



**SHOW
SERVICES
INFO &
ORDER
FORMS**

SUPER CONFERENCE 2005
OFFICIAL
EXHIBITOR KIT

SHOW SERVICES - INFORMATION AND 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 (black and teal) booth will be supplied by Special Event Rentals without charge to exhibitors.

Dimensions:

Back wall height	8 feet
Side wall / Divider height	3 feet 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 ce3 forms.

DISPLAY SERVICES

The official Show Service Contractor for the Show is:

ce3 - A Stronco Company
1510 Caterpillar Road, Unit B
Mississauga, ON L4X 2W9
Tel: (905) 270-6767
FAX: (905) 270-6771
E-mail: jami.m@stronco.com
WWW: www.stronco.com
Contact: Jami McCarthy

ce3/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 CE3. OR BRING YOUR OWN. ALSO A CHAIR AND WASTEBASKET ARE ONLY PROVIDED TO THOSE WHO REQUESTED THEM ON THE SPACE APPLICATION.

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: ce3 (See above).

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 MATERIAL HANDLING AND LABOUR ARE IN THIS SECTION OF THE MANUAL.

ELECTRICAL SERVICE

The exclusive Electrical Contractor for the Metro Toronto Convention Centre is SHOW TECH ELECTRICAL CO. LTD (formerly Ainsworth Electric)

Show Tech 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.

SHOW TECH ELECTRIC CO. LTD.

Ralph Scali
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.

TELEPHONE SERVICE

Pay telephones are located throughout the Centre and the adjoining Crowne Plaza Hotel. Exhibitors requiring telephone service in their booths must make their own arrangements with the Communications Department of the MTCC. Exhibitors may also make arrangements for data lines for dial-up service to the internet. Show Management provides a high-speed internet access backbone - see Internet Services section below.

METRO TORONTO CONVENTION CENTRE

Att: Communications Department

255 Front Street West

Toronto, Ontario M5V 2W6

Tel: (416) 585-3596

Fax: (416) 585-8275

AN ORDER FORM FOR TELEPHONE SERVICE IS IN THIS SECTION OF THE MANUAL.

INTERNET SERVICES

The Metro Toronto Convention Centre is now the Exclusive Provider for all types of internet access in the building.

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

AN INFORMATION SHEET ABOUT INTERNET SERVICE IS IN THIS BACK OF THE MANUAL.

OFFICIAL CUSTOMS BROKER

COMMERCE BROKERS & FREIGHT FORWARDERS LTD. has been appointed the official Customs Broker to the Show.

The contact in Toronto is:

COMMERCE BROKERS AND FREIGHT FORWARDERS LTD.

Att: Rob Parr / Andrew Gillespie

5255 Yonge Street, 11th Floor

Toronto, ON M2N 6P4

Tel: 416/221-4550

FAX: 416/221-4011

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 post a cheque for 35% of the declared value with the Customs Broker at the airport.

Imported Advertising Material (Including Give-Away Samples)

7% Goods and Service Tax (GST) 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 HAVE RECEIVED A LARGER PACKAGE. IF NOT, PLEASE CONTACT THE ONTARIO LIBRARY ASSOCIATION.

COMPUTER RENTALS & AUDIO VISUAL RENTALS

The Official Supplier of Computer Equipment and Audio Visual Equipment and accessories for the OLA Super Conference and EXPO is:

CCR Solutions

Att: Hank Smith
73 Galaxy Boulevard, Unit #8
Toronto, ON M9W 5T4
Tel: (416) 675-7502
FAX: (416) 675-6997
Toll Free: 1-800-761-1119

AN ORDER FORM IS INCLUDED AT THE BACK OF THIS SECTION.

OFFICIAL SHOW CARRIER

The Official Show Carrier is:

MSM Transportation

Att: Elden Sammut
Trade Show Hotline
Tel: 1-800-667-4175 ask for Trade Show Hotline
FAX: 1-800-268-0405

AN INFORMATION FLYER IS INCLUDED AT THE BACK OF THIS SECTION.