2016 Canadian Transit Show
Tuesday November 8, 2016

Vancouver Convention Centre
999 Canada Pl.
Vancouver, BC
East Exhibit Halls A, B, C
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The Canadian Transit Show Exhibitor’s Handbook

You will find below a compilation of useful information for The Canadian Transit Show 2016.

If you have any further questions, please contact Paulina Cadena, Events Planner at conferences@cutaactu.ca

The award-winning Vancouver Convention Centre is located in the heart of downtown Vancouver where everything is accessible – from hotel accommodations to an exciting variety of restaurant, entertainment, retail and recreational options.

Whether you are coming from the airport, a local hotel or elsewhere in and beyond Metro Vancouver, there are many convenient and green options to get here. Take the efficient transit system featuring the skytrain, buses and the seabus; the plentiful taxis in the city; or even a scenic float plane to our doorstep. Situated in one of the world’s most walkable cities, our facility is also easily accessible on foot from the many downtown hotels. What’s more, Vancouver boasts an expansive bike route network, which our facility is proud to be a part of.

Travelling by car? Not a problem, the Vancouver Convention Centre offers secure parking through independent operators within both buildings. They operate 24 hours per day, 7 days a week on a first come, first serve basis. For any parking inquiries please contact the appropriate provider below.

There are also other convenient and sustainable transportation options for getting to the Vancouver Convention Centre, including walking, biking or public transportation.
Event
THE CANADIAN TRANSIT SHOW 2016 – REVISED HOURS
VANCOUVER CONVENTION CENTRE, 999 Canada Place Vancouver, BC

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>November 8</td>
<td>From 8:30 To 15:30</td>
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Set-up

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<tr>
<td>Monday</td>
<td>November 7</td>
<td>Buses 6:30 To 17:30</td>
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<td>Booths 10:00 To 17:30</td>
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Teardown

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<tr>
<th>Day</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>November 8</td>
<td>From 16:00 To 22:00</td>
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Loading Dock Access

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<tr>
<td>Monday</td>
<td>November 7</td>
<td>Buses 6:00 To 10:30</td>
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<td>Booths 10:00 To 18:00</td>
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<tr>
<td>Tuesday</td>
<td>November 8</td>
<td>From 16:00 To 22:00</td>
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Please report to the Exhibitor Registration Desk before proceeding to your booth.

Merchandise will not be accepted at the Vancouver Convention Centre entrances and must be delivered to the loading docks.

Only items that can be hand carried can be delivered through the VANCOUVER CONVENTION CENTRE lobby. Wheels of any kind (dollies, flatbeds, or anything mechanical) are strictly prohibited.

The VANCOUVER CONVENTION CENTRE will accept material only as of Monday November 7. Anything requiring advance shipping must be pre-arranged through our official show services company, Stronco Show Services, details on our website. Storage charges will apply for any exhibitor’s material received before that date.

On-Site contact information, Paulina Cadena, Event Planner, 416.882.2040
THE CANADIAN TRANSIT SHOW 2016 – REVISED HOURS

VANCOUVER CONVENTION CENTRE, 999 Canada Place Vancouver, BC

The Vancouver Convention Centre is located in the downtown core. Loading facilities will be designated and assigned to your event and are to be used for temporary loading and unloading.

Parking is prohibited in the loading area or truck route.

Freight may not be stacked or stored on the truck route or against fire exits, fire pull stations or fire hose cabinets.

East building
Deliveries for the East building should be directed to the East truck route located at the foot of Howe Street where it meets Canada Place. The East truck route has one-way access only and is 16' wide (4.88 m).

There is an incline of 3'6" (1.07 m) over a 35' (10.67 m) section, as well as an overhang with a clearance of 13'11" (4.24 m) at the access point to the exhibit halls.

The incline will allow a standard 40' (12.19 m) trailer with a bottom clearance of no less than 12" (30.48 cm) to enter exhibit halls.

The loading area consists of three loading bays, which can accommodate trailers up to 30' (9.14 m) in length.

All three bays have levellers. Loading dock clearance is 13'10" (4.22 m) high, 12' (3.66 m) wide.

Exhibit Halls A & C have limited drive-on access through roll-up doors for full-sized trailers.

Measurements of roll-up doors are as follows:

- East Exhibit Hall A: 19' (5.79 m) high, 17'6" (5.33 m) wide
- East Exhibit Hall B: 13'7" (4.14 m) high, 16'8" (5.08 m) wide - East Exhibit Hall C: 13'7" (4.14 m) high, 28'6" (8.69 m) wide

Maximum length of vehicles for drive-on access to exhibit halls is as follows:

- East Exhibit Hall A: 60' (18.29 m) - East Exhibit Hall B: 30' (9.14 m) - East Exhibit Hall C: 50' (15.24 m)

Please do not deliver freight or load and unload at hotel entrances or elevators.

Move-In & Move-Out

Please keep in mind the following basic guidelines for move-in and move-out:

- Children under the age of 16 years are not allowed on-site during move-in/move-out
- Facility staff must be employed to control vehicle traffic (this may include Vancouver Traffic Authority for street control)
- Vehicles will be required to exit immediately upon unloading or loading
- Freight should be moved in and out through designated loading areas only
- Facility and hotel entrances should not be used
Parking

THE CANADIAN TRANSIT SHOW 2016 – REVISED HOURS

There are two independently operated parking facilities located within the Vancouver Convention Centre. They operate 24 hours per day, 7 days a week on a first come, first served basis. For any parking enquiries please contact the appropriate provider.

East building
999 Canada Place
The East building has 750 stalls and is operated by WestPark, formerly VINCI Park Canada. WestPark can be reached at 604 669 7275 or at vancouver@westpark.com. Rates can be viewed at www.vinciparkcanadaplace.ca/rates.html. West building (1055 Canada Place)

West building
1055 Canada Place
The West building has 440 stalls and is operated by Impark. Impark can be reached at 604 681 7311 or at www2.impark.com/ps/contact/pages/default.aspx?lang=en&region=vancouvermetro

On-site parking in any area outside of the designated parking facilities, including Vancouver Convention Centre’s Loading Facilities, is prohibited.

Directions

Getting to the Vancouver Convention Centre is easy! Follow the link for directions or transit planning.
Getting Here

Air
If you’re arriving by air, you'll most likely be flying into Vancouver International Airport (YVR). Located just 25 minutes from downtown, YVR is consistently rated one of the best airports in North America. There are more than a dozen international flights in and out of YVR every day, with 22 bound for the United States. For an estimate of how long it might take to fly to Vancouver, see our international flying times map in our map section. See Getting to/from the Airport for additional information if departing via Vancouver International Airport.

If you’re flying into Vancouver from a short-haul, domestic destination such as Victoria or other parts of Vancouver Island, the Gulf Islands or Whistler, you can also travel via scheduled floatplane or helicopter services. Both offer departures from downtown Vancouver, or from Richmond—close to YVR.

Car
If you want the flexibility to take your time, stopping along the way to enjoy the view, driving your own vehicle is the way to go! Highway 1, the Trans-Canada Highway, accesses Vancouver from points east. If planning a driving tour, allow 4 hours from Kelowna in the Okanagan Valley, 12 hours from Calgary, and five days from Montreal. If you’re arriving in Vancouver from Victoria or Vancouver Island, you’ll need to take your car on a BC Ferries vessel across the Strait of Georgia to the mainland. Vancouver is only three hours north of Seattle. Take the Interstate 5, which becomes Highway 99 at the United States-Canada border.

View the Maps section for additional information about traveling within and around Vancouver. For information on road conditions within BC, contact BC Ministry of Transportation at 604.660.9770 (Vancouver) or visit www.th.gov.bc.ca

Bus
Leave the driving to someone else, and take a scheduled bus service into Vancouver. Our coach line partners offer regular service to Vancouver from destinations including Seattle, Victoria, Vancouver Island, Whistler and the Okanagan Valley.

Water
Whether traveling to Vancouver Island, cruising to Alaska, or simply enjoying the views and fresh air, sailing on the spectacular Pacific Ocean is a highlight of visiting Vancouver! BC Ferries provides regularly scheduled passenger and vehicle service between Vancouver, Vancouver Island, the Gulf Islands and other parts of coastal British Columbia. Reservations can be made on some routes. Find out more by visiting their website or calling 1.888.223.3779 or 1 250.386.3431 (outside North America).

Train
Make the journey part of the adventure by taking the train to Vancouver! Riding the rails offers sightseeing at its finest, allowing you to watch the beauty of B.C. from the comfort of the observation lounge or dining car. Travel across Canada on VIA Rail’s transcontinental service running from Vancouver to Toronto, via Jasper, three times per week, year-round. Or take in the best of BC and Alberta with a Rocky Mountaineer two-day rail tour, offered from April through October. If you’re heading to Vancouver from the U.S., consider the Amtrak Cascades route between Eugene, Oregon and Vancouver, via Portland and Seattle.

Pacific Central Station is the terminus for both VIA Rail and Amtrak trains, and is located just east downtown Vancouver at Main and Terminal streets. Rocky Mountaineer trains operate out of their own facilities, with stations in East Vancouver (close to Pacific Central Station) and North Vancouver.
Exhibitor Services

For assistance with Online Ordering or any of the service order forms, please contact Exhibitor Services at +1-604-647-7206 or by email Disiree Rossiter at DRassier@vancouverconventioncentre.com

Ordering Discount time frames for Exhibitor Services
This information is listed on all order forms. Below will be the change-over dates for exhibitor ordering:
Ordering Deadline for Discount rate - 7 days prior to EVENT move-in: end of business on 10/31/16
Ordering Deadline for Standard rate (under 7 days prior to EVENT move-in up to 24 hours prior): end of business 11/05/16
Late Rate starts within 24 hours of Event move-in on 11/06/16 and at this time advance ordering is closed.
Exhibitors will need to place their orders on-site through the Vancouver Convention Centre Service Desk, which is open during Exhibitor Move-in hours on the exhibit room floor. Payment is by credit card and cash only.

Order Forms
Download, print and send in the service order forms for the Canadian Transit Show ’s requirements. Completed forms can be faxed to Exhibitor Services at +1-604-647-7325.

Event number is required: 34800

Please see appendix for printable forms
Internet Request Form
Sign/Banner Installation Request Form
Plumbing Services Request Form
Vacuum Request Form
Catering Services Request
Security Request Form
Electrical Service Request Form

Audio Visual Services Form
As the Official Supplier of audio visual services to the Vancouver Convention Centre, Freeman Audio Visual is proud to offer many benefits associated with their on-site staff and inventory. Please find the link to the order form here.
Dear Exhibitor:
This reference list of services and informational material is provided to assist you with your upco-
ming event. Please take a moment to familiarise yourself with this information.

♦ Alcohol consumption is prohibited during move-in and move-out of shows.
♦ All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
♦ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.
♦ Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.
♦ All helium-filled balloons or other inflatable’s are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.
♦ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator of Business & Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
♦ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.
♦ All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.
♦ All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.
♦ While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone for assistance.
♦ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non-smoking.
♦ Please ensure you have completed the necessary forms or placed online orders for the services you re-
quire. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started. The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.
EXHIBITOR SAFETY & SECURITY 2016

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

♦ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
♦ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Proper PPE (Personal Protective Equipment) is required during move-in/out phases at the Vancouver Convention Centre. This may include Hard Hats, Hi-Vis Vests, Safety Goggles and Steel Toed Boots depending upon the type of work engaged in. Please contact the event’s OnSite Safety Representative through your Show Manager for further information.
♦ In order to regulate and verify deliveries arriving to the facility: ☐ Any deliveries to the Vancouver Convention Centre must contain the following shipping information: ☐ Name and address of receiver ☐ Name and address of sender ☐ Event name and booth number ☐ Deliveries with incomplete information will not be accepted. ☐ Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners. ☐ Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker. ☐ Any freight left at the end of a move-out will be forced off-site.
♦ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.
♦ Proper ID is mandatory on-site during all move-in, event and move-out days.
♦ Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
  * Give as much information as possible including your location, age of person requiring assistance, and Do Not Panic
  * The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
  * If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
♦ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
♦ Children under the age of 16 are prohibited from being in the event space during move-in or move-out
♦ Obey the Truck Route speed limit! Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and moveout. Exhibitor Reference List 2016
Booth Details

Exhibit Fees include the following:

- 10’ x 10’ draped booth with 8’ back wall and 3’ high side walls in silver
- One 6’ draped table and two standard chairs, plus a waste basket
- Complimentary refreshments during move-in on Monday and complimentary continental breakfast on Tuesday
- Booth carpet vacuuming prior to show
- General show security Monday 6:00pm to Tuesday 12:00am
- Advance list of pre-registered delegates for the CUTA Fall Conference by Thursday October 29, 2015
- Brief description of your product or service in the Show Guide
- Promotion in industry and conference publications
- General show security Monday 6:00pm to Tuesday 12:00am

Exhibit fees DO NOT include the following:

- Electricity, Lighting, WIFI, telephone lines
- Booth carpet (Aisle carpet colour is Tuxedo)
- Booth decor (e.g. plants, etc)
- Audio visual equipment
- Shipping and advance storage
- Unloading of crates/skids at show site
- Washing and Drying of Buses or other equipment including wash stations
- Delivery and reloading of crates/skids to booth location
- Moving and return of empty crates to and from on-site storage

Please note that electrical, compressed air, carpet and Wi-Fi and telephone services are not included in the booth/vehicle registration cost. To order any additional services, please contact Desiree Rossiter at the Vancouver Convention Centre at Drossiter@vancouverconventioncentre.com or 604-647-7206

Booth Regulations

- Booth exhibits may not exceed the height of the drape (8’).
- Any company with a large exhibit exceeding 10’ in length or 8’ in height must reserve booths on the outer perimeter of the show.
- Only CUTA members may exhibit at Trans-Expo.
- Booths may not be occupied by non-members or identified by non-member partner and affiliated company names
- Vehicles and large exhibits arrive within their scheduled time as below and buses to be displayed on lifts must arrive at the same time as the lift
- Schedule to be arranged directly with exhibitors with vehicles
- Failure to adhere to the schedule disrupts the booth set up and vehicles may be denied entry to the Canadian Transit Show
- Please avoid excessive noise, flashing lights etc that may be annoying to other exhibitors
Exhibition Service Company

Stronco Show Services  
Event Contact: Mike Farrell  
Tel: (905) 270-6767 Fax: 1 800 665 2621  
Email: Mike.f@stronco.com  
www.stroncoonline.com  Show Code 448301697

Furnishings, Carpet, Labour, Material Handling, Custom System Booths, Advanced Warehouse, Transportation, Customs Clearance.

Important information:  
After the teardown of the exhibition, any material not recovered by the exhibitor’s carrier will automatically be recovered by Stronco and all charges will be billed to the exhibitor. Refer to the document “Move out procedures at the closing of the exhibition”. Unidentifiable material will be held for 48 hours and disposed of, if not claimed.

Material Handling and Storage  
Any exhibitor who ships their equipment direct to the Stronco Show Services and who is not there to receive said shipment understands that their material will be automatically handled by Stronco and that costs will apply for this service.

Move-in or move-out through the Vancouver Convention Centre lobby is strictly limited to hand-carried items. Wheels of any kind (dollies, flatbeds, or anything mechanical) are prohibited. Material that requires the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks. The building’s freight system is the only appropriate entry point for deliveries. There is no legal area in front of Vancouver Convention Centre for vehicles to unload or drop off material. Exhibit product or promotional material that can be hand-carried in a single trip is permissible through the Convention Centre’s lobby.

For security reasons, exhibitors are not allowed to perform their storage themselves.

No cardboard boxes or empty crates will be allowed in or at the back of the booth.

Important information: After the teardown of the exhibition, any material not recovered by the exhibitor’s carrier will automatically be recovered by Stronco and all charges will be billed to the exhibitor. Refer to the document “Move out procedures at the closing of the exhibition”. Unidentifiable material will be held for 48 hours and disposed of, if not claimed.
Custom Broker
The official Canadian Transit Show customs broker is:
Stronco Show Services, Event Contact: Prakash Doobay
Tel: (905) 270-6767 ext 2333 Fax: 1 800 665 2621
Email: prakash.d@stronco.com, Fax: (905) 629-1520

Important: Exhibitors who use courier companies such as Fed-Ex, UPS, DHL, or others must ensure that the costs of customs, taxes and so forth are paid in advance. All goods sent COD will not be accepted by the Vancouver Convention Centre or CUTA under any circumstances. In some cases, the courier companies do not declare that the costs are paid by the consignor at delivery. Consequently, the Vancouver Convention Centre may receive a bill sometimes 30-90 days after the event. In these situations, the exhibitor will be re-invoiced with administrative fees.

Official Carrier and Advanced Warehousing
Stronco Show Services, Event Contact: Prakash Doobay
Tel: (905) 270-6767 ext 2333 Fax: 1 800 665 2621
Email: prakash.d@stronco.com, Fax: (905) 629-1520

Liabilities and restrictions
The following liabilities and restrictions apply to exhibitors and their employees during exhibition setup and teardown.

Liabilities
Insurance
The Canadian Transit Show carries full exhibit liability insurance. In the event of fire, flooding or theft, no matter how caused, the Vancouver Convention Centre and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.
It is highly recommended that each exhibitor carry full liability insurance to $3,000,000.

Recycling and Residual Waste Management
The exhibitor is required to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup / dismantling and during the exhibit hours). Additional selective collection may be added to those mentioned above.
The Canadian Transit Show is operated as a Zero Waste event. This means that any packaging and disposable signage should be taken with you when you leave the show floor on Tuesday. Please assist the Show Management by your compliance to this request.
Restrictions

Adhesive Tape
The only adhesives allowed at the Vancouver Convention Centre are listed below, and may be purchased on site:
Walls: Painter's tape or ‘funk tak’
Floors: Poly-coated cloth tape or Gaffer’s tape.
(Vinyl, foam and packing tape are prohibited)

Alcohol drinking during Setup and Teardown
To minimize the risks of accidents, and unless otherwise agreed with the Vancouver Convention Centre, the Official caterer of the Convention Centre will not sell alcohol during the setup and teardown activities.

Animals
With the exception of assistance dogs, the client must not bring any animals into the Convention Centre without prior written authorization, nor allow any to be brought in.

Balloons and Confetti
The use of helium balloons must be preauthorized by the Show Manager. Charges apply for taking balloons down from the ceiling after your event. The use of confetti and sequins is prohibited.

Banners and Hanging Decor
This is an exclusive service provided by the Vancouver Convention Centre. Banners and hanging décor may only be suspended in select locations. Please contact the Vancouver Convention Centre via the online portal.

Common Areas
Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors and building emergency exits free from obstruction at all times.

Fire
Exhibitors must comply with the fire prevention rules. Please refer to the attached “Fire & Safety Regulations”.

Food Services
No outside food and/or beverage may be brought in the facility by the Show Manager, its exhibitors, participants or suppliers. For menu selection, please refer to the Exhibitor Catering Services 2016 Form located here.

Motorized Vehicles including Natural Gas
Vehicles are permitted in exhibit hall areas strictly for purposes of loading and unloading freight. Unless they represent an integral part of a display, vehicles may not remain parked in any area of Vancouver Convention Centre. Display vehicles must conform to Province and City fire codes as it pertains to fuel tanks and battery connections. Batteries on display must be disconnected, fuel tanks locked or duct taped closed and no more than a 10 gallons (38 litres) tank of gas is required. See the Motorized Vehicle Agreement for specifications.
Fire safety requirements are necessarily more stringent for facilities accommodating large numbers of people. Vehicles, because of the flammable nature of fuel tanks and their ability to obstruct exit ways, cannot safely remain in the high traffic areas. Vehicles or other equipment that
Shipping and Handling Tips

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here’s an example which you can customize to fit your requirements.

PRE-SHOW
1. Decide if you want to ship to the general contractor’s warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
   - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
   - Make sure that you obtain a copy of the signed bill of lading from your carrier. BRING A COPY WITH YOU TO SHOW SITE.
   - Make sure that freight is shipped “PREPAID” or security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any “exceptions” to delivery. (Exceptions are piece count discrepancy or damages).

SHOW SITE
1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
   - Place “empty” storage tags on ALL empty containers. You can get these at no cost from the general contractor.
   - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
   - Write your company name and booth number on the empty tags in BIG LETTERS!
   - Make sure to count the number of cartons for storage and develop your own empty container list.
   - Do not leave ANYTHING in empty containers.
3. ALWAYS make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
   - Ask for rates.
   - Ask for an anticipated shipping schedule.
   - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. DO NOT leave the bill of lading in the booth with materials that will be shipped.
Shipping and Handling Tips continued

3. ALWAYS make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
   • Ask for rates.
   • Ask for an anticipated shipping schedule.
   • Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. DO NOT leave the bill of lading in the booth with materials that will be shipped.
   • Have the customer service representative check your bill of lading to be sure all necessary information is completed.
   • Make sure you receive a copy of the bill of lading.

AFTER SHOW
1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!
Vancouver Convention Centre Shipping Label Template

Please find below a pre-addressed mailing label for the Vancouver Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the EVENT NAME and your EXHIBITOR COMPANY NAME.

Please note that every event at the Vancouver Convention Centre has an official move-in date. The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. We reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel

Send To: VANCOUVER CONVENTION CENTRE
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, British Columbia
Canada
V6C 3C1
Contact Guest Services (604) 647-7299

Contact Name: MR LARRY SCRIBNER Event Manager

Event Details: Event Name: CUTA’s 2016 Canadian Transit Show
Event Number: 34800
Event Date: NOVEMBER 8, 2016
Event Planner: Paulina Cadena

Booth Number:

Exhibitor Name & Phone Number:

Customs Brokers Details
Number of boxes:
Move-Out Procedures at the end of the Canadian Transit Show

After dismantling you must use the loading dock to move your material out.

Parking by the Convention Centre’s main entrance is prohibited.

Dollies are not allowed in the Vancouver Convention Centre.

Please note that any exhibitor who wishes to use a courier service (FedEx, UPS, Purolator, DHL, etc.) must complete the waybill HIMSELF with his account number and contact the courier to order his material pick-up.

After dismantling you must use the loading dock to move your material out.

Inbound and Outbound Deliveries/Loading Dock

Deliveries for the East building should be directed to the East truck route located at the foot of Howe where it meets Canada Place.

Vancouver Convention Centre
999 Canada Place, Vancouver, BC V6C3C1

FOR INFORMATION PLEASE CONTACT STRONCO

Closing of the Exhibition

Return of empty crates for re-crating. Exhibitor wraps up and labels his material.

Move-out of Material by:

Show Management
Material handling is done by Stronco.

The Exhibitor
The exhibitor handles his material himself to the loading dock.

OR
The exhibitor who has paid the handling fees please report to the Stronco Service Desk.

The exhibitor asks the loading dock master for an

The exhibitor drives to the loading dock and shows his coupon to the traffic attendant who gives him access to the loading dock.

Move-out of Material by Official Carrier

Once all material is ready and properly labeled, the exhibitor reports to the Stronco Service Desk.

At the end of the time period allowed for teardown and move-out of Trans-Expo, the official carrier of the event, Stronco, represented by Mike Farrell 905.270.6767, will automatically take charge of any remaining materials.

All storage and shipping fees will be charged to the exhibitor.

Recycling containers are located at the entrance of the room, in the service hallway. Please take away all garbage.

Thank you for your co-operation!
Printable Exhibitor Service Forms
**Event Information:**

**EVENT NAME:** CUTA FALL CONFERENCE AND TRANS-EXPO  
**EVENT LOCATION:** VANCOUVER CONVENTION CENTRE  
**EXHIBITING COMPANY NAME:**  
**DATE REQUIRED:**  
**TIME:**  
**DATE FINISHED:**  
**TIME:**

**Customer Information:**

**CONTACT ON SITE:**  
**Mobile Phone #:**

**QTY.** LARGE PLASMA & LCD DISPLAYS - Includes table-top base  
**DAILY RATE**  
**WEEKLY RATE**  
**TOTAL**  
32" LCD Display (16:9) VIDEO/XGA MONITOR $250.00  
* 40" LED Display (16:9) - Includes Speakers $350.00  
* 52" LED Display (16:9) - Includes Speakers $550.00  
* 60" LCD Display (16:9) - Includes Speakers $800.00  
* Use of Wall Mount Bracket for Freeman AV Display Monitors Above ONLY on request  
Dual Post Floor Stand 72" for Freeman AV Display Monitors Above ONLY $75.00  
Shelf for Dual Post Floor Stand above (for DVD or Laptop) $15.00  

**QTY.** VIDEO PLAYBACK - for use with displays listed above  
**DAILY RATE**  
**WEEKLY RATE**  
**TOTAL**  
Blu-Ray HD Player $150.00  
( ) DVD Player - NTSC or ( ) Multi-region DVD Player $65.00  

**QTY.** COMPUTERS (Desktop / Laptop) & Printers  
**DAILY RATE**  
**WEEKLY RATE**  
**TOTAL**  
Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9) $300.00  
Laptop - I7 2.3G W7 OFFICE2010 (16:9) $300.00  
24" LCD Display (16:9) WUXGA [No Audio Speakers] $90.00  
HP 4250+ Laserjet Printer $165.00  
Wireless Mouse $55.00  

**QTY.** SCREENS / PROJECTORS  
**DAILY RATE**  
**WEEKLY RATE**  
**TOTAL**  
Tripod Screen - ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84" or ( ) 96" x 96" $60.00  
Meeting Room LCD data/video projector (16:9) WXGA, 3700 lumens $350.00  
Exhibition Booth LCD data/video projector (16:9) 1080p, 5000 lumens $750.00  
Video cart with black skirting ( ) 42" or ( ) 48" $30.00  
Please call for rates on other screens, projectors, carts or rigging brackets on request  

**QTY.** AUDIO  
**DAILY RATE**  
**WEEKLY RATE**  
**TOTAL**  
Booth Audio System c/w one WIRED handheld mic, one mixer, two speakers on stands $270.00  
UHF wireless microphone ( ) handheld or ( ) headset or ( ) lavaliier $160.00  
Wired Mic [Shure SM58] $40.00  
Slim Lectern Microphone [Shure MX412C] $40.00  
Multi-disc CD Player $55.00  
PCTD $30.00  
Mixer - Mackie 1202 (4*XLR + 8*1/4") $60.00  
Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand $85.00  

**EQUIPMENT SUBTOTAL**  
^ + 5% of Equipment Subtotal required for Cabling/Consumables  
* BASIC INSTALLATION CHARGES includes delivery, install & dismantle $170.00  
ADDITIONAL LABOUR / DELIVERY CHARGES  
Goods & Services TAX (GST) 5%  
BC Provincial Sales TAX (PST) 7%  
TOTAL $CDN
ORDER FORM
AUDIO VISUAL EQUIPMENT - 2016

All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Copied from reverse side:

<table>
<thead>
<tr>
<th>EVENT #</th>
<th>34800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall / Room:</td>
<td></td>
</tr>
<tr>
<td>Booth Number:</td>
<td></td>
</tr>
<tr>
<td>TOTAL $CDN</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Information:** Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

Have you ever previously ordered AV with us here at Vancouver Convention Centre?

**COMPANY NAME:**

**BILLING ADDRESS:** Street

<table>
<thead>
<tr>
<th>City</th>
<th>Province / State</th>
<th>Postal / Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ORDERED BY:**

**EMAIL ADDRESS :**

**TELEPHONE #:** ( )

**FAX #:** ( )

Credit Card Number : ** PLEASE CALL US IN ORDER TO PROVIDE US WITH YOUR CREDIT CARD INFORMATION **

I hereby authorize Freeman AV or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

**ORDER COMMENTS / INSTRUCTIONS**

EMAIL scanned ORDER FORM TO: FreemanAV@vancouverconventioncentre.com

or FAX ORDER FORM TO: + 1 604 647 7232

Upon receipt of this Order Form, an Freeman AV representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

An additional charge of 5% of the equipment subtotal must be applied to account for cabling & consumable items.

* Large monitors require additional labour. Installation charges will be increased to minimum of $264.00 Additional Labour and/or delivery charges may also increase for multiple item orders or decrease for some single items.

RENTAL PERIOD.

Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Freeman AV. Rental charges apply to show days only and do not include installation one day prior.

Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

EXTENSION OF RENTAL

To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

GUARANTEES & RESPONSIBILITY LIMITATION

Freeman AV guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Freeman AV’s liability is limited to the amount of the Freeman AV contract. In no event shall Freeman AV be liable for special, indirect, or consequential damages.

WAGES

Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 6:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

OVERTIME

Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

FACILITY SERVICES AND CHARGES

Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

LIABILITY

The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Freeman AV personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Freeman AV personnel when use is completed.

CANCELLATION

In the event of cancellation of this contract, the customer shall pay Freeman AV 100% of the total contract price.
EVENT: CUTA FALL CONFERENCE AND TRANS-EXPO

BOOTH NUMBER: ____________________

COMPANY: ____________________  TELEPHONE: ____________________

CONTACT NAME: ____________________  FAX: ____________________

E-MAIL: ____________________

ADDRESS: ____________________

DELIVERY DATE: ____________________  DELIVERY TIME: ____________________

• The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
• Please use a separate order form for each day an order is required, then fax directly to the Exhibitor Services Department at 604-647-7325.
• A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call 604-689-8232 and ask the Catering Department for assistance.
• Please allow for a minimum of 10 business days to process booth delivery orders.
• Upon receipt of the order, a ‘Service Order Confirmation’ will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
• Any orders received within 3 business days prior to service are subject to 15% surcharge.
• On-site orders are subject to additional banquet labour charge of $140 per delivery.
• All beverage orders will be charged in full, regardless of consumption.
• Should any order be cancelled with less than 5 business days’ notice, the total amount of the order will be charged fully.
• All prices are quoted in Canadian funds, subject to 18% service charge, 7% PST on Rentals, and 5% GST.
• A designated banquet attendant can be arranged through the Catering Department, and the cost is $35.00/hour, minimum 4 hour shift.
• For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD:  To avoid delay in processing your order, please circle your exact selection.

_____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves ..............$ 48.00 / dozen
_____ x Carrot Squares, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars ..................$ 51.00 / dozen
_____ x Assorted House Made Cookies ..........................................................$ 48.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12) ......................................$ 14.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12) ....................$ 20.00 / guest
_____ x Individual Natural Yogurts (Min Qty 12) ..........................................................$ 2.25 each
_____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12) ..........................................................$ 7.00 / guest
_____ x Fresh Whole Fruit Basket (Min Qty 12) ..........................................................$ 3.25 / guest
_____ x Freshly Brewed Moja Certified Organic Coffee or Decaf (serves 10 cups) .......................$ 47.50 / airpot
_____ x Hot Water with Selection of Tea Bags (serves 10 cups) ..................................................$ 47.50 / airpot
_____ x 6 pack Bottled Orange or Grapefruit Juice (Single Servings) ...........................................$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings) ...............$ 27.00 / pack
_____ x 6 pack Bottled Water (Single Servings) ..............................................................................$ 27.00 / pack
_____ x Water Cooler/Equipment Rental (Does not include Water Jug) ......................................$ 25.00 /day
_____ x Water Jug 18 L (Does not include Equipment Rental) ....................................................$ 18.00 / each
_____ x Ice (One bin: 20 lbs) .................................................................................................$ 20.00 / bin

OTHERS:

_____ x Rental of black or white tablecloth in the size of 53”x53” or 90”x90” .........................$ 20.00 each
_____ x Rental of glass bowl for business cards ..........................................................$ 10.00 each
EXHIBITOR CATERING SERVICES 2016

DAILY ORDER FORM

EVENT:  

CUTA FALL CONFERENCE AND TRANS-EXPO

BOOTH NUMBER: ______________________

COMPANY: ______________________ TELEPHONE: ______________________

ADDRESS: ______________________ FAX: ______________________

_________________________ E-MAIL: ______________________

CONTACT NAME: ______________________

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

☐ American Express  ☐ Visa  ☐ MasterCard

TOTAL AMOUNT: ______________________

CARD NUMBER: ______________________

NAME OF CARDHOLDER: ______________________

EXPIRY DATE: ______________________

SIGNATURE OF CARDHOLDER: ______________________

All credit card charges will be processed in full prior to the Event. Any additional charges accrued will be charged post event.

Please fax this form to:

604-647-7325

www.vancouverconventioncentre.com
# ELECTRICAL SERVICES REQUEST 2016

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

## EVENT INFORMATION:

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>CUTA FALL CONFERENCE AND TRANS-EXPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT DATES:</td>
<td>NOVEMBER 8, 2016</td>
</tr>
</tbody>
</table>

## CUSTOMER INFORMATION:

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY ADDRESS:</td>
<td>Street  City  Province  Postal/Zip Code</td>
</tr>
<tr>
<td>CONTACT NAME:</td>
<td></td>
</tr>
<tr>
<td>PHONE #:</td>
<td></td>
</tr>
<tr>
<td>E-MAIL:</td>
<td></td>
</tr>
<tr>
<td>FAX #:</td>
<td></td>
</tr>
</tbody>
</table>

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A. REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST (pg. 2).

## BASIC POWER

*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.

<table>
<thead>
<tr>
<th>Quantity Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Late Rate</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(7 days prior to event move-in)</td>
<td>(under 7 days to event move-in)</td>
<td>(under 24h to event move-in)</td>
<td></td>
</tr>
<tr>
<td>750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)</td>
<td>@ $84.00</td>
<td>$100.00</td>
<td>$132.00 =</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)</td>
<td>@ $89.00</td>
<td>$105.00</td>
<td>$138.00 =</td>
<td></td>
</tr>
</tbody>
</table>

## ADDITIONAL ITEMS

(Does not include Labour or Power Supply)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Late Rate</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>POWER BAR WITH SURGE PROTECTION</td>
<td>@ $22.00</td>
<td>$28.00</td>
<td>$36.00 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 M (15 FT.) or 5 M (25 FT) EXTENSION CORD</td>
<td>@ $22.00</td>
<td>$28.00</td>
<td>$36.00 =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM (page 2).

FOR 60A AND ABOVE, A CAMLOK CONNECTION IS PROVIDED

<table>
<thead>
<tr>
<th>Quantity Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Late Rate</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(7 days prior to event move-in)</td>
<td>(under 7 days to event move-in)</td>
<td>(under 24h to event move-in)</td>
<td></td>
</tr>
<tr>
<td>20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $185.00</td>
<td>$202.00</td>
<td>$264.00 =</td>
<td></td>
</tr>
<tr>
<td>30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $202.00</td>
<td>$222.00</td>
<td>$292.00 =</td>
<td></td>
</tr>
<tr>
<td>60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $299.00</td>
<td>$356.00</td>
<td>$474.00 =</td>
<td></td>
</tr>
<tr>
<td>100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE</td>
<td>@ $540.00</td>
<td>$587.00</td>
<td>$770.00 =</td>
<td></td>
</tr>
</tbody>
</table>

## LABOUR

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN’S, INSPECTIONS AND SPECIFIED INSTALL TIMES

<table>
<thead>
<tr>
<th>LABOUR</th>
<th>Quantity Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Late Rate</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICIAN LABOUR (Weekday hourly rate)</td>
<td>@ $96.00</td>
<td>$96.00</td>
<td>$96.00 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)</td>
<td>@ $128.00</td>
<td>$128.00</td>
<td>$128.00 =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PAYMENT INFORMATION:

To fax form or for further inquiries: SUBTOTAL

Make Cheques Payable to: Call (604) 647-7206  Fax (604) 647-7325 5.00% GST #100432764 TOTAL

Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada

V6C 0C3

<table>
<thead>
<tr>
<th>Credit Card</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheque</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Express</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MasterCard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Wire Transfer</td>
<td>(Please inquire for additional details)</td>
<td></td>
</tr>
</tbody>
</table>

Print Name as it Appears on Card: Authorized Signature

Please visit us at www.vancouverconventioncentre.com to place your basic order online
EVENT INFORMATION:
EVENT NAME: CUTA FALL CONFERENCE AND TRANS-EXPO
EVENT DATES: NOVEMBER 8, 2016

CUSTOMER INFORMATION:
COMPANY NAME:

Please Note: ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.
PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

PLACE INSIDE THE GRID

For 10x10 20x20

For Booth Size 10x20 Only

PRODUCTION & COMMERCIAL POWER – Additional Information

PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)

TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL

PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH

QUOTE REQUEST (For 200A and Above or Overhead Power)

PLEASE INDICATE THE SERVICE REQUIRED
EVENT INFORMATION:

EVENT NAME:  CUTA FALL CONFERENCE AND TRANS-EXPO

EVENT DATES:  NOVEMBER 8, 2016

CUSTOMER INFORMATION:

COMPANY NAME:  ________________________________________________________________

COMPANY ADDRESS:  ____________________________________________________________

STREET  CITY  PROVINCE/STATE  POSTAL/ZIP CODE

CONTACT NAME:  ______________________________  TELEPHONE#:_____________________

EMAIL:  __________________________________________  FAX#: ________________________

Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.

EXHIBITOR WIFI:

A separate access code is required for each device. Access codes are not transferable from one device to another. This service will work throughout the Vancouver Convention Centre, no refunds will be given once wifi codes have been issued even if not used. For private networks or more bandwidth please call for more information 604-647-7206.

**Service up to 5Mbps**

<table>
<thead>
<tr>
<th>Number Required</th>
<th>Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day Service - First User</td>
<td>@ $140.00</td>
<td></td>
</tr>
<tr>
<td>1 Day Service - Additional User</td>
<td>@ $100.00 Each</td>
<td></td>
</tr>
<tr>
<td>2 Day Service - First User</td>
<td>@ $250.00</td>
<td></td>
</tr>
<tr>
<td>2 Day Service - Additional User</td>
<td>@ $100.00 Each</td>
<td></td>
</tr>
<tr>
<td>3 Day Service - First User</td>
<td>@ $295.00</td>
<td></td>
</tr>
<tr>
<td>3 Day Service - Additional User</td>
<td>@ $100.00 Each</td>
<td></td>
</tr>
<tr>
<td>4 Day Service - First User</td>
<td>@ $395.00</td>
<td></td>
</tr>
<tr>
<td>4 Day Service - Additional User</td>
<td>@ $100.00 Each</td>
<td></td>
</tr>
<tr>
<td>5 Day Service - First User</td>
<td>@ $495.00</td>
<td></td>
</tr>
<tr>
<td>5 Day Service - Additional User</td>
<td>@ $100.00 Each</td>
<td></td>
</tr>
</tbody>
</table>

**PRIVATE WIFI NETWORK (DHCP)**

SSID (NAME):  ______________________________

Password:  ________________________________  Character Minimum: 8

<table>
<thead>
<tr>
<th>Number Required</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Device</td>
<td>@ $1395.00</td>
<td>$1450.00</td>
<td>$1495.00</td>
<td></td>
</tr>
</tbody>
</table>

Additional Wireless Devices  @ $130.00  $140.00  $150.00

Each device accessing the internet must be counted

**WIRED INTERNET SHARED**

50Mbps (DHCP)

<table>
<thead>
<tr>
<th>Daily Rate</th>
<th>Conference Rate (3 Days)</th>
<th>Additional Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Device</td>
<td>First Device</td>
<td>First Device</td>
</tr>
<tr>
<td>@ $495.00</td>
<td>@ $1395.00</td>
<td>@ $130.00</td>
</tr>
</tbody>
</table>

Switch Rental – 5 or 8 Port  @ $75.00  $75.00  $75.00

Switch Rental – 12 or 16 Port  @ $125.00  $125.00  $125.00
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Number Required</th>
<th>First Device</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Enhanced – 20Mbps</td>
<td></td>
<td></td>
<td>$1595.00</td>
<td>$1695.00</td>
<td>$1895.00</td>
<td></td>
</tr>
<tr>
<td>1 IP Address, Dedicated Bandwidth Daily Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Enhanced – 20Mbps</td>
<td></td>
<td></td>
<td>$4495.00</td>
<td>$4695.00</td>
<td>$4995.00</td>
<td></td>
</tr>
<tr>
<td>1 IP Address, Dedicated Bandwidth Conference Rate (3 Days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Enhanced – 100Mbps</td>
<td></td>
<td></td>
<td>$10995.00</td>
<td>$11995.00</td>
<td>$12995.00</td>
<td></td>
</tr>
<tr>
<td>1 IP Address, Dedicated Bandwidth Conference Rate (3 Days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Enhanced:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each Additional Location</td>
<td>@</td>
<td>$595.00</td>
<td>$625.00</td>
<td>$775.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each Additional Device</td>
<td>@</td>
<td>$130.00</td>
<td>$140.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each Additional IP Address</td>
<td>@</td>
<td>$130.00</td>
<td>$140.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switch rental – 5 or 8 Port</td>
<td>@</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switch rental – 12 or 16 Port</td>
<td>@</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VOICE CONNECTIVITY**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Number Required</th>
<th>First Device</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Telephone</td>
<td>@</td>
<td>$295.00</td>
<td>$335.00</td>
<td>$395.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP Polycom Set Rental (Per Day)</td>
<td>@</td>
<td>$110.00</td>
<td>$115.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Line – Equipment Not Included</td>
<td>@</td>
<td>$295.00</td>
<td>$335.00</td>
<td>$395.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POS Line – Equipment Not Included</td>
<td>@</td>
<td>$295.00</td>
<td>$335.00</td>
<td>$395.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check type of POS connection required [ ] Analog Phone Line [ ] Wired Internet (Ethernet)

**DIGITAL SIGNAGE**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Number Required</th>
<th>First Device</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>On-Site Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Wall – 9 Screen Matrix</td>
<td>@</td>
<td>$700.00</td>
<td>$800.00</td>
<td>$1000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Building Main Entrance, 15 Sec. Spot/Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Entrance Package</td>
<td>@</td>
<td>$1600.00</td>
<td>$1700.00</td>
<td>$1900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Entrances, 15 Sec. Spot/Day</td>
<td>@</td>
<td>$995.00</td>
<td>$1195.00</td>
<td>$1495.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Signs – advertising per screen</td>
<td>@</td>
<td>$550.00</td>
<td>$650.00</td>
<td>$795.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Digital Sign Rental</td>
<td>@</td>
<td>$900.00</td>
<td>$1000.00</td>
<td>$1200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47” – 52” Rate Per Day</td>
<td>@</td>
<td>$1200.00</td>
<td>$1400.00</td>
<td>$1500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Information:**

Make cheques payable to:

**Vancouver Convention Centre**

1055 Canada Place

Vancouver, B.C. Canada

V6C 0C3

To fax your form or for further enquiries:

Call (604) 647-7206

Fax (604) 647-7325

Payment method:

- Cash
- Cheque
- Visa
- MasterCard
- American Express
- Bank Wire Transfer - please inquire for additional details

**SUB TOTAL**

5% GST #100432764

7% PST #1001-0174

**TOTAL**

**CANADIAN**

Credit Card Number: ___________________________ Expiry Date: __________________

Print Name as it Appears on Card: ___________________________

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: ___________________________

Print Name and Title of Authorized Representative

Please visit us at [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com) to place orders on line.
TERMS & CONDITIONS

1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.

2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.

3. Conditions for processing service order forms:
   a) Payment for service must accompany service orders.
   b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.

4. Credit will not be given for service installed, including codes issued for wifi, and not used.

5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.

6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.

7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.

8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.

9. Customer shall not and shall not permit any of its users or other third parties to:
   a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
   b) restrict or inhibit any other user from using and enjoying the Internet;
   c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
   d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
   e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
   f) abuse or fraudulently use the Internet in any way not specifically set forth above.

10. Limitation of Liability
   a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
   b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
   c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
   d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre or its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
   e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
   f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
      i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
      ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
      iii) restriction or inhibition imposed by a third party;
      iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
      v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
      vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
      vii) infringement of patents or other proprietary rights; or
      viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.

Please visit us at www.vancouverconventioncentre.com to place orders on line
**EVENT NAME:** CUTA FALL CONFERENCE AND TRANS-EXPO  
**BOOTH NUMBERS:** 

**EVENT DATES:** NOVEMBER 8, 2016

**METHOD OF SHIPPING:**

**CUSTOMER INFORMATION:** DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>COMPANY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME:</th>
<th>TELEPHONE #:</th>
<th>FAX #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(            )</td>
<td>(      )</td>
</tr>
</tbody>
</table>

**PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET-- CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.**

**21 days prior with payment $595.00 Canadian**

| 25lbs & under & do not exceed 8 linear feet | X | 5.00% GST (#100432764) | 7.00% PST (#1001-0174) | = $ |

<table>
<thead>
<tr>
<th>COST PER BANNER</th>
<th># OF BANNERS</th>
<th>SUB TOTAL</th>
<th>TOTAL CANADIAN</th>
</tr>
</thead>
</table>

**20 days prior with payment $745.00 Canadian**

| 25lbs & under & do not exceed 8 linear feet | X | 5.00% GST (#100432764) | 7.00% PST (#1001-0174) | = $ |

<table>
<thead>
<tr>
<th>COST PER BANNER</th>
<th># OF BANNERS</th>
<th>SUB TOTAL</th>
<th>TOTAL CANADIAN</th>
</tr>
</thead>
</table>

**PAYMENT INFORMATION:** Advance orders with payment are 21 days prior to event move-in date. To fax your form or for further inquiries, call (604) 647-7206.

**Make cheques payable to:** VANCOUVER CONVENTION CENTRE, 1055 CANADA PLACE, VANCOUVER, BC CANADA, V6C 0C3. All orders must be accompanied by payment. Make all payments in Canadian Funds. Call (604) 647-7206 or fax (604) 647-7325.

<table>
<thead>
<tr>
<th>Cash</th>
<th>Cheque</th>
<th>Visa</th>
<th>MasterCard</th>
<th>American Express</th>
<th>Bank Wire Transfer (Please inquire for additional details)</th>
</tr>
</thead>
</table>

**Credit Card Number:** Expiry Date: 

Print Name as it Appears on Card: I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: ___________________________  
**Print Name and Title of Authorized Representative:** 

www.vancouverconventioncentre.com
SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2016

Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT INFORMATION:

EVENT NAME: CUTA FALL CONFERENCE AND TRANS-EXPO

EVENT DATES: NOVEMBER 8, 2016

DIAGRAM REQUIRED – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

PLEASE NOTE:
Sign/Banners must arrive at Vancouver Convention Centre 2 business days prior to event move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

<table>
<thead>
<tr>
<th>BOOTH SIZE</th>
<th>BANNER MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANNER LENGTH</th>
<th># OF SIGNS/BANNERS TO BE HUNG</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANNER PLACEMENT (ie: centred to table):</th>
<th>BANNER HEIGHT FROM GROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTALL DATE &amp; TIME</th>
<th>DISMANTLE DATE &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON OCTOBER 14, 2016

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 2 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON NOVEMBER 4, 2016

SHIPPING INSTRUCTIONS:
All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: ________________ Booth # _____
c/o Vancouver Convention Centre
With full mailing address to either the East or the West Building dependent on where your event is scheduled to take place.
# Booth Vacuuming & Shampooing Request 2016

This form is your official invoice – please keep a copy for your records.

All orders must be accompanied by payment.

All prices subject to applicable taxes.

All prices subject to change without notice.

## Event Information:

**Event Name:** CUTA Fall Conference and Trans-Expo

**Event Dates:** November 8, 2016

**Booth Number:**

---

## Customer Information:

**Company Name:**

**Company Address:**

**Street**

**City**

**Province/State**

**Postal/Zip Code**

**Contact Name:**

**Telephone #:** ( )

**Fax #:** ( )

**E-Mail:**

---

## Booth Carpet Vacuuming – Exhibit Booths 200 SQ. FT. (10’ X 20’) or Under

<table>
<thead>
<tr>
<th>NUMBER OF DAYS</th>
<th>UNIT AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Discount Rate UP to 7 Days Prior to Event Move-In.**
  
  X $23.00 =

- **Standard Rate Under 7 Days Prior to Event Move-In.**
  
  X $31.00 =

## Booth Carpet Vacuuming – Exhibit Booths Over 200 SQ. FT.

<table>
<thead>
<tr>
<th>TOTAL Square Feet</th>
<th>NUMBER OF DAYS</th>
<th>UNIT AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Discount Rate UP to 7 Days Prior to Event Move-In.**
  
  X X $0.21 =

- **Standard Rate Under 7 Days Prior to Event Move-In.**
  
  X X $0.28 =

## Booth Carpet Shampooing

<table>
<thead>
<tr>
<th>TOTAL Square Feet</th>
<th>NUMBER OF DAYS</th>
<th>UNIT AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Discount Rate UP to 7 Days Prior to Event Move-In.**
  
  MINIMUM $36.00 PER BOOTH/SHAMPOO

  X X $0.27 =

- **Standard Rate Under 7 Days Prior to Event Move-In.**
  
  MINIMUM $42.00 PER BOOTH/SHAMPOO

  X X $0.32 =

## Payment Information:

Make Cheques Payable to: Vancouver Convention Centre

1055 Canada Place

Vancouver, B.C. Canada V6C 0C3

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
<th>SUB TOTAL</th>
<th>TOTAL CANADIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Cash**
- **Cheque**
- **Money Order**
- **Visa**
- **MasterCard**
- **American Express**
- **Bank Wire Transfer** (Please inquire for additional details)

**Credit Card Number:**

**Print Name as it Appears on Card:**

**Expiry Date:**

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

**Authorized Signature:**

**Print Name and Title of Authorized Representative:**

---

Please visit our website [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com) to place your order online.