.00	\$
117		Fan Back Stool, Black Leather	\$ 89.00	\$ 121.00	\$
109		Fan Back Stool, Black Fabric	\$ 76.00	\$ 103.00	\$
110		Banana Stool, Black Leather	\$ 92.00	\$ 125.00	\$
118		Wire Back Stool, Grey Fabric	\$ 76.00	\$ 103.00	\$
C-BS-6		Black Leather Bar Stool	\$ 96.00	\$ 130.00	\$
C-BS-7		White Leather Bar Stool	\$ 96.00	\$ 130.00	\$
C-BS-1		Chrome Frame Bar Stool - Grey Seat	\$ 96.00	\$ 130.00	\$
C-BS-19		Chrome Frame Bar Stool - White Seat	\$ 96.00	\$ 130.00	\$
C-BS-20		Chrome Frame Bar Stool - Black Seat	\$ 96.00	\$ 130.00	\$
C-BS-2		Chrome Square Bar Stool – White Seat	\$ 61.00	\$ 83.00	\$
C-BS-3		Chrome Square Bar Stool – Black Seat	\$ 61.00	\$ 83.00	\$
B-BS-18		Chrome Square Bar Stool – Red Seat	\$ 61.00	\$ 83.00	\$
B-BS-11		Hannah Bar Stool – White Seat	\$ 96.00	\$ 130.00	\$

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VISA MC AMEX CHQ

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- All claims/discrepancies must be settled prior to show closing.
- If no colour is indicated, Stronco will make the selection on your behalf.
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Bistro Tables

111 Bistro Table, black
30" diameter



C-CRU-1 Bistro Table, black top,
aluminum base
30" diameter



C-CRU-10 Round Brushed Aluminum
Table, laminate top
30" diameter



C-CRU-3 Chrome Table,
white plexi top
24" x 24" sq.



Pedestal Tables

104 Round White Ped Table
30" H



105 Round White Ped Table
18" H



119 Round Ped Table,
grey top, chrome stand
30" H



120 Round Ped Table,
grey top, chrome stand
18" H



Coffee & End Tables

C-CT-4 Black Glass Coffee Table, steel frame
24" x 48"



C-CT-5 Round Chrome Coffee Table, white plexi top
39" x 15"H

C-CT-6 Round Chrome Coffee Table, black plexi top
39" x 15"H



White



C-ET-11 Round Chrome End Table, white plexi top
24" x 18"

C-ET-12 Round Chrome End Table, black plexi top
24" x 18"



Black



C-CT-11 Chrome Coffee Table, white plexi
24" x 48"



C-ET-5 Black Glass End Table, steel frame
24" x 24"



C-ET-10 Chrome End Table, square, white plexi
18" x 18"



Tables Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL / ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

BISTRO TABLES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
111		Bistro Table, black – 30" D	\$ 129.00	\$ 175.00	\$
C-CRU-1		Bistro Table, black top, aluminum base – 30" D	\$ 147.00	\$ 199.00	\$
C-CRU-10		Round Brushed Aluminum Table – 30" D	\$ 135.00	\$ 183.00	\$
C-CRU-3		Chrome Table, white plexi top – 24"x24" sq.	\$ 114.00	\$ 154.00	\$

PEDESTAL TABLES

104		Round White Ped Table – 30"H	\$ 67.00	\$ 91.00	\$
105		Round White Ped Table – 18"H	\$ 59.00	\$ 80.00	\$
119		Round Ped Table, grey top – 30"H	\$ 67.00	\$ 91.00	\$
120		Round Ped Table, grey top– 18"H	\$ 59.00	\$ 80.00	\$

COFFEE & END TABLES

C-CT-4		Black Glass Coffee Table – 24"x48"	\$ 113.00	\$ 153.00	\$
C-CT-5		Round Chrome Coffee Table, white top	\$ 113.00	\$ 153.00	\$
C-CT-6		Round Chrome Coffee Table, black top	\$ 113.00	\$ 153.00	\$
C-ET-11		Round Chrome End Table, white top – 24"x18"	\$ 98.00	\$ 133.00	\$
C-ET-12		Round Chrome End Table, black top – 24"x18"	\$ 98.00	\$ 133.00	\$
C-CT-11		Chrome Coffee Table, white plexi – 24"x48"	\$ 113.00	\$ 153.00	\$
C-ET-5		Black Glass End Table – 24"x24"	\$ 98.00	\$ 133.00	\$
C-ET-10		Chrome End Table, square, white plexi – 18"x18"	\$ 98.00	\$ 133.00	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA
 MC
 AMEX
 CHQ

	SUB TOTAL	
	13% HST	
	TOTAL	

CARD NUMBER EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS <ul style="list-style-type: none"> All orders must be paid in full 7 days prior to show set-up. All prices are for the duration of the show, unless otherwise stated. No cheques will be accepted on-site. All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date. If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing. 	<ul style="list-style-type: none"> Refunds will not be given on orders cancelled on-site. A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. All claims/discrepancies must be settled prior to show closing. If no colour is indicated, Stronco will make the selection on your behalf. Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.
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STRONCO LINE

- C-SS-48** Stronco Open Back Sofa, black (3 seater)
- C-SS-49** Stronco Open Back Sofa, black (2 seater)
- C-SS-50** Stronco Open Back Single Chair, black



- C-SS-51** Stronco Open Back Sofa, mocha (3 seater)
- C-SS-52** Stronco Open Back Sofa, mocha (2 seater)
- C-SS-53** Stronco Open Back Single Chair, mocha



- C-SS-54** Stronco Open Back Sofa, buttercream (3 seater)
- C-SS-55** Stronco Open Back Sofa, buttercream (2 seater)
- C-SS-56** Stronco Open Back Single Chair, buttercream



BARCELONA LINE

- C-SS-24** Barcelona Black Sofa (3 seater)
- C-SS-25** Barcelona Black Sofa (2 seater)
- C-SS-26** Barcelona Black Single Chair



- C-SS-28** Barcelona White Sofa (3 seater)
- C-SS-29** Barcelona White Sofa (2 seater)
- C-SS-30** Barcelona White Single Chair



- C-SS-32** Barcelona Red Sofa (3 seater)
- C-SS-33** Barcelona Red Sofa (2 seater)
- C-SS-34** Barcelona Red Single Chair



- C-SS-27** Barcelona Black Foot Stool
- C-SS-31** Barcelona White Foot Stool
- C-SS-35** Barcelona Red Foot Stool



SQUARE LINE

- C-SS-66** Square, L-shaped Back Single Chair, black
- C-SS-69** Square, L-shaped Back Single Chair, white



- C-SS-67** Square Back Single Chair, black
- C-SS-70** Square Back Single Chair, white



- C-SS-68** Square, No Back Ottoman, black
- C-SS-71** Square, No Back Ottoman, white



ROUND BACK TUB CHAIR

- C-SS-8** Black Leather Round Back Tub Chair
- C-SS-74** White Leather Round Back Tub Chair



Sofas & Chairs Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

STRONCO LINE

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
C-SS-48		Stronco open back sofa, 3 seater, black	\$ 413.00	\$ 558.00	\$
C-SS-51		Stronco open back sofa, 3 seater, mocha	\$ 413.00	\$ 558.00	\$
C-SS-54		Not Available			
C-SS-49		Stronco open back love seat, 2 seater, black	\$ 293.00	\$ 396.00	\$
C-SS-52		Stronco open back love seat, 2 seater, mocha	\$ 293.00	\$ 396.00	\$
C-SS-55		Not Available			
C-SS-50		Stronco open back single chair, black	\$ 213.00	\$ 288.00	\$
C-SS-53		Stronco open back single chair, mocha	\$ 213.00	\$ 288.00	\$
C-SS-56		Not Available			

BARCELONA LINE

C-SS-24		Barcelona black sofa, 3 seater	\$ 413.00	\$ 558.00	\$
C-SS-28		Barcelona white sofa, 3 seater	\$ 413.00	\$ 558.00	\$
C-SS-32		Barcelona red sofa, 3 seater	\$ 413.00	\$ 558.00	\$
C-SS-25		Barcelona black sofa, 2 seater	\$ 293.00	\$ 396.00	\$
C-SS-29		Barcelona white sofa, 2 seater	\$ 293.00	\$ 396.00	\$
C-SS-33		Barcelona red sofa, 2 seater	\$ 293.00	\$ 396.00	\$
C-SS-26		Barcelona black single chair	\$ 213.00	\$ 288.00	\$
C-SS-30		Barcelona white single chair	\$ 213.00	\$ 288.00	\$
C-SS-34		Barcelona red single chair	\$ 213.00	\$ 288.00	\$
C-SS-27		Barcelona black foot stool	\$ 138.00	\$ 187.00	\$
C-SS-31		Barcelona white foot stool	\$ 138.00	\$ 187.00	\$
C-SS-35		Barcelona red foot stool	\$ 138.00	\$ 187.00	\$

SQUARE LINE

C-SS-66		Square, L-shaped back single chair, black	\$ 129.00	\$ 175.00	\$
C-SS-69		Square, L-shaped back single chair, white	\$ 129.00	\$ 175.00	\$
C-SS-67		Square back single chair, black	\$ 118.00	\$ 160.00	\$
C-SS-70		Square back single chair, white	\$ 118.00	\$ 160.00	\$
C-SS-68		Square, no back ottoman, black	\$ 102.00	\$ 138.00	\$
C-SS-71		Square, no back ottoman, white	\$ 102.00	\$ 138.00	\$

ROUND BACK TUB CHAIRS

C-SS-8		Black leather round back tub Chair	\$ 138.00	\$ 187.00	\$
C-SS-74		White leather round back tub Chair	\$ 138.00	\$ 187.00	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA
 MC
 AMEX
 CHQ

	SUB TOTAL	
	13% HST	
	TOTAL	

 CARD NUMBER

 EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS

- All orders must be paid in full 7 days prior to show set-up.
- All prices are for the duration of the show, unless otherwise stated.
- No cheques will be accepted on-site.
- All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. **Pre-show prices are only applicable if payment is received prior to deadline date.**
- If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing.

- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- If no colour is indicated, Stronco will make the selection on your behalf.
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Plant Rental Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C	SHOW DATES	January 30-31, 2014

COMPANY	BOOTH #	
ADDRESS		
CITY	PROV / STATE	POSTAL/ ZIP
CONTACT	TITLE	EMAIL
TEL	EXT	FAX

FLOOR PLANTS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
AM-25		2' – 5' tall	\$ 61.00	\$ 83.00	\$
AM-68		6' - 8' tall	\$ 83.00	\$ 113.00	\$
AM-910		9' – 10' tall	\$ 117.00	\$ 158.00	\$

TABLE PLANTS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
		Boston Fern	\$ 36.00	\$ 49.00	\$
		Table Plant – 10"	\$ 36.00	\$ 49.00	\$
		Mum	\$ 29.00	\$ 40.00	\$

SPECIAL REQUEST ARRANGEMENT

If you have an arrangement you would like to request, please list your requirements below and an Exhibitor Services Representative will check availability and contact you with a quote.

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA
 MC
 AMEX
 CHQ

	SUB TOTAL	
	13% HST	
	TOTAL	

CARD NUMBER EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS • All orders must be paid in full 7 days prior to show set-up. • All prices are for the duration of the show, unless otherwise stated. • No cheques will be accepted on-site. • All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. Pre-show prices are only applicable if payment is received prior to deadline date.	• If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing. • Refunds will not be given on orders cancelled on-site. • A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage. • All claims/discrepancies must be settled prior to show closing. • If no colour is indicated, Stronco will make the selection on your behalf.
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05-01-13+15-35-T1



Signs & Banners Order Form

SHOW	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE		DEADLINE DATE	January 15, 2014
LOCATION	Metro Toronto Convention Centre – Hall C		SHOW DATES	January 30-31, 2014
COMPANY			BOOTH #	
ADDRESS				
CITY		PROV / STATE		POSTAL / ZIP
CONTACT		TITLE		EMAIL
TEL		EXT		FAX

**All prices are based on client supplied artwork (see submission guidelines)
All orders must be pre-paid in full. Orders cannot be processed until payment is received.**

SIGNS (Single-Sided)

FOAMCORE (suitable for one time use)					PVC (suitable for multiple use)				
QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
	8" x 44"	\$ 47.00	\$ 64.00	\$		8" x 44"	\$ 58.00	\$ 79.00	\$
	14" x 22"	\$ 52.00	\$ 71.00	\$		14" x 22"	\$ 63.00	\$ 86.00	\$
	22" x 28"	\$ 71.00	\$ 96.00	\$		22" x 28"	\$ 87.00	\$ 118.00	\$
	24" x 32"	\$ 83.00	\$ 113.00	\$		24" x 32"	\$ 103.00	\$ 140.00	\$
	36" x 48"	\$ 156.00	\$ 211.00	\$		36" x 48"	\$ 167.00	\$ 226.00	\$

BANNERS (Single-Sided)

QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
	24"x48"	\$ 152.00	\$ 206.00	\$		36"x96"	\$ 456.00	\$ 616.00	\$
	24"x72"	\$ 228.00	\$ 308.00	\$		36"x120"	\$ 570.00	\$ 770.00	\$
	24"x96"	\$ 304.00	\$ 411.00	\$		48"x96"	\$ 608.00	\$ 821.00	\$
	36"x72"	\$ 342.00	\$ 462.00	\$		48"x120"	\$ 760.00	\$ 1026.00	\$

OTHER SERVICES

System Time \$ 144.00 / Hr x _____ Hrs = \$ _____
 Creative Services – quoted upon request Total

LIST REQUIREMENTS HERE:

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

Note: You must complete a credit card authorization form if you are paying by cheque

VISA
 MC
 AMEX
 CHQ

	SUB TOTAL	
	13% HST	
	TOTAL	

CARD NUMBER _____ EXPIRY DATE _____

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS • Onsite sign orders are subject to delivery and additional price surcharges. • Artwork must be supplied by the client, as per the submission guidelines. All other formats are subject to additional system time charges by the hour. • All orders must be pre-paid in full prior to delivery. • To receive pre-show pricing, confirmed order, artwork and payment must be received prior to deadline date.	• All orders received after the deadline date will be processed at the stated "After Deadline Date" price and no guarantees can be given on production times. • No refunds will be given on signage or graphics once produced. • No cheques will be accepted on-site. • All claims/discrepancies must be settled prior to show closing. • Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.
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05-01-13+15-35-T1



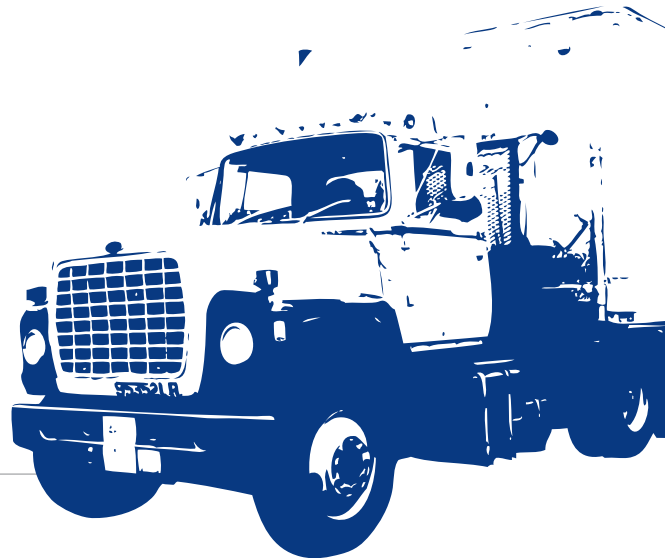
Official Show Carrier Information Sheet

Stronco Logistics Services has been appointed as the Official Transportation Provider and Customs Broker for this event.

Stronco Logistics is committed to fulfilling all your trade show logistics needs and gives you reliable service and great rates on air and ground shipping.

Our Customs and Logistics solutions include:

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information



For more information contact:

Stronco Logistics Services
Tel: 800-665-2621
Fax: 905-270-6771
logistics@stronco.com

Transportation & Customs Brokerage Services

PICKUP ADDRESS		
COMPANY NAME _____		
IRS # _____		
ADDRESS _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

DELIVERY ADDRESS		
COMPANY NAME _____		
SHOW NAME _____	ONTARIO LIBRARY ASSOCIATION SUPER CONFERENCE	BOOTH # _____
FACILITY Metro Toronto Convention Centre		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
ON SITE CONTACT _____		
CELL PHONE # _____		

BILL TO		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

RETURN FREIGHT		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____		

TERMS OF PAYMENT AND SECURITY DEPOSIT – MUST BE COMPLETED				
<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> CORPORATE CARD	<input type="checkbox"/> PERSONAL CARD
_____	_____	_____	_____	_____
CARD NUMBER			EXPIRY DATE	
Card Holder _____				
Signature _____			Date _____	
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				

SHIPMENT INFORMATION				
Pick Up Date _____	Time _____	Delivery Date _____	Time _____	
TYPE	PIECES	DIMENSIONS (Inches)		WEIGHT (LBS)
Cartons / Boxes	_____	L _____	W _____	H _____
Crates / Fiber Case	_____	L _____	W _____	H _____
Skid / Pallet	_____	L _____	W _____	H _____
Carpet / Other	_____	L _____	W _____	H _____
Total Pieces			Total LBS	
Requested Service Level <input type="checkbox"/> AIR <input type="checkbox"/> 2 ND DAY <input type="checkbox"/> TRUCK				
Additional Services Required <input type="checkbox"/> LIFT GATE <input type="checkbox"/> INSIDE PICKUP / DELIVERY				

CARGO INSURANCE / DECLARED VALUE	
The declared value of carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods. (Additional fees for Cargo Insurance will apply)	
Do you require additional insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Declared Value	\$ _____

TERMS & CONDITIONS		
This order is placed with the specific understanding that we hereby release Stronco and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) Stronco shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) Stronco will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lockouts of any kind beyond its control.3) Stronco liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) Stronco shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damaged to an exhibitors materials which make it impossible or impractical to exhibit same. 5) Each exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.		
I have read and agreed to the Terms and Conditions of this contract with Stronco.		
Print Name _____	Signature/Authorization _____	Date _____

J42056
Rev 10-12-10

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of rental lighting, temporary electrical, sign/banner hanging and mechanical services at the Metro Toronto Convention Centre. SHOWTECH looks forward to working with you and hopes that your show experience is a success.

SERVICES WE OFFER:

For your convenience, **SHOWTECH POWER & LIGHTING** is pleased to offer the following services:

- Rental Lighting
- Temporary Electrical Services
- Sign & Banner Hanging (as per Show Management's Rules & Regulations)
- Mechanical Services (such as compressed air, water lines, drains, etc.)

PRICING:

- **Discount Pricing:** To take advantage of our Discount Price, all completed forms and full payment must be received on or before **JANUARY 14, 2014**.
- **Regular Pricing:** Regular Prices will be charged after the Discount Price date has passed.

PAYMENT:

SHOWTECH POWER & LIGHTING accepts payment by VISA, MasterCard and American Express. Cheques will be accepted if received by the Discount Price date. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.

ONLINE ORDERING:

Please visit www.showtech.ca, choose the "Online Ordering" tab and follow the on-screen instructions. Please note that not all shows are available for online ordering. If your search for an upcoming show does not produce any results, please complete the attached order forms and return them to the fax number listed at the top of the forms.

If you need assistance or require additional information, please contact one of our Customer Service Representatives at 905.283.0550.

ELECTRICAL

1. The Metro Toronto Convention Centre voltages are 600/120/208 volts 3 phase. Please check with your technical coordinator to see if your machines are compatible with these voltages. If so, you will save on costs.
2. All other voltages are available from SHOWTECH with the use of a transformer. Transformers must be placed within your booth space so please allow for the transformer when you do your space plan/layout. Approximate size can be provided by SHOWTECH (see below for contact info).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 volt connections do not require a transformer.
5. The Metro Toronto Convention Centre has floor ports.
6. Power will be distributed by SHOWTECH from floor ports and exterior walls. Power can be dropped from the ceiling if required (additional charges apply). To order power, please contact our office at 416.585.8109.
7. If you have an island booth, please indicate a main power drop location on SHOWTECH's Booth Layout Form and submit the form with your Electrical Order Form. We will distribute under carpet outlets from that location.

Ontario's Electrical Safety Authority (ESA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the ESA before show opening. Exhibitors are responsible to obtain "Permission to Show/Energize" from the ESA directly. SHOWTECH cannot apply or be responsible for this permission. To obtain the ESA "Permission to Show/Energize", go to <http://www.esasafe.com/contractors/worker-safety/product-review/product-approval-requirements> to apply for permission/approval from the ESA. **Apply as soon as possible to avoid onsite complications.**

MECHANICAL – North Building (Halls A, B, C) & South Building (Halls D, E, F, G)

8. Compressed air pressure is approximately 110 PSI and available anywhere in the facility by ordering from SHOWTECH. Please use the SHOWTECH's Mechanical Order Form to order this service.
9. The Metro Toronto Convention Centre has floor ports.
10. **In the North building** air lines, water lines, natural gas and drains are available from floor ports.
In the South Building air lines are distributed from the ceiling; water lines and drains are available from floor ports.
11. Only ½" air lines can be run under carpet in booths.
12. If you have an island booth, please submit the Booth Layout Form with your Mechanical order indicating where you would like the services to be located within your booth space.
13. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
14. If you require hot water for your booth, an electric hot water tank will need to be installed by SHOWTECH within your booth space. Please plan accordingly and notify us in the Special Requirements space on the bottom of the SHOWTECH Mechanical Order Form or call for assistance (416.585.8109).
15. Natural gas is available in the **North building (Halls A, B, C) only**. Please check with SHOWTECH (416.585.8109) or Show Management, as soon as possible, if you require natural gas.

SHOWTECH POWER & LIGHTING contact information: 416.585.8109

RENTAL LIGHTING OPTIONS

**SHOWTECH is pleased to offer the rental lighting options listed below.
Adding additional lighting to your booth creates a dramatic visual impact when done right!**

CEILING MOUNTED FIXTURES



SOURCE 4 PAR FIXTURE (L575S4)

- Clean, bright and efficient
 - Equivalent light output to a 1000 watt quartz floodlight
 - Mounting height dependent on ceiling height of the facility
 - Covers approximately a 10' x 15' area
- NEW** – uses 40% less power. This light will replace the 1000 watt quartz floodlight.

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)



24 WATT LED BLACK ARM FIXTURE (LLEDA)

- Equivalent light output to a 200 watt quartz arm light
- Pure white – ideal for highlighting clothing, jewelry, art, graphics and more
- Attaches to a hard wall
- **NEW** – The 24 watt LED light fixture consumes 80% less power than traditional lighting.



200 WATT BLACK ARM FIXTURE (L200B)

- Attractive streamlined fixture
- Ideal for accenting small items such as brochures, art and clothing
- Attaches to a hard wall

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)



3' TRACK COMPLETE WITH 3 – 24 WATT LED FIXTURES (LT3150)

- Equivalent light output to a 450 watt quartz floodlight
 - Ideal for fascia lighting
 - Clean and attractive lighting system
 - Pure white light, excellent way to accent any product
 - Attaches to a fascia or hard wall
- NEW** – This fixture consumes 80% less power and is cooler than traditional lighting.

FLOOR LIGHTING



2 – 24 WATT LED FIXTURES ON AN 8' TELESCOPIC STAND (L2150)

- Equivalent light output to a 400 watt halogen bulb
 - Pure white light with clean lines.
 - Excellent way to highlight a focal point in your booth
 - Lamps are mounted on a sturdy cross bar with a 140 degree tilt
 - For optimum lighting, fixture is placed in the front corner of booth
 - Covers approximately an 8' x 8' area
- NEW** – This fixture is energy efficient and delivers impact in a small space.

5675 McLAUGHLIN RD., MISSISSAUGA, ON. L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832

SHOW: OLA SUPER CONFERENCE & EXPO	DISCOUNT PRICE DEADLINE DATE:	JANUARY 14, 2014
JOB: 8103-38295	DATES: JANUARY 30 - 31, 2014	

EXHIBITOR INFORMATION	PAYMENT DETAILS
BOOTH #: _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
COMPANY: _____	<input type="checkbox"/> Cheque (payable to SHOWTECH)
ADDRESS: _____	CREDIT CARD #:: _____
CITY: _____ PROV/STATE: _____ CODE: _____	EXPIRY DATE: _____ / _____ CODE: _____
E-MAIL: _____	CARDHOLDER NAME _____
PHONE: _____ FAX: _____	CARDHOLDER SIGNATURE _____
CONTACT NAME: _____	I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

PAYMENT INFORMATION
This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Discount Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

All SHOWTECH rental lighting includes power to operate our lights. If you require power for other items in your booth (i.e. TVs, computers, displays, etc.) please place a separate order using the Electrical Order Form.

CEILING MOUNTED FIXTURES				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	SOURCE 4 PAR FIXTURE (L575S4)	\$287.00	\$402.00	

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	24 WATT LED BLACK ARM LIGHT FIXTURE (LLEDA)	\$97.00	\$136.00	
	200 WATT QUARTZ BLACK ARM LIGHT FIXTURE (L200B)	\$91.00	\$127.00	

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	3' TRACK COMPLETE WITH 3 - 24 WATT LED FIXTURES (LT3150)	\$198.00	\$277.00	

FLOOR LIGHTING				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	2 - 24 WATT LED LIGHTS ON A 8' TELESCOPIC STAND (L2150)	\$124.00	\$174.00	

SHOWTECH office use only	SUB-TOTAL:	\$
	+13% HST APPLICABLE ON ALL ITEMS:	\$
	TOTAL AMOUNT PAYABLE - CANADIAN FUNDS:	\$
	HST #: R104060264	

Click here to submit ALL COMPLETED FORMS [ORDER NOW](#)

ELECTRICAL OPTIONS

HELPFUL HINTS

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour's power may overload the circuit.
- All equipment must be approved for use by a recognized certification agency (i.e. CSA, ULC). Approval markings can be found on the rating nameplate located on the back or bottom of the equipment.
- Check the equipment rating nameplate on the bottom or back of your equipment to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, fish tanks, etc).
- All equipment must have a 3-wire grounded cord, minimum of #14 gauge wire.
- A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment/devices within 6 feet of a water/liquid source.

POWER SUPPLIED AT BACK OF BOOTH

1500 WATT, 120 VOLT DUPLEX OUTLET (E1500) <ul style="list-style-type: none"> • Approximately 12 amps • Standard office/home outlet with 2 plugs 	15 AMP, 120 VOLT OUTLET (E15A) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024) <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	20 AMP, 120 VOLT OUTLET (E20A) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug

SPECIAL UNDERCARPET POWER PLACEMENT – BOOTH LAYOUT FORM IS REQUIRED

SHOWTECH will place power cords under the carpet to locations specified on your booth layout form. If a layout is not provided, SHOWTECH will place the outlet(s) at our discretion.

1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U) <ul style="list-style-type: none"> • Approximately 12 amps • Standard office/home outlet with 2 plugs 	15 AMP, 120 VOLT OUTLET (E15AU) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024U) <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

OVERHEAD POWER – BOOTH LAYOUT FORM IS REQUIRED

If power is required for a tower, signage suspended from the ceiling, etc. SHOWTECH will drop the power cord(s) from the ceiling to the location(s) specified on your booth layout form.

1500 WATT, 120 VOLT DUPLEX OUTLET (E1500V) <ul style="list-style-type: none"> • Approximately 12 amps • Standard office/home outlet with 2 plugs 	15 AMP, 120 VOLT OUTLET (E15AV) <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024V) <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

POWER ACCESSORIES

15FT EXTENSION CORD (E15) <ul style="list-style-type: none"> • Can only be provided if an outlet has also been ordered 	
--	--

SERVICE CONNECTIONS

See the attached Electrical Order Form for standard 120 volt and 208 volt service connections up to 30 amps.

Other voltages and amps are available upon request.

The ratings placed on equipment will indicate voltage, amps/watts/hp/kw and phasing.

CONTACT SHOWTECH 3 WEEKS PRIOR TO THE MOVE-IN DATE FOR QUOTATIONS.

5675 McLAUGHLIN RD., MISSISSAUGA, ON. L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832

SHOW: OLA SUPER CONFERENCE & EXPO	DISCOUNT PRICE DEADLINE DATE:	JANUARY 14, 2014
JOB: 8103-38295	DATES: JANUARY 30 - 31, 2014	

EXHIBITOR INFORMATION	PAYMENT DETAILS															
BOOTH #: _____ COMPANY: _____ ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cheque (payable to SHOWTECH) CREDIT CARD #:: <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table> EXPIRY DATE: _____ / _____ CODE: _____ _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.															

PAYMENT INFORMATION

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STANDARD/HOUSEHOLD OUTLETS (POWER SUPPLIED AT BACK OF BOOTH - NO LAYOUT REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500)	\$152.00	\$213.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15A)	\$182.00	\$255.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024)	\$232.00	\$325.00	
	20 AMP, 120 VOLT OUTLET (E20A)	\$246.00	\$344.00	

SPECIAL UNDERCARPET POWER PLACEMENT (BOOTH LAYOUT FORM IS REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500U)	\$188.00	\$263.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15U)	\$218.00	\$305.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024U)	\$269.00	\$377.00	

OVERHEAD POWER (BOOTH LAYOUT FORM IS REQUIRED)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	1500 WATT, 120 VOLT DUPLEX OUTLET (E1500V)	\$188.00	\$263.00	
	15 AMP, 120 VOLT DUPLEX OUTLET (E15AV)	\$218.00	\$305.00	
	24 HOUR, 1500 WATT, 120 VOLT DUPLEX OUTLET (E150024V)	\$269.00	\$377.00	

POWER ACCESSORIES				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	15FT EXTENSION CORD (E15)	\$23.00	\$23.00	

SERVICE CONNECTIONS				
120 VOLT, SINGLE PHASE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	AMOUNT
	15 AMP, 120 VOLT, 1 PHASE (CS120115)	\$235.00	\$329.00	
	20 AMP, 120 VOLT, 1 PHASE (CS120120)	\$281.00	\$393.00	
	30 AMP, 120 VOLT, 1 PHASE (CS120130)	\$372.00	\$521.00	
208 VOLT, SINGLE PHASE				
	15 AMP, 208 VOLT, 1 PHASE (CS208115)	\$291.00	\$407.00	
	20 AMP, 208 VOLT, 1 PHASE (CS208120)	\$317.00	\$444.00	
	30 AMP, 208 VOLT, 1 PHASE (CS208130)	\$443.00	\$620.00	
208 VOLT, THREE PHASE				
	15 AMP, 208 VOLT, 3 PHASE (CS208315)	\$361.00	\$505.00	
	20 AMP, 208 VOLT, 3 PHASE (CS208320)	\$428.00	\$599.00	
	30 AMP, 208 VOLT, 3 PHASE (CS208330)	\$609.00	\$853.00	

SPECIAL REQUIREMENTS					
SPECIAL REQUIREMENTS INFORMATION					
Building Voltage: 120-208-600 volts (other voltages available upon request). Ratings placed on the equipment will indicate voltage, amps/watts/hp/kw and phasing. SHOWTECH can provide the correct connector for your equipment. It may be necessary for SHOWTECH to place a transformer within your booth space depending on the service required. CONTACT SHOWTECH 3 WEEKS PRIOR TO MOVE-IN FOR QUOTATIONS.					
SPECIAL REQUIREMENTS					
AMPS/WATTS/HP/KW	VOLTAGE	PHASE	QTY	QUOTE	AMOUNT

SHOWTECH office use only	SUB-TOTAL:	\$
	+13% HST APPLICABLE ON ALL ITEMS:	\$
	TOTAL AMOUNT PAYABLE - CANADIAN FUNDS:	\$
		HST #: R104060264

[Click here to submit ALL COMPLETED FORMS](#)
ORDER NOW

5675 McLAUGHLIN RD., MISSISSAUGA, ON. L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832

SHOW: OLA SUPER CONFERENCE & EXPO		DISCOUNT PRICE DEADLINE DATE:	JANUARY 14, 2014
JOB: 8103-38295	DATES: JANUARY 30 - 31, 2014		

EXHIBITOR INFORMATION	PAYMENT DETAILS
-----------------------	-----------------

BOOTH #: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE: _____

E-MAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

VISA MasterCard American Express

Cheque (payable to SHOWTECH)

CREDIT CARD #::

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

EXPIRY DATE: ____/____/____ CODE: _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD

PAYMENT INFORMATION

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SIGN INFORMATION

TO RECEIVE A QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO 416.585.8255
FOR ASSISTANCE CONTACT OUR SITE OFFICE – 416.585.8109

Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation.

ALL SIGNS MUST BE HUNG BY SHOWTECH PRIOR TO AISLE CARPET PLACEMENT. LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SET-UP. IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY SHOWTECH.

NOTE: Upon show closing, Exhibitors must remain in their booths until signage can be removed by SHOWTECH and collected by the Exhibitor. SHOWTECH is not responsible for loss or storage of signage at show completion.

Quantity: _____ Vertical: _____ ↑ Horizontal: _____ ↔ Weight: _____ lbs.
(please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION

Back of Booth

Front of Booth

PLEASE COMPLETE THE FOLLOWING SECTION

- Shape of sign: _____
(Example – Banner, 3D square, 3D triangle, 3D circle)
- Height from floor to bottom of sign _____ ↓
- Material of sign/s _____
- Power required _____ Amps/Volts _____
- Has this sign be hung before at MTCC _____
- If yes, which show? _____

QUOTATION ESTIMATE

(Please complete Sign Information above and return by fax to our Site Office at 416.585.8255 to receive a quotation)

\$ _____	\$ _____	\$ _____
Sign Estimate +13% HST	Power cost for sign +13% HST	Total Estimate based on information above

Click here to submit ALL COMPLETED FORMS ORDER NOW

Customer's Final Approval/Signature

HST #: R104060264

5675 McLaughlin Rd
Mississauga, ON L5R 3K5
P: 905.283.0550 · F: 905.283.0551

DO NOT USE THIS FORM IF YOU HAVE ORDERED POWER TO BE PLACED AT THE 'BACK OF BOOTH'

Booth #/s

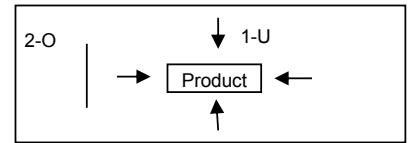
Show Name: OLA SUPER CONFERENCE & EXPO
Show Dates: JANUARY 30 - 31, 2014 Facility: MTCC

COMPANY _____ E-MAIL ADDRESS _____ PHONE NUMBER _____
X _____
AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT NAME (PLEASE PRINT) _____ DATE _____

SHOWTECH must receive this booth layout form along with your completed order form to ensure proper placement of services in your Booth.
Use this grid to indicate placement of SHOWTECH services and your product:

- Use bold lines to indicate the outline of your booth.
- Circle the correct booth type and fill in the proper orientation around your booth. **INLINE BOOTH PENINSULA BOOTH ISLAND BOOTH**
- Indicate the dimensions of your booth _____ 10 x 10-1 square = 1 foot, 20 x 20-1 square = 2 feet, 40 x 40-1 square = 4 feet etc.
- Overhead or Undercarpet outlets - Draw a "O" for overhead or "U" for undercarpet placement.
- 1000 watt quartz floodlight - Draw arrow/s to indicate light direction.
- Sign/Banner hanging - Draw line to indicate location.

Example



BACK OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH Indicate Adjacent Booth or Aisle Number: _____

SHOWTECH POWER & LIGHTING TERMS & CONDITIONS

GENERAL:

1. The Centre and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Centre's power sources and/or may wish to use while in the building.
2. Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.
3. No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.
5. Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

6. Order forms must be received with full payment by the Discount Price deadline date to qualify for the Discount Price.
7. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay On Site Pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$40.00 will be required.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, money order or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.
12. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
13. REFUNDS/CANCELLATIONS:
 - a. If services have already been provided at the time of cancellation, original charges will apply.
 - b. No refunds on unused outlets or lights installed as ordered.
 - c. Refunds will not be considered unless the Exhibitor has notified a SHOWTECH representative of any problem with our service or product on site prior to show close.
 - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
 - e. Full refund will be issued on items listed from our order forms if we receive a cancellation notice in writing **on or before** the Discount Price deadline date.
 - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Discount Price deadline date.
14. Third Party Order (Exhibitor Appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event that the named third party E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical Order Form).
16. Island booth outlets will be placed in one main location per exhibitor's floor plan. If a plan is not provided, the outlets will be installed at our discretion.
17. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords are prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wire.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or Electrical Safety Authority approval sticker.
22. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
23. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED by ESA. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the Electrical Safety Authority – www.esa-safe.com click on "Electrical Product Safety", then "Product Approval Requirements or call 877.372.7233.

MECHANICAL:

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Centre's sources of natural gas, compressed air, water and all connections to drains, must be made by an authorized SHOWTECH tradesperson.
26. Mechanical services are only turned on during Show Hours.
27. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.



Rigging Policy / Overhead Work

This policy applies to all overhead work at the Metro Toronto Convention Centre. This policy is also supplementary and/or to compliment other relevant and applicable legislation (such as OHSA), other existing building health and safety policies, and the contractors own policies given to their workers.

- **Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting**

Worker Competency, Training, and Certification

Workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques employed for working at high levels.

- Boom Lifts / Scissor Lifts operation
- Fall Arrest System, safety lines
- Propane handling (if machine is propane powered)
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells etc.
- General knowledge of the Metro Toronto Convention Centre structure, load capacities, attachment points / methods

Workers engaged in any Overhead work activity must be properly outfitted with Personal Protective Equipment (P.P.E.). These may include safety footwear, hard hat, safety glasses, gloves, and fall protection to be used as demanded by the tasks being accomplished.

Workers participating in lifting operations, or in the vicinity of materials handling operations or other mobile equipment, are at all times required to wear safety footwear.

Equipment, Tools and Hanging Components

At all times, small hand tools should be connected via a safety cable that prevents accidental dropping.

Portable radios / phones must be sheathed in a secure holster with similar safety hook-up.

Lifting Equipment, such as Booms and Scissor lifts must have current certification demonstrating regular inspection and maintenance.

Chain Hoists, chain falls, steel cables, slings, chokers and all other Rigging equipment are to be regularly maintained, inspected and certified according to governing legislation, manufacturers' recommendations, and good industry practice.

Production components (to be hung in the ceiling from approved Load points or structural framing) including grids, trusses, speaker assemblies etc. must be inspected prior to installation. Annual inspection certificates must be available for load-carrying components.

Our People are the Centre

Rigging Plot submit to:

Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com



Rigging Policy / Overhead Work

Control of the Work Area

During the installation / removal of production components onto the Ceiling space, the work area below must be clear of people at all times. A 'ground rigger' must be in place to protect the area using both physical elements (signage, barricades, traffic cones etc.) and vigilance to ensure no one gains access.

Once production components are at 'trim' height (final show position - no more movement) and the remaining overhead work is related to minor adjustments (aiming lights, tying up cable etc.), or when the installation is of lightweight components such as signs / banners, the required level of control of the work area is contingent on the presence of other activity in the area. As a minimum, both signage and traffic cones must be used to warn people of the immediate work area around the lift. If there is significant activity in the vicinity, a 'ground person' must be used to keep people and mobile equipment away from the work area and lift.

Under no circumstances should people be working directly under a boom arm or bucket.

Production Schedule / Rig Plot Approval

A key requirement of a successful and safe workplace is the appropriate scheduling of the work activity.

The Client, its Service Supplier(s) in partnership with the Metro Toronto Convention Centre, must ensure that there exists a detailed production schedule for both Technical set-ups and tear-downs.

The schedule must define both start / stop times of each work group, and also the predecessor / successor relationships. As can be expected, the start of a tear-down schedule may be affected by a late event end and in this case we must always maintain the scheduled activity relationships.

All groups must have the appropriate resources (both people and equipment) on hand to accomplish the work in the allotted timeframe, and abide by the scheduled order of activity.

All groups must provide contact names and mobile telephone numbers for key on-site personnel, for both the set-up and teardown.

Prior to rigging any significant loads in the Metro Toronto Convention Centre structure, the Riggers must verify that a rig plot has been submitted and approved. Rig Plots must be submitted a minimum of 4 weeks prior to move in dates. For other circumstances, please contact the Facility Manager at (416) 585-8148.

Rigging Plots are not required for banners, signs or other small loads that will be installed by SHOWTECH Power & Lighting. Please contact SHOWTECH Power & Lighting at (416) 585-8500 or email Rick Green, Technical Producer, at rgreen@showtech.ca

Our People are the Centre

Rigging Plot submit to:

Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com



DON'T MISS OUT ON THE "EARLY BIRD" DISCOUNT RATE!

Exhibitors Parking Pass Order Form

In order to arrange for parking service please complete this form:

SHOW: OLA Super Conference & Trade Show 2014 SHOW DATES: Jan 30 - Feb 1
 CONTACT NAME: _____ BOOTH #: _____
 COMPANY NAME: _____
 ADDRESS: _____ CITY: _____
 PROVINCE / STATE: _____ EMAIL: _____
 POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____
 CREDIT CARD #: _____ EXPIRY DATE: _____
 CARD HOLDERS SIG: _____ CARD HOLDERS NAME: _____
 VISA MASTERCARD AMERICAN EXPRESS

(Please indicate number of passes required)

Advanced Rate "Early Bird" Discount:	On-site rate:	Dates:	License plate:
<i>Early rates</i> end when the Event moves into the building / contracted space.	<i>On-site rates</i> are in effect once the event has moved into the building / contracted space.	Please list dates for parking pass.	Please advise plate #. If unknown enter TBA
_____ 2-Day @ \$28.00 = \$ _____	_____ 2-Day @ \$44.00 = \$ _____	Valid: _____	_____
_____ 3-Day @ \$42.00 = \$ _____	_____ 3-Day @ \$66.00 = \$ _____	Valid: _____	_____
_____ 4-Day @ \$56.00 = \$ _____	_____ 4-Day @ \$88.00 = \$ _____	Valid: _____	_____
_____ 5-Day @ \$70.00 = \$ _____	_____ 5-Day @ \$110.00 = \$ _____	Valid: _____	_____
Other: _____ \$ _____	Other: _____ \$ _____	Valid: _____	_____
TOTAL: \$ _____	TOTAL: \$ _____		
_____ 1-Day @ \$18.00 = \$ _____	TOTAL: \$ _____		

- Multiple** days parking pass rates are \$14.00 per day taxes inclusive (HST Included) and available for two or more consecutive days. Multiple day parking passes allows for in / out privileges, starting at 7:00am until 7:00am the following day.
- One day** parking pass does not allow in / out privileges; one time use only. One day passes are only available to purchase before event moves into the building, no purchase available on-site.
- Parking passes are **non-refundable** and **non-transferable**. **The Convention Centre is not responsible for lost passes.**
- Regular parking rates** are \$4.00 / half hour to a maximum of \$22.00 7:00am - 7:00pm, after 7:00pm Day & Evening maximum is \$27.00. There are no in / out privileges. Rates are subject to change without notice.

There are 1700 garage spaces as follows:

- 1200 North Building** – enter from Simcoe St., south of Front St.W. (clearance 6'3", 1.9 m.)
- 500 South Building** – enter from Lower Simcoe St., south of Bremner Blvd. (clearance 6'6", 2.0 m.)

There is an internal walkway adjoining the buildings.

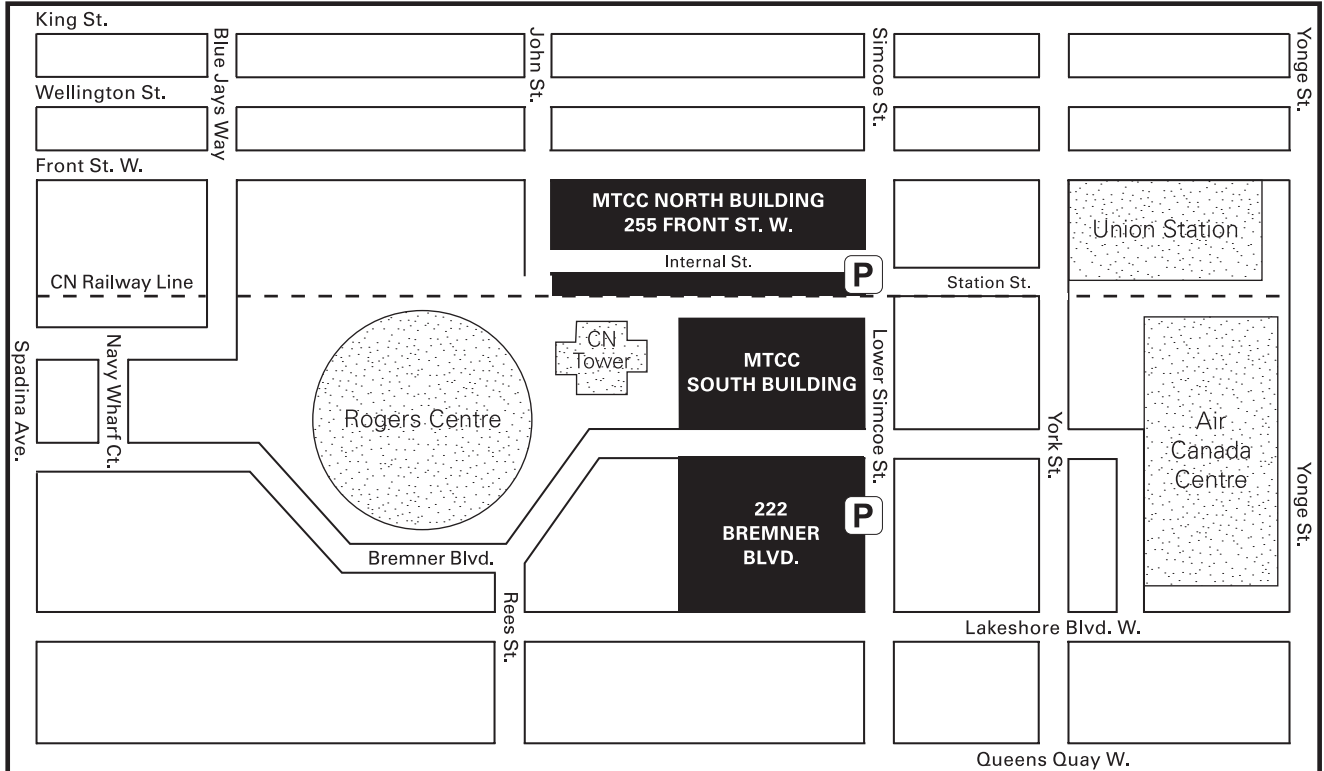
Parking passes are available on a first come first serve basis.

Where do I pick up my Parking Pass?

Parking passes are to be picked up at the Exhibitor Services counter in the exhibit hall during event move-in / set up. If you are unable to pick up your parking passes during regular service hours, they may also be picked up at the closest Parking Office after the service desk has closed or up to one hour prior to the end of the event. Parking Offices are located at the entrance / exit of the parking garages in the North Building (Level 5A) or the South Building (off of Level 600). The parking passes are required to exit the garage.



Exhibitors Parking Pass Order Form



Map is not to scale

04|12

Our People are the Centre



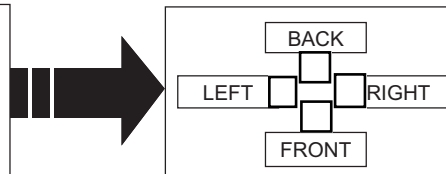
Telecommunication Services Order Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show: OLA Super Conference & Trade Show 2014		Show Dates: Jan 30 - Feb 1	Booth#:
Company Name:		On-site Contact Name:	
Address:	City:	Prov. /State:	Postal/Zip Code:
Telephone No:	Fax No:	Email:	
Credit Card No:	Expiration:	Cardholder Signature:	Print Cardholder Name:

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening



Basic Analog Telephone Service - Dial "7" for an outside line

Basic Analog service is suitable for Telephone, Fax, Modem or Credit Card/Debit Authorization Machines

\$225.00 + 13% HST

Please Indicate Amount of Lines Needed For Type of Service Required

# Required <input style="width: 40px; height: 20px;" type="text"/> → Long Distance Allowed (Credit Card # or \$500 deposit required per line)	# Required <input style="width: 40px; height: 20px;" type="text"/> → Local Calling Only
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Advanced Rate - Orders that are **received** with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$25.00 discount.

All orders **received** after 21 days will be charged the regular rate.

Equipment Rental		Special Services	
<input type="checkbox"/> Basic Telephone Handset	\$15.00 + 13% HST	<input type="checkbox"/> Voice Mail Box	\$20.00 + 13% HST
<input type="checkbox"/> Handsfree Telephone	\$60.00 + 13% HST	<input type="checkbox"/> Basic Line Features i.e.. Hunting	\$20.00 + 13% HST
<input type="checkbox"/> Polycom Conference Unit	\$160.00 + 13% HST	<input type="checkbox"/> Jack Extension - Same Number	\$100.00 + 13% HST

Basic Analog Telephone Service Local Calling Only can be used for 1-800 numbers and Calling Cards.

Lost or Damaged Equipment is subject to replacement or repair charges.

All Long distance calls and other Telco services including directory assistance will be charged at the prevailing rate plus handling.

There are no refunds for orders canceled after show has commenced.

There are no refunds for services installed and not used during an event (no exceptions).

Prices are based on current rates and are subject to change without notice.

Claims will not be considered unless filed by customer prior to end of show .

See reverse of this form for full list of terms and conditions

Metro Toronto Convention Centre Use Only			
Date Received:		Payment Received:	
Phone Number:		Assignment:	
		Required services	
		Payment by: Credit Card: _____ Cheque #: _____ PO#: _____	

HST #12140 3141 RT0001

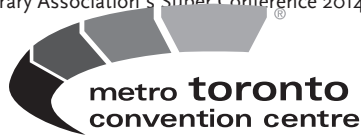
Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department

255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com

www.mtccc.com



Telecommunication Services Terms and Conditions

1. Payment Terms:

- Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than twenty one (21) days for Telecommunication Services.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC's Accounting Department 15-30 days after the show's closing date.
 - Order form prices do not include Local Taxes. Taxes will be included on the final bill.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims/disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
7. Notification of cancellation must be in writing and received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Telephone service is contracted for actual show days only. Telephone Service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the MTCC Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the MTCC Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC's infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
- 15. Long Distance, Directory Assistance and Toll Free Calling:**
- The Exhibitor is responsible for all long distance, directory assistance and operator assisted calls that are charged against the assigned telephone number(s).
 - A surcharge of 20% will be added for all charges that are incurred on your assigned phone number(s).
 - Basic Analog Lines with local calling only can be used for the dialing of local calls, "1-800" calls, directory assistance and calling card calls. All other "1+" or "0+" dialed calls on these lines are restricted.

Should you have any questions please call the Technology Services Department at (416) 585-3596.

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com

www.mtccc.com



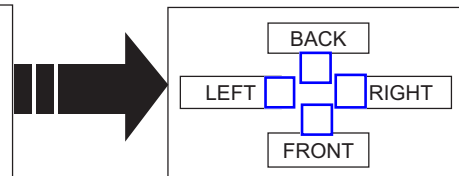
High-Speed Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show: OLA Super Conference & Trade Show 2014		Show Dates: Jan 30 - Feb 1	Booth#:
Company Name:		On-site Contact Name:	
Address:	City:	Prov./State:	Postal/Zip Code:
Telephone No:	Fax No:	Email:	
Credit Card No:	Expiration:	Cardholder Signature:	Print Cardholder Name:

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of primary service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening.



Wireless Access Points, DHCP Servers, Routers, Nat Devices or Proxy Servers on the MTCC network are strictly prohibited. Installation of such Devices will result in immediate termination of services ordered.

<p style="text-align: center;">Wireless Internet Access \$395.00 + 13% HST</p> <p style="font-size: small;">Connection to the MTCC internal wireless network requires a wireless enabled device</p> <p style="text-align: center;">No advanced rate for wireless orders</p>	<p style="text-align: right;"># Required</p> <p style="font-size: x-small;">One wireless access account per device. Account can only be used on one device at a time. Client is responsible for Wi-Fi (802.11) compliant device.</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <p style="font-size: x-small;">Wireless should not be ordered for devices that will be contained within an enclosed structure.</p>
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<p style="text-align: center;">Wired Internet Access \$895.00 + 13% HST</p> <p style="font-size: small;">Client is responsible for running any additional cables to provide multiple connections</p> <p style="font-size: x-small;">Advanced Rate – Orders that are received with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$100.00 discount.</p>	<p style="text-align: right;"># Required</p> <p style="font-size: x-small;">One Cat 5 cable with 2 IPs installed in booth</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <p style="text-align: right;"># Required</p> <p style="text-align: center;">Additional IP address – \$150.00 + 13% HST One IP address needed per device</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>
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Equipment Rental	<p style="text-align: center;">10/100mb 16 Port Hub \$65.00 ea. + 13% HST</p>	# Required	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
	<p style="text-align: center;">Data Cable (30 foot) \$20.00 ea. + 13% HST</p>	# Required	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>

Please indicate any special services required (e.g. Cable TV, Demarcation Extension, ISDN etc.):

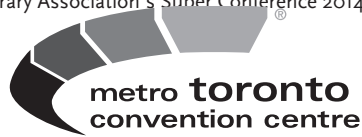
Wired Internet Access provides only one network connection into a booth. The customer must provide or rent a hub and cables for additional IP connections. There are no refunds for orders cancelled after show has commenced, or services installed and not used during an event (no exceptions). Prices are based on current rates and are subject to change without notice. Claims will not be considered unless submitted by customer prior to the end of the event.

See reverse of this form for full list of terms and conditions.

Metro Toronto Convention Centre Use Only			
Date Received:	Payment Received:	Payment by: Credit Card: ___ Cheque #: _____ PO#: _____	
Network:	Assignment:	Required Services:	

HST #12140 3141 RT0001

Return completed forms to:
 Metro Toronto Convention Centre, Telecommunications Department
 255 Front Street West, Toronto, Ontario M5V 2W6
 T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com
 www.mtccc.com



Internet Services Terms and Conditions

1. **Payment Terms:**
 - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than twenty one (21) days for Internet – Network Services **PRIOR** to the show/event opening.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. Installation of such devices will result in the immediate termination of services ordered without refund.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
 - Wireless/System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
 - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
 - Client must provide their own 802.11 compliant wireless device.
21. **Internet service requirements/client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) for each computer.
 - Network Driver: TCP/IP.
 - Proper configuration of computer equipment for TCP/IP connection.
 - Electrical services for your booth, room, or service location.
 - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com

www.mtccc.com



Janitorial Service Order Form

In order to arrange for janitorial service please complete this form:

SHOW: OLA Super Conference & Trade Show 2014 SHOW DATES: Jan 30 - Feb 1

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

PROVINCE / STATE: _____ EMAIL: _____

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

CREDIT CARD #: _____ EXPIRY DATE: _____

CARD HOLDERS SIG: _____ CARD HOLDERS NAME: _____

VISA MASTERCARD AMERICAN EXPRESS

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets)

The rates are based on gross booth area. Prices are in Canadian funds. NOTE: cleaning will be done prior to show opening on the dates required.

Rate Type	Price	Total sq ft	Total Days	Cost (\$)	Required Dates
ONE Clean Only <i>(minimum charge \$42.00)</i>	22¢/sq ft	x _____	x 1 Day	= \$ _____	_____
Daily Cleaning (must be more than one clean)					
under 1000 sq ft	17 ¢/sq ft	x _____	x _____ Day(s)	= \$ _____	_____
1001-2500 sq ft	16 ¢/sq ft	x _____	x _____ Day(s)	= \$ _____	_____
2501-5000 sq ft	15 ¢/sq ft	x _____	x _____ Day(s)	= \$ _____	_____
5001-10,000 sq ft	14 ¢/sq ft	x _____	x _____ Day(s)	= \$ _____	_____
10,001 sq ft + over	13 ¢/sq ft	x _____	x _____ Day(s)	= \$ _____	_____
Steam Cleaning	23 ¢/sq ft	x _____	x _____ Day(s)	= \$ _____	_____
Waste Receptacle	\$15/day		x _____ Day(s)	= \$ _____	_____
Additional waste removal	\$49.00/pick-up		x _____ pick-up(s)	= \$ _____	_____
<i>Please provide details below under 'Special Requirements'.</i>					
Additional exhibit cleaning is available <i>(minimum 4 hours)</i>	\$49.00/hr		x _____ hrs	= \$ _____	_____

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Special Requirements:

ALL ORDERS MUST BE PREPAID IN FULL

Please retain a copy of your order form as credit card receipts will not be provided

The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial service within the building.

SUB-TOTAL: _____

*On site order 25%: _____

AUTHORIZED CUSTOMER SIGNATURE: _____

HST 13%: _____

DATE: _____ 20_____

TOTAL PAID: _____



Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

Please complete this form to request authorization to distribute food or beverages not purchased through the Food & Beverage Department of the Metro Toronto Convention Centre.

General Conditions for Sampling Food & Beverage

1. Items dispensed are limited to products **manufactured, processed or distributed** by an exhibiting firm and/or are related to the purpose of the show.
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance with **Local Public Health Codes**. **Visit the following link for more information: <http://www.toronto.ca/health/>.**
 - a) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4 oz / 118 ml** sample size.
 - b) Sample food items limited to bite sized (**2x2 inches/5x5cm or 2oz/59gr portions**).
3. For sampling questions regarding alcoholic beverages, please contact the Catering Department at **catering@mtccc.com** or call us at **(416) 585-8144**.
4. Sponsorships or donations involving Food and/or Beverage products are subject to a **Loss of Revenue Fee** for food and beverage products distributed. This charge is determined based on the product. You may contact us at catering@mtccc.com or (416) 585-8144 to discuss further.
5. Samples may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items.

Date: _____ Event Name: _____ Booth Number: _____
month/day/year

Company Name: _____ Contact: _____

Office Phone: _____ Mobile: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Event Room / Hall: _____

Item and purpose of distribution (include quantity, portion size and method of dispensing):

Approved: Yes **No** **Manager's Comments:** _____