CHES Manitoba Chapter
2016 Education Day
Thursday 28, 2016
Canad Inns Destination Centre Polo Park
Winnipeg MB

Exhibitor Services Manual
GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society, Manitoba Chapter Education Day will provide an opportunity for you to introduce your company's products and services to delegates from healthcare facilities in Manitoba. This is a perfect opportunity to ensure that they have the information they need about your product to make an informed decision. There are also sponsorship opportunities available to help raise awareness of your company and your products and services.

Booth Specifications:
- 8 ft. deep by 10 ft. wide

Standard Booth Includes:
- 8 ft. high background drape and 3 ft. high sidewall drape
- 1-6 ft. draped table
- 1-duplex electrical outlet
- 2 complimentary booth staff registrations

Not Included:
- Carpeting, chairs, additional electrical outlets, wastebasket, signage, storage, phone line. These and other items you require may be ordered from the official suppliers; order forms will be provided upon request.

Display Restrictions:
- All displays must stay within the boundaries of the booth. Back wall height restrictions are eight (8) feet for in-line and six (6) feet for perimeter and island booths (only if the Exhibitor occupies the entire island). Sidewalls and display fixtures occupying the front one-half of exhibit space (five (5) feet in from the aisle) cannot exceed a height of four (4) feet within ten (10) feet of a neighbouring exhibit. Further details will be contained in the Exhibitor Services Manual.

Other Services:
- Display services, Drayage, Shipping, Customs Broker, Audio-Visual, Telephone, and Electrical/Mechanical service details and order forms will be provided to exhibiting companies upon receipt of the Exhibit Contract. Exhibitors will have the opportunity to book accommodations at the special trade show rate.

Hotel:
- Canad Inns Destination Centre Polo Park Winnipeg, MB

Exhibit Location:
- Ambassador 1 & 2

Anticipated Attendance:
- 30-50 attendees from healthcare facilities in Manitoba

Move-In Period:
- Thursday April 28, 2016, 8:00 AM – 9:45 AM

Display Period:
- Thursday April 28, 2016, 9:45 AM – 2:45 PM

Move-Out Period:
- Thursday April 28, 2016, 2:45 PM – 6:00 PM
Exhibitor Booth Staff Registration Form

Institution/Organization: ________________________________

Exhibit Companies are entitled to register a maximum of 2 Company Representatives to staff the booth in the Exhibit Hall at no additional charge. Please designate these company representative as Complimentary (Exhibitor Complimentary registration includes all events in the Exhibit Hall, Lunch, and Education Sessions).

If you would like more Company Representatives additional staff can be registered at $75.00 per person to cover the cost of additional meals in the Exhibit Hall. Please list additional staff as Booth Staff (Booth Staff registration includes all events in the Exhibit Hall and Education Session). Please order below if required.

Please complete the form below and submit by April 14, 2016

Please type or print clearly:

Complimentary Staff:

1) ______________________________
   Surname First Name Food Allergy

2) ______________________________
   Surname First Name Food Allergy

Additional Staff:

3) ______________________________
   Surname First Name Food Allergy

4) ______________________________
   Surname First Name Food Allergy

Additional Staff Fees (if required): # staff ________ x $ 75/person $ ________________

PAYMENT

Payment must accompany Registration Form.
Cheques should be payable to: CHES MB Education Day
Credit Card: □ Visa □ MasterCard □ Amex
Card No. ______________________________
Expiry Date: ___________ VCode: ___________
Signature: ______________________________

TOTAL AMOUNT: $ ________________

Send to: CHES Manitoba Education Day
4 Cataraqui Street, Suite 310
Kingston ON K7K 1Z7
Fax: 613-531-0626

Cancellation Policy: Cancellation of registration must be received in writing at the Conference Office by March 15, 2016 for registration fees to be refunded. A processing fee of $25 will be charged on all refunds. No refunds after March 15, 2016

IMPORTANT NOTICE FOR CREDIT CARD PAYMENTS

Credit card payments forwarded to the CHES Office via email or telephone will reflect "Events & Management Plus Inc." as the vendor on your statement.
## EXHIBIT BOOTH ALLOCATION

<table>
<thead>
<tr>
<th>Company</th>
<th>BoothNumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Robotic Duct Cleaning Inc.</td>
<td>19</td>
</tr>
<tr>
<td>Air Liquide Medical/ VitalAire Canada Inc.</td>
<td>5</td>
</tr>
<tr>
<td>Antex Western Ltd.</td>
<td>7</td>
</tr>
<tr>
<td>B.G.E. Service &amp; Supply Ltd. (The Filter Shop)</td>
<td>18</td>
</tr>
<tr>
<td>Buckwold Western Ltd.</td>
<td>2</td>
</tr>
<tr>
<td>Camfil Farr (Canada) Inc.</td>
<td>9</td>
</tr>
<tr>
<td>CHES</td>
<td>6</td>
</tr>
<tr>
<td>Chubb Edwards</td>
<td>16</td>
</tr>
<tr>
<td>Class 1 Inc.</td>
<td>21</td>
</tr>
<tr>
<td>Cool Air Rentals Ltd.</td>
<td>1</td>
</tr>
<tr>
<td>ERV Parent Group</td>
<td>23</td>
</tr>
<tr>
<td>Flatland Inspection Services Ltd.</td>
<td>11</td>
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<tr>
<td>Hippo CMMS</td>
<td>10</td>
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<td>Manitoba Hydro</td>
<td>24</td>
</tr>
<tr>
<td>Midwest Engineering Ltd.</td>
<td>17</td>
</tr>
<tr>
<td>MIP</td>
<td>13</td>
</tr>
<tr>
<td>National Industrial Communications Inc.</td>
<td>20</td>
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<tr>
<td>Primco Ltd.</td>
<td>15</td>
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<td>Primex Wireless</td>
<td>22</td>
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<tr>
<td>RMIS Engineering</td>
<td>8</td>
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<tr>
<td>TIAC</td>
<td>12</td>
</tr>
<tr>
<td>Tremco Roofing and Building Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>Vidir</td>
<td>14</td>
</tr>
<tr>
<td>WESCO Distribution</td>
<td>3</td>
</tr>
</tbody>
</table>
Dear Exhibitor

CENTRAL DISPLAY LTD. is pleased to be the official show contractor for the CHES Manitoba Education Day, to be held April 28th, 2016 at the Canad Inns Polo Park.

Show rentals supplied:

- 10’ x 8’ Flame Resistant Draped Booth
- 8’ high Back Wall
- 3’ high Side Arms
- Comes with: 1 – 6’ Decorated Table
- 1 Folding chairs
- 1 – Electrical outlet

Any additional rentals and/or services required can be ordered by using the forms found in this exhibitor package.

PLEASE NOTE: There is a substantial discount for advanced orders that are pre-paid and received seven days prior to the show. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item, and show site delivery delays.

Exhibiting in a tradeshow can be quite complex. Please do not hesitate to contact our office if you have any inquiries.

EXHIBITOR CHECK LIST

1) Order sent early for pre-show discount [  ]
2) Furniture/Booth requirements [  ]
3) Material Handling Service [  ]
4) Shipping time allowed [  ]
5) Janitorial requirements [  ]
6) Signs, showcards, banners required, are available through Central Display Ltd. Please contact office for pricing. [  ]
PAYMENT & CREDIT CARD AUTHORIZATION FORM

COMPANY NAME ___________________________________________________________   BOOTH NO. # ______________

CONTACT _____________________________________  ADDRESS ______________________________________________

CITY ______________________________________  PROV./STATE ________   POSTAL/ZIP CODE______________________

PHONE ________________________  FAX ____________________  EMAIL _______________________________________

PAYMENT POLICY

Central Display Ltd. requires payment in full at the time services are ordered. Further, Central Display Ltd. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Pricing: To qualify for discount pricing, orders must be received with payment 7 days prior to show.

Method of Payment: Central Display Ltd. accepts American Express, MasterCard, Visa, and cheque. Purchase orders are not considered payment. Exhibitors will be charged a $25.00 fee for NSF cheques.

Adjustments & Cancellations: No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or Central Display Ltd. set up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call Central Display Ltd. at 204-237-3367 or visit the Central Display Ltd. Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card or cheque, however, we require your credit card authorization to be on file with Central Display Ltd.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

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### EXHIBITOR RENTAL INVOICE

**For pre-show order discount, your order must be received by us 7 business days prior to show date. All rates are for run-of-show, up to one week’s duration.**

**COMPANY ___________________________**

**BOOTH NO # ______________________**

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<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>PRE-SHOW DISCOUNT</th>
<th>LATE ORDER</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNITURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Armchair</td>
<td>$40.00</td>
<td>$48.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Banquet Chair - no arms</td>
<td>$35.00</td>
<td>$42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Armchair</td>
<td>$30.00</td>
<td>$36.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td>$15.00</td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cruiser Table 40” High</td>
<td>$60.00</td>
<td>$72.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spandex Cover -for cruiser table</td>
<td>$30.00</td>
<td>$36.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pedestal table 30” High</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Table 18” High</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Stanchion incl Velour Rope</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Stool -highback Pneumatic</td>
<td>$65.00</td>
<td>$78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stools - Highback Manual</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar Stool</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>$20.00</td>
<td>$24.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Basket</td>
<td>$12.00</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garment Racks - Inc 20 Hangers</td>
<td>$35.00</td>
<td>$42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Holder - Chrome 22” x 28”</td>
<td>$30.00</td>
<td>$36.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECORATED TABLES - 30” High, 24” Wide, White Tops Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Blue □ Red □ Black □ Silver □ Beige</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' Decorated (3 sides)</td>
<td>$70.00</td>
<td>$84.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' Decorated (3 sides)</td>
<td>$65.00</td>
<td>$78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' Decorated (4 sides)</td>
<td>$60.00</td>
<td>$72.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undecorated □ 8” □ 6” □ 4’</td>
<td>$35.00</td>
<td>$42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40” High Tables (3 sides) Black Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 8” □ 6” □ 4’</td>
<td>$85.00</td>
<td>$102.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Skirt (skirt 4th side)</td>
<td>$35.00</td>
<td>$42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECORATED TABLE RISERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ - 10” Wide - 10” High</td>
<td>$20.00</td>
<td>$24.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**DISPLAY PANELS ON LEGS**

- Pegboard 4’ x 8’ Hooks not included | $65.00 | $78.00 |
- Bulletin Board 4’ x 8’ Thumbtacks Only | $65.00 | $78.00 |

Please indicate □ Horizontal □ Vertical

**DRAPE PARTITIONING** (per linear foot)

- 3’ □ Grey □ Blue □ Black □ Red □ Beige | $5.00 | $6.00 |
- 8’ □ Grey □ Blue □ Black □ Red □ Beige | $6.00 | $7.20 |
- 12’ □ Black □ Silver | $7.00 | $8.40 |

**CARPET** *carpet requirements over 300 sq ft are considered bulk area*

- 10’ x 10’ Installed | $115.00 | $138.00 |
- 10’ x 20’ Installed | $215.00 | $258.00 |
- 10’ x 30’ Installed | $315.00 | $378.00 |

Bulk Areas per sq ft | □ Grey □ Black □ Red | $1.15 | $1.38 |

Carpet damaged by oil, cuts or other means - surcharge will apply

**STAGING / RAMPS**

- Staging - Fashion Ramps - 4’ X 8’
  - Includes Carpet / Skirt | $120.00 | $144.00 |
- STAIRS - 16”/20”/30”/40” High | $75.00 | $90.00 |

**MISCELLANEOUS**

- 3’ Silk Plants | $30.00 | $36.00 |
- 150 Watt Flood Lights Inc hardware | $25.00 | $30.00 |
- 300 Watt Halogen Lights Inc Hardware | $35.00 | $42.00 |

TV’S & Specialty Drape/Carpet Colours - Contact Office

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All prices include rental and labour for set-up and take down.

ALL ORDERS MUST BE PREPAID IN FULL, INCLUDING MANITOBA SALES TAX & G.S.T.

CANCELLATION POLICY: Items cancelled prior to show start will be charged 50% of original cost.

CARPET & UNDERLAY: No refunds once installed

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**SUB-TOTAL** $________

**PROV SALES TAX 8%** $________

**G.S.T. 5%** $________

**TOTAL** CDN $________
**FURNITURE RENTAL ORDER FORM**

<table>
<thead>
<tr>
<th>COUCHES</th>
<th>QTY</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leather Couches</td>
<td></td>
<td>$275.00</td>
<td>$330.00</td>
<td></td>
</tr>
<tr>
<td>Leather Loveseat</td>
<td></td>
<td>$225.00</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td>Leather Tub Chair</td>
<td></td>
<td>$100.00</td>
<td>$120.00</td>
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<table>
<thead>
<tr>
<th>MISCELLANEOUS</th>
<th>QTY</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMT</th>
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</thead>
<tbody>
<tr>
<td>Floor Lamp</td>
<td></td>
<td>$65.00</td>
<td>$78.00</td>
<td></td>
</tr>
<tr>
<td>Literature Stand</td>
<td></td>
<td>$75.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>Draw Drum - brass</td>
<td></td>
<td>$35.00</td>
<td>$42.00</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLES</th>
<th>QTY</th>
<th>PRE-SHOW</th>
<th>LATE ORDER</th>
<th>TOTAL AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Tables</td>
<td></td>
<td>$75.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>End Tables</td>
<td></td>
<td>$55.00</td>
<td>$66.00</td>
<td></td>
</tr>
</tbody>
</table>

**For pre-show order discount, your order must be received by us 7 business days prior to show date.**

**SUBTOTAL**

**PST (8%)**

**GST (5%)**

**TOTAL CDN**

All prices include rental and labour for set-up and take down.

Please add total to Payment & Credit Card Authorization Form.

Company ____________________________________  Booth # _______________

CHES Manitoba Education Day
# Display Booth Rental Order Form

**Central Display Ltd.**

**Custom Design**

## Display Booth Rental Order Form

### Octanorm Booths

<table>
<thead>
<tr>
<th>Display</th>
<th>QTY</th>
<th>Pre-Show</th>
<th>Late Order</th>
<th>Total AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3m - Model 100 - Black Fabric</td>
<td>500.00</td>
<td>$700.00</td>
<td>$840.00</td>
<td></td>
</tr>
<tr>
<td>6m - Model 200 - Black Fabric</td>
<td>575.00</td>
<td>$975.00</td>
<td>$1,170.00</td>
<td></td>
</tr>
<tr>
<td>Pop-up Display - 10' Fabric</td>
<td>500.00</td>
<td>$500.00</td>
<td>$600.00</td>
<td></td>
</tr>
</tbody>
</table>

### Octanorm Accessories

- Octanorm Slatwall - 1m: 50.00 - $40.00, $48.00
- Octanorm Lights: 25.00 - $25.00, $30.00
- Octanorm Shelves - 1m: 25.00 - $25.00, $30.00

### Octanorm Header Signs

- 4' x 6' Poster board: 190.00 - $190.00, $228.00
- 4' x 9' Poster board: 380.00 - $380.00, $456.00

### Counters

- 1/2m x 1m: 150.00 - $150.00, $180.00
- 1/2m x 1m: 250.00 - $250.00, $300.00

### Fabric Poster Boards

<table>
<thead>
<tr>
<th>Display</th>
<th>QTY</th>
<th>Pre-Show</th>
<th>Late Order</th>
<th>Total AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' (shown) includes lights</td>
<td>150.00</td>
<td>$5.00</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>120.00</td>
<td>$175.00</td>
<td>$210.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Jewellery Cases - with lights

- 1/2m x 1m: 150.00 - $150.00, $180.00

### For Pre-show Order Discount

Order must be received by us 7 business days prior to show date.

Please add total to Payment & Credit Card Authorization Form.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Pre-Show</th>
<th>Late Order</th>
<th>Total AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>150.00</td>
<td>$5.00</td>
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<td></td>
</tr>
<tr>
<td>175.00</td>
<td>$175.00</td>
<td>$210.00</td>
<td></td>
</tr>
</tbody>
</table>

**Company** ____________________________  **Booth #** ____________

For pre-show order discount, order must be received by us 7 business days prior to show date. Please add total to Payment & Credit Card Authorization Form.
**EXHIBIT INSTALLATION SERVICES**

**SHOW:** CHES Manitoba Education Day  
**DATE:** April 28th, 2016  
**VENUE:** Canad Inns Polo Park

Should you require labour services for your booth/exhibit, please complete this form along with the PAYMENT & CREDIT CARD AUTHORIZATION FORM and return both with payment seven (7) days prior to show dates to our office.

Company _______________________________  Booth # _______________

## LABOUR RATES

**MINIMUM FOUR (4) HOURS PER STAFF – PER SHIFT**

<table>
<thead>
<tr>
<th></th>
<th>Mon. – Fri., 8am – 5pm</th>
<th>Evenings, weekends, &amp; holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installer <em>(CLIENT SUPERVISED)</em></td>
<td>$65.00/hour</td>
<td>$97.50/hour</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$80.00/hour</td>
<td>$120.00/hour</td>
</tr>
</tbody>
</table>

**Overtime hours per staff**

<table>
<thead>
<tr>
<th></th>
<th>Mon. – Fri., 8am – 5pm</th>
<th>Evenings, weekends, &amp; holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installer <em>(CLIENT SUPERVISED)</em></td>
<td>$97.50/hour</td>
<td>$120.00/hour</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$120.00/hour</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of Staff</th>
<th>Approx. Hrs. per Person Min. 4 hrs./staff</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>__________</td>
<td>______</td>
<td>___________ x ________ = ________ @ $________ = $________</td>
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<td>______</td>
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<td>______</td>
<td>___________ x ________ = ________ @ $________ = $________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE: All custom exhibits must come with set-up instructions/diagrams and display-specific tools. Please indicate if special tools are required, as well as type of display (Octanorm, rotor lock, etc.)

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM.  
PST EXEMPT. GST APPLICABLE ONLY.

SPECIAL INSTRUCTIONS:

___________________________________________________________________________________________
___________________________________________________________________________________________

**IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE**
** JANITORIAL ORDER FORM **

SHOW:        CHES Manitoba Education Day  
DATE:        April 28th, 2016  
VENUE:        Canad Inns Polo Park

Should you require janitorial services for your booth/exhibit, please complete this form along with the PAYMENT & CREDIT CARD AUTHORIZATION FORM and return both with payment seven (7) days prior to show dates to our office.

Company ____________________________________  Booth # ________________

Daily Janitorial Services

Please supply my exhibit/booth with daily janitorial services for the duration of the show. This service includes vacuuming and emptying Waste baskets prior to each show day.

BOOTH SIZE ______ X ______ = ________ X .30 CENT$ PER SQ.FT. = ________

X ______DAYS = ________

1 DAY (PRE-SHOW CLEANING)

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PST (8%)</td>
<td>n/a</td>
</tr>
<tr>
<td>GST (5%)</td>
<td></td>
</tr>
<tr>
<td>TOTAL CDN</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. 
PST EXEMPT. GST APPLICABLE ONLY.

SPECIAL INSTRUCTIONS:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

**IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CONTACT OUR OFFICE**
INBOUND MATERIAL HANDLING FORM

Show: CHES Manitoba Education Day Location: Canad Inns Polo Park Booth Number(s): __________

Company: ____________________________________________ Your P.O.: ___________ Name: __________________________
Address: _____________________________________________________________ Title: _____________________________
City, Prov/State: ________________________________ Postal/Zip Code: ___________________ Tel: ( ) ___________________________

SERVICE INCLUDES:
1. Receiving and advance storage of your display material up to 21 days prior to show.
2. Transport of your display material to show site and delivery of material, crates and boxes directly to your booth.
3. Removal and storage of empty boxes and crates during show.
4. Return of empty boxes and crates to your booth following the show.
5. Re-loading of display material on to outbound carrier(s) from show site.

# of Cartons: # of Crates: # of Pallets: Total # of pieces: Total Weight of Shipment:

For pre-show order discount, your order must be received by us 7 business days prior to show date.

PRE-SHOW ORDERS Min charge $150.00 $50.00 per 100 lbs

Shipment total weight (300 lb min charge) ________ /100 = _______ X $50.00 = __________

LATE ORDER Min charge $180.00 $60.00 per 100 lbs

Shipment total weight (300 lb min charge) ________ /100 = _______ X $60.00 = __________

When recording weight, you must round up to the next one hundred (100) pounds, ie. 335 lbs = 400 lbs.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Shipments arriving from different carriers and / or on different dates and times will be billed individually. Dimensional or cubic weight will be charged where applicable. Rates are based on incoming weight.

All inbound shipments must be received NO LATER THAN Monday April 25th, 2016.

At event close, outbound shipments can be picked up on site by your freight carrier between 3:15 pm – 4:15 pm on Thursday April 28th, 2016. If this is not convenient for you or your carrier, we offer Outbound Material Handling service in conjunction with our Inbound Material Handling (See Outbound Material Handling form).

[All orders must be received 7 days prior to set-up to qualify for pre-show discount (NB: Uncrated or loose materials 30% +)]. Central Display Ltd., must be notified 14 days in advance of any individual piece that exceeds 5000 lbs or 87” high or requires special handling or equipment. Central Display Ltd., reserves the right to deem which items required special handling or equipment and assess charges accordingly. The above rates apply to shipments received between the hours of 9:00 am - 4:00 pm Monday to Friday excluding holidays. Should shipments be received at times other than these, the late order rates will apply.

Central Display Ltd., will be responsible for damage caused by them to crated shipments while handling shipments and will not be held responsible for concealed damage, 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. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding and the right is reserved to alter exhibitor’s bill of lading to reflect actual condition, count and contents found. Central Display Ltd., will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to $0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

CENTRAL DISPLAY LTD. WILL NOT RECEIVE COLLECT SHIPMENTS.

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

OUR SHIPPING ADDRESS IS:
CENTRAL DISPLAY LTD. Ph: 204 - 237-3367 RECEIVING HRS. MON.-FRI.
#7 - 850 MARION STREET Fax: 204-235-1063 9:00 AM – 4:00 PM
WINNIPEG, MANITOBA R2J OK4 Email: info@centraldisplay.ca
OUTBOUND MATERIAL HANDLING FORM

Show: CHES Manitoba Education Day Location: Canad Inns Polo Park Booth Number(s): ____________

Company: ____________________________________________ Your P.O.: ___________ Name: ________________________
Address: _____________________________________________________________ Title: ________________________
City, Prov/State: ________________________________ Postal/Zip Code: ___________________ Tel: ( ) ___________________________

SERVICE INCLUDES:
1. Removal of display material from the show floor.
2. Transport of your display material to the Central Display warehouse.
3. Storage for up to (5) days upon which time Central Display reserves the right to ship out your material "collect" via a carrier of our choice.

This service is not to be confused with the freight cost to transport your exhibit material from the event.

# of Cartons: # of Crates: # of Pallets: Total # of pieces: Total Weight of Shipment: 

Freight Carrier __________________________ Account # __________________________

RATE Min charge $120.00 $40.00 per 100 lbs

Shipment total weight (300 lb minimum charge) _______ /100 = _______ X $40.00 = ____________

When recording weight, you must round up to the next one hundred (100) pounds, ie. 335 lbs = 400 lbs.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

*YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER. UNLESS ARRANGED IN ADVANCE, WE WILL NOT CONTACT YOUR CARRIER TO COORDINATE THE PICK-UP.* Your carrier can pick up at our warehouse on Monday May 2nd, 2016 between 9:00 a.m. & 4:00 p.m.

Shipments departing by different carriers or on different dates and times or to different destinations will be billed individually. Dimensional or cubic weight will be charged where applicable. Rates are based on incoming weight only.

This service is offered in conjunction with our Inbound Materials Handling Service.

*Exhibit material remaining on site beyond the designated move out time will be forced to our warehouse at the above prevailing rates.*

Central Display Ltd., will not be responsible for delay of rush shipments, which will be expedited to the best of their ability. If exhibitor does not submit freight company and account number for return shipping purposes, Central Display reserves the right to appoint a carrier and dispatch the shipment to be paid on delivery.

Central Display Ltd., will be responsible for damage caused by them to crated shipments while handling shipments and will not be held responsible for concealed damage, or damage or loss of merchandise at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Central Display Ltd. The condition, count and contents of the materials found in the booths at time of actual removal will be final and binding and the right is reserved to alter exhibitor’s bill of lading to reflect actual condition, count and contents found. Central Display Ltd., will not be responsible for failure or delay in performing service when delay is caused by strike, labor stoppage or any other cause unavoidable or beyond their control. The liability of Central Display Ltd., is hereby limited to $0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

PLEASE ADD TOTAL TO OUR PAYMENT & CREDIT CARD AUTHORIZATION FORM. PST EXEMPT. GST APPLICABLE ONLY.

OUR SHIPPING ADDRESS IS: CENTRAL DISPLAY LTD. Ph: 204 - 237-3367 RECEIVING HRS. MON.-FRI.
#7 - 850 MARION STREET Fax: 204-235-1063 9:00 AM – 4:00 PM
WINNIPEG, MANITOBA R2J OK4 Email: info@centraldisplay.ca

SUBTOTAL n/a
PST (8%) GST (5%)
TOTAL CDN
MATERIAL HANDLING - General Information

Inbound Material Handling is offered in conjunction with our Outbound Material Handling Service. You must complete one or both of the attached Material Handling Order Form according to your needs.

*EXHIBIT MATERIAL REMAINING ON SITE BEYOND THE DESIGNATED MOVE-OUT TIME WILL BE FORCED TO OUR WAREHOUSE AT THE RATE LISTED ON OUR OUTBOUND MATERIAL HANDLING FORM.*

Inbound Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the freight cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Central Display Warehouse
- Storage of materials for up to 21 days prior to your show.
- Delivery of shipments to your booth.
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the Central Display Warehouse
- Remove all old shipping and empty storage labels.
- Complete the enclosed Inbound Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Storing Empty Containers
- Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the Central Display Service Desk. Depending on the size of the show, it can take from 30 minutes to 2 hours to return empty containers.
- Do not store any items in crates marked empty.

Outbound Material Handling is the removal of display material from the show floor, transportation to the warehouse, and storage for up to (5) days. This is not to be confused with the freight cost to transport your exhibit material to and from the event.

How to use Outbound Material Handling through Central Display
- Complete the enclosed Outbound Material Handling order form.
- Remove all old shipping and empty storage labels.
- Attach a shipping label to each piece. (These can be obtained at the Central Display Service Desk).
- ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY SLIP showing the number of pieces, weight, and type of merchandise.
- Arrange pick up of display material with carrier of your choice.

Benefits of Outbound Material Handling/Storage through Central Display Warehouse
- Most facilities and events require outbound freight be removed from show site immediately following the close of the event. If this policy is inconvenient for you and/or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during regular business hours.