23RD WORLD CONGRESS OF DERMATOLOGY

ORDER FORMS

VANCOUVER, CANADA | JUNE 8–13, 2015

www.derm2015.org

Presented under the auspices of the
International League of Dermatological Societies

A GLOBAL CELEBRATION *of* DERMATOLOGY

MOVE - IN SCHEDULE

- Saturday, June 6th - 8:00am
- Saturday, June 6th - 12:00pm
- Saturday, June 6th - 4:00pm
- Sunday, June 7th - 8:00am
- Monday, June 8th - 8:00am

COPYRIGHT © 2010 Global Experience Specialists.

All Rights Reserved. No part of this publication may be reproduced, stored in any retrieval system, or transmitted in any form or by any means - electronic, mechanical, photocopying, recording, or otherwise - without the express written consent of Global Experience Specialists

Every effort has been made to insure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities, or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

GES

23rd World Congress of Dermatology

June 8-13, 2015

Vancouver Convention Centre - West

Hall A-B-C

N
W E
S

Confidential Property Of
Global Experience Specialists

File: WCD15_08_25_14.dwg
Layout: Clean1
Plotted: August 28, 2014, 12:05:10 PM
By: Kozlow, Mikolaj

GES Global Experience Specialists℠

Accelerate your experience with Expresso exhibit planning, ordering and management.

Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- Booth furniture.
- Carpet and flooring.
- Material handling.
- Booth labour.
- And much more.

©2012 Global Experience Specialists, Inc. (GES)

Expresso is more than just an online exhibitor manual. Exhibitors can:

- Order exhibit products and services.
- Print shipping labels.
- View important show and event information.
- Download the show schedule into Outlook or iCalendar.
- View account order status and history.

Experience a difference with Expresso.

- Each show has their own custom website.
- Runs on all browsers for PCs, Macs and tablets.
- Everything in one place; all organizer and show information, ordering and even third party forms.
- Keeps you on-time and on-budget.

©2012 Global Experience Specialists, Inc. (GES)

PAYMENT POLICY INFORMATION SHEET

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	World Congress of Dermatology	DISCOUNT PRICE DEADLINE DATE:	Friday, May 15, 2015
SHOW DATE:	June 9 - 12, 2015		

Discount Pricing:

To qualify for **Discount Pricing**, orders must be received ***with payment in full on or before the deadline date*** . Late orders will be charged the **Regular Price**. Orders without payment cannot be processed until payment is received and may be charged the **Regular Price.**

Method of Payment:

GES accepts American Express, MasterCard, Visa, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a $25.00 fee for returned NSF cheques.**

Bank Wire Transfer Information:

To properly credit your account, please complete the **BANK WIRE TRANSFER FORM, available upon request,** and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

NOTE: There is a minimum $20.00 Service Charge (North America) & $40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes wire transfers.

PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without a company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

Arrangements can be made for an exhibit house of other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM.**

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to invoice(s) ***will not be made after the close of the show.*** Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.
EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELASE OF GOODS FROM THE SHOW FLOOR

GES Global Experience Specialists

ORDER FORM RECAP

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	World Congress of Dermatology	DISCOUNT PRICE DEADLINE DATE:	Friday, May 15, 2015
SHOW DATE:	June 9 - 12, 2015		

TO: GES VANCOUVER
FAX: 778-452-6221
EMAIL: vancouvercustomerservice@ges.com
DATE: _____
FROM: _____
COMPANY: _____
PHONE: _____
EMAIL: _____
SHOW NAME: _____
BOOTH #: _____

To help us ensure we have received your entire order and we have the correct totals, check off those forms you are sending us and complete value section for each form

	GES ORDER FORM (s)	Pg. Total
	Credit Card Authorization	
	Third Party Billing	
	Furnishings	
	Speciality Furnishings	
	Carpet & Underpad	
	GEM Exhibit Rentals	
	GEM Exhibit Accessories	
	Graphics	
	Plants	
	Installation & Dismantle Services	
	Material Handling	
	GES Logistics / GES Customs	

Please call to confrim reciept of your order.

To receive Discount Pricing send your order in by the Discount Price Deadline Date noted above.

THANK YOU FROM GES

GES Global Experience Specialists

CREDIT CARD AUTHORIZATION FORM

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

IMPORTANT - READ CAREFULLY

PLEASE FILL OUT THE CREDIT CARED AUTHORIZATION BELOW IF:

- **Paying by Credit Card for any service.**
- **Payment is being forwarded to GES in the form of a cheque.**
- **There is any possibility that additional service(s) will be ordered on-site.**
- **Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.**

PLEASE COMPLETE THE FOLLOWING

☐ **VISA** ☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ***EXPIRY DATE:*** ☐

TYPE OF CARD ☐ **PERSONAL** ☐ **CORPORATE**

CARD # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ **PROV/STATE:** _____ **CODE/ZIP:** _____

TELEPHONE: _____ **FAX:** _____

This authorization allows GES to charge any fees outstanding after show closing to this credit card.

(including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____

Signature **Print Name & Title** **Date**

GES Global Experience Specialists

THIRD PARTY BILLING AUTHORIZATION FORM

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	World Congress of Dermatology	DISCOUNT PRICE DEADLINE DATE:	Friday, May 15, 2015
SHOW DATE:	June 9 - 12, 2015		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

IMPORTANT - READ CAREFULLY

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.
Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company's credit card.

Exhibiting Company

Name of Exhibiting Company | Phone# | Fax #

Address | City | Prov / State | Code / Zip

Authorized Name (Print) | Authorized Signature

CREDIT CARD AUTHORIZATION

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD *EXPIRY DATE:*

TYPE OF CARD ☐ PERSONAL ☐ CORPORATE

CARD # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER'S NAME (PRINT):

CARDHOLDER'S SIGNATURE:

Third Party / Exhibit House

Name of Third Party / Exhibit House | Phone# | Fax #

Address | City | Prov / State | Code / Zip

Authorized Name (Print) | Authorized Signature

CREDIT CARD AUTHORIZATION

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD *EXPIRY DATE:*

TYPE OF CARD ☐ PERSONAL ☐ CORPORATE

CARD # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER'S NAME (PRINT):

CARDHOLDER'S SIGNATURE:

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY / EXHIBIT HOUSE EXCEPT FOR THE FOLLOWING:

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES

Signature | Print Name & Title | Date

GES Global Experience Specialists

ELECTRONIC FUNDS / WIRE TRANSFER SHEET

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

Please return confirmation by fax that this wire transfer has been sent to:

Magda Roithmeier

Accounts Receivable

GES

Phone: 905-283-0574 or

Fax: 905-283-0501 or

Email: ar@ges.com

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ Event Name: _____

GES BANK INFORMATION

If you are sending Canadian Dollars

PLEASE INCLUDE ALL THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Account Name: GES Exposition Services (Canada) Limited

Bank Name: Canadian Imperial Bank of Commerce

Address: 939 Lawrence Avenue E.
North York, Ontario Canada
M2C 1P9

Swift Code: CIBCCATT **Account #:** 73-07616

Beneficiary's Bank: //CC001000132

Routing / BIC / NCC/ BSC or ABA Number: 026009593

Invoice Amount: _____ **Date of Transfer:** _____

Min. Bank Charge: **$20.00 (North American / $40.00 (International)**

Total: _____

If you are sending American Dollars

PLEASE INCLUDE ALL THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Account Name: GES Exposition Services (Canada) Limited

Bank Name: Canadian Imperial Bank of Commerce

Address: 939 Lawrence Avenue E.
North York, Ontario Canada
M2C 1P9

Swift Code: CIBCCATT

Beneficiary's Bank: //CC001000132 **Account #:** 0267015

Routing / BIC / NCC/ BSC or ABA Number: 026009593

Invoice Amount: _____ **Date of Transfer:** _____

Min. Bank Charge: **$20.00 (North American / $40.00 (International)**

Total: _____

Please Note: **Ensure transfer is made a minimum of 10 days prior to the show move in date.**
***Minimum Bank Charges as shown above, reflect GES's bank charges only.**
Any additional Wire Transfer and EFT fees are the exhibitors responsibility.

ELECTRONIC FUNDS / WIRE TRANSFERS ARE NOT ACCEPTABLE FOR ONSITE ORDERS

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

World Congress of Dermatology
June 7 - 9, 2015

Exhibitors are to notify GES (the official general services contractor) of any outside service which is not supplied by the official general services contractor (GES). This includes any installation and dismantling companies, production and promotion companies, or any person or company providing direct services to an exhibitor while on-site.

1. Exhibitors who choose to use an EAC must complete and sign this form. It must be sent to GES no later than the **Deadline Date – May 1, 2015**
2. All Exhibitor Appointed Contractors must provide GES with a current certificate of insurance by **May 1, 2015**
3. Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from GES. The EAC will be able to provide supervision only.

(Please also refer to the Labour Information page in the Exhibit Service Kit regarding Canadian Labour Law)

NOTIFICATION DEADLINE DATE – May 1, 2015

Exhibiting Company: _____ Booth #_____

Authorized Name & Title: _____

☐ Yes – We will employ the services of (name of EAC): _____

☐ Certificate of Insurance Attached

☐ Certificate of Insurance to Follow

Full Name of EAC: _____

Complete Address: _____

City, Province/State: _____Postal/Zip Code_____

Phone Number: _____

Fax Number: _____

EAC "Show Site" Representative: _____

Type of Service to be performed: _____

Return this form to:
GES c/o Global Congress of Minimally
Invasive Gynecology
Exhibitor Services Department
Unit #4 - 7978 N. Fraser Way,
Burnaby, Britsh Columbia, V5J 0C7
Ph: (778) 452-6220
Fax: (778) 452-6221

ACORD 1. **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YY) 01/01/14

PRODUCER

ABC Insurance Agency **Fax: (212) 555-6100**
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

INSURED 2.

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

COVERAGES

3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ ____ ☐ ____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/14	01/01/15	EACH OCCURENCE FIRE DAMAGE (Any one fire MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 50,000 $ 5,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ ____ ☐ ____	SKLS-029499S	01/01/14	01/01/15	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: $ $	$
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/14	01/01/15	EACH OCCURENCE AGGREGATE	$1,000,000 $1,000,000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/14	01/01/15	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	OTHER				**Each Occurrence & Aggregate**	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

5. Global Experience Specialists, Inc. (GES) (Official Service Provider), ABS East (Show Management), Fontainebleau Miami Beach Facility), and ABS East (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 21 - 23, 2014 at city of Miami Beach.

CERTIFICATE HOLDER X **ADDITIONAL INSURED; INSURER LETTER: X** **CANCELLATION**

6. Global Experience Specialists, Inc. (GES)
Exhibitor Services Departement
Units #4 - 7978 North Fraser Way
Burnaby, British Columbia V5J 0C7
Ph: (778) 452-6220
Fax: (778) 452-6221

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE 10.

SAMPLE COPY

1. PRODUCER: Insurance Agent / Broker who issues certificate
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), ABS East (Show Management), AB East (Show) and Fontainebleau Miami Beach (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

072314

GES Global Experience Specialists

furnishings

Grey Fabric Side Chair

Grey Fabric Counter Stool

Grey Fabric Arm Chair

Steno Chair

30" Round / 30" High Pedestal Table

30" Round / 18" High Coffee Table

4', 6', OR 8' Long Raised Draped Table with White Vinyl Top

4', 6', OR 8' Long Draped Table with White Vinyl Top

GES Global Experience Specialists

furnishings

Coat Tree

22" X 28"
Chrome Sign Holder
(sign extra)

Easel

Gold Ballot Drum

Plexi Pocket

40" w x 20" d x 36" h
White Counter Storage Unit

Bag Holder 41"H

Stanchions

Plastic
Wastebasket

FURNISHINGS ORDER FORM

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	World Congress of Dermatology	DISCOUNT PRICE DEADLINE DATE:	Friday, May 15, 2015
SHOW DATE:	June 9 - 12, 2015		

EXHBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

FURNISHINGS

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	GREY FABRIC SIDE CHAIR	$99.00	$149.00	
	GREY FABRIC COUNTER STOOL	$149.00	$223.00	
	GREY FABRIC ARM CHAIR	$125.00	$187.00	
	STENO CHAIR C/W ARMS	$188.00	$281.00	
	COFFEE TABLE 18" HIGH ROUND	$140.00	$209.00	
	STARBASE TABLE 30" ROUND 30" HIGH	$150.00	$225.00	
	COCKTAIL TABLE 30" ROUND 40" HIGH	$190.00	$285.00	
	COAT TREE	$75.00	$113.00	
	22" X 28" CHROME SIGN HOLDER (SIGN EXTRA)	$90.00	$135.00	
	EASEL	$50.00	$74.00	
	SMALL GOLD BALLOT DRUM	$107.00	$160.00	
	WHITE COUNTER STORAGE 40" HIGH	$350.00	$524.00	
	BAG HOLDER 40" HIGH	$90.00	$135.00	
	1 PAIR OF STANCHIONS	$78.00	$117.00	
	ADDITIONAL STANCHIONS	$39.00	$59.00	
	DISPOSABLE WASTE BASKET	$27.00	$41.00	
	BASEPLATE & 8 FT H POLE	$26.00	$38.00	
	6FT - 10 FT CROSSBAR	$18.00	$27.00	
	CLIPROD	$15.00	$23.00	

SKIRTED TABLES 30" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE ☐ RED ☐ GREEN ☐ BURGUNDY

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 FT LONG X 2 FT WIDE	$149.00	$223.00	
	6 FT LONG X 2 FT WIDE	$171.00	$257.00	
	8 FT LONG X 2 FT WIDE	$195.00	$293.00	
	SKIRTED FOURTH SIDE	$50.00	$74.00	

SKIRTED COUNTER 42" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 FT LONG X 2 FT WIDE	$179.00	$268.00	
	6 FT LONG X 2 FT WIDE	$201.00	$302.00	
	8 FT LONG X 2 FT WIDE	$225.00	$338.00	
	SKIRTED FOURTH SIDE	$50.00	$74.00	

NON SKIRTED 30" HIGH TABLES (VINYL ONLY)

	☐ 4FT ☐ 6FT ☐ 8FT	$99.00	$149.00	

NON SKIRTED 42" HIGH TABLES (VINYL ONLY)

	☐ 4FT ☐ 6FT ☐ 8FT	$125.00	$187.00	

CUSTOM BOOTH DRAPING

☐ BLACK ☐ BLUE ☐ WHITE ☐ RED ☐ GREEN

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	3' HIGH (PER LINEAR FOOT)	$18.00	$27.00	
	8' HIGH (PER LINEAR FOOT)	$24.00	$36.00	

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN GEM RENTAL EXHBITS OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSTOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	

INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET

_____ SIGNATURE

_____ DATE

GES Global Experience Specialists

specialty furniture

Black Ladder Stool

Equino White Stool

Wire Back Chrome Stool

Black Leather Stool

Black Zebrano Stool

Black Corbusier Leather Chair

Black Corbusier Leather Loveseat

24" Square Chrome/White Cocktail Table

30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top

White Sculpted Leather Chair

White Sculpted Leather Loveseat

Black Leather Square Back Tub Chair

GES Global Experience Specialists

specialty furniture

42" Round
Black Meeting Table

Grey Leather Ripple
Sled Base Meeting Chair

Black Leather Ripple
Sled Base Meeting Chair

Bar Fridge

Literature
Stand

Mahogany Coffee Table

Mahogany End Table

24" Round End Table
White Top

24" Round End Table
Black Top

32" Round Coffee Table
Black Top

32" Round Coffee Table
White Top

39" Round Coffee Table
White Top

39"Round Coffee Table
Black Top

SPECIALITY FURNISHINGS ORDER FORM

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	BLACK LADDER STOOL (CLOTH SEAT)	$224.00	$335.00	
	BLACK LADDER STOOL	$224.00	$335.00	
	EQUINO WHITE STOOL	$224.00	$335.00	
	WIRE BACK CHROME STOOL	$234.00	$351.00	
	BLACK DIAMOND BACK STOOL	$234.00	$351.00	
	BLACK CORBUSIER LEATHER CHAIR	$380.00	$569.00	
	BLACK CORBUSIER LEATHER LOVESEAT	$497.00	$745.00	
	WHITE SCULPED LEATHER CHAIR	$327.00	$491.00	
	WHITE SCULPED LEATHER LOVESEAT	$437.00	$655.00	
	BLACK LEATHER SQ. BACK TUB CHAIR	$320.00	$479.00	
	WHITE LEATHER SQ. BACK TUB CHAIR	$320.00	$479.00	
	BLACK LEATHER RND. BACK TUB CHAIR	$297.00	$446.00	
	WHITE LEATHER RND. BACK TUB CHAIR	$297.00	$446.00	
	BLACK RIPPLE SLED BASE MEETING CHAIR	$327.00	$491.00	

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	CHROME/WHITE COCKTAIL TABLE (24" SQUARE TOP, 42" HIGH)	$224.00	$335.00	
	ROUND CRUISER TABLE (BLACK 30" DIA, 42" HIGH)	$209.00	$313.00	
	42" BLACK MEETING TABLE (ROUND)	$207.00	$311.00	
	BLACK ROUND COFFEE TABLE (32" DIAMETER)	$197.00	$295.00	
	BLACK ROUND COFFEE TABLE (39" DIAMETER)	$197.00	$295.00	
	WHITE ROUND COFFEE TABLE (32" DIAMETER)	$173.00	$259.00	
	BLACK ROUND END TABLE (24" DIAMETER)	$173.00	$259.00	
	WHITE ROUND END TABLE (24" DIAMETER)	$173.00	$259.00	
	MAHOGANY COFFEE TABLE (24" X 48")	$188.00	$281.00	
	MAHOGANY END TABLE (24" X 24")	$162.00	$243.00	
	LITERATURE STAND - SINGLE SIDED	$117.00	$176.00	
	LITERATURE STAND - DOUBLE SIDED	$249.00	$374.00	
	BAR FRIDGE	$276.00	$414.00	
	NOTE - 3 SEATER SOFA AVAILABLE UPON REQUEST			

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN GEM RENTAL EXHBITS OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

_____ **SIGNATURE**

_____ **DATE**

CARPET ORDER FORM

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL

(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

BOOTH CARPET - STANDARD SIZE

NOTE: EXHIBITORS ORDERING MULTIPLE PIECES OF CARPET IN THIS SECTION MAY NOT RECEIVE THE SAME DYELOT

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	3M X 3M SINGLE BOOTH	$199.00	$298.00	
	3M X 6M DOUBLE BOOTH	$398.00	$596.00	
	3M X 9M INLINE BOOTH (STRAIGHT LINE)	$596.00	$894.00	

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED ☐ GREEN

BOOTH CARPET - CUSTOM SIZE

IF YOUR BOOTH REQUIRES A SIZE NOT LISTED ABOVE, PLEASE COMPLETE THIS SECTION.

BOOTH SIZE: _____M. X _____M. = _____SQ. M.	$43.35	$65.03	

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED ☐ GREEN

UNDERPADDING - PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

BOOTH SIZE: _____M. X _____M. = _____SQ. M.	$19.17	$28.76	

PROTECTIVE PLASTIC COVERING - PRICE PER SQ. FT. INSTALLED (STANDARD SIZES ONLY) - PRICING IS FOR INSTALLATION ONLY. EXHIBITOR IS RESPONSIBLE FOR REMOVAL.

BOOTH SIZE: _____M. X _____M. = _____SQ. M.	$15.85	$23.77	

PLEASE SELECT ONE FOR STANDARD OR CUSTOM SIZE CARPETS

IF ORDERING ELECTICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

☐ **YES** ☐ **NO**

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- NO REFUNDS/EXCHANGES ON CARPETS ONCE DELIVERED.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU. CARPET COLOUR SUBJECT TO AVAILABILITY

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	

INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

PLANT ORDER FORM

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

Create a Lasting Impression!

QTY	DESCRIPTION	DISCOUNT	REGULAR	TOTAL
GREEN FLOOR PLANTS				
	2 FT. TO 5 FT. TALL	$87.00	$131.00	
	6 FT. TO 8 FT. TALL	$146.00	$218.00	
	9 FT. TO 10 FT. TALL (Indoor Tree)	CALL FOR QUOTE		
GREEN TABLE PLANTS				
	BOSTON FERN	$75.00	$113.00	
	TABLE PLANT - 10"	$69.00	$104.00	
	MUMS	$50.00	$74.00	
FLOWERING PLANTS & SPECIAL REQUESTS				
	STANDARD FRESH FLOWERS	CALL FOR QUOTE		
	PREMIUM FRESH FLOWERS			
	EXOTIC ARRANGEMENT			

PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please List below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on avaliability and price. If nothing listed, GES will provide an arrangement based on show location and time of year.

_____

_____

TERMS AND CONDITIONS

ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW. NO REFUNDS, EXCHANGES OR CANCELLATIONS ON SITE.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.

ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

GES Global Experience Specialists℠

Customized Rental Exhibits

Our Creative Exhibit Team will design a cost-effective, turnkey exhibit that will

- Exceed your expectations
- Highlight your brand
- Attract positive attention
- Stay within your budget

Your successful Tradeshow is just a phone call or click away...

Dan Warcup
- *778.452.6226*
- *dwarcup@ges.com*

20' x 20' island

10' x 20' inline

20' x 30' island

10' x 20' corner

GES Global Experience Specialists

standard exhibit rentals

10' x 10'

GEM Model #1 - 10'x10' Corner

GEM Model #2 - 10'x10' Corner

GEM Model #3 - 10'x10'

GEM Model #4 - 10'x10'

GEM Model #5 - 10'x10'

3 Easy Steps

1. Select the model number that suits your needs
2. Choose carpet and panel colours on the GEM Exhibit Rental order form
3. Complete & send order form

Grey indicates standard header sign(s)

GES Global Experience Specialists

standard exhibit rentals

10' x 20'

GEM Model #6 - 10'x20'

GEM Model #7 - 10'x20'

GEM Model #8 - 10'x20'

GEM Model #9 - 10'x20'

GEM Model #10 - 10'x20' Corner

3 Easy Steps

1. Select the model number that suits your needs
2. Choose carpet and panel colours on the GEM Exhibit Rental order form
3. Complete & send order form

Grey indicates standard header sign(s)

GEM RENTAL EXHIBIT ORDER FORM

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

MODEL NUMBER	DISCOUNT PRICE	REGULAR PRICE	MODEL NUMBER	DISCOUNT PRICE	REGULAR PRICE
Model #1 - 3MX3M Corner	$1,721.00	$2,581.00	**Model #6 - 3Mx6M Inline**	$3,284.00	$4,925.00
Model #2 - 3Mx3M Corner	$1,788.00	$2,682.00	**Model #7 - 3Mx6M Inline**	$4,352.00	$6,527.00
Model #3 - 3Mx3M Inline	$1,971.00	$2,957.00	**Model #8 - 3Mx6M Inline**	$3,518.00	$5,276.00
Model #4 - 3Mx3M Inline	$2,343.00	$3,515.00	**Model #9 - 3Mx6M Inline**	$4,029.00	$6,044.00
Model #5 - 3Mx3M Inline	$2,423.00	$3,634.00	**Model 10-3Mx6M Corner**	$4,886.00	$7,328.00

Package Includes : Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

PACKAGE DOES *NOT* INCLUDE: Cleaning, Light Fixtures or Electrical Outlets

PLEASE COMPLETE THE FOLLOWING: **Model Number** ☐ *Upgrade options available. Contact Exhibitor Services.*

FONT COLOUR	☐ BLACK		
INFILL PANEL COLOUR:	☐ BLACK	☐ GREY	☐ WHITE
CARPET COLOUR:	☐ BLACK	☐ GREY	☐ BLUE

MODELS 1, 2, 3, 4, 5, 6, 8 OR 9 IDENTIFICATION SIGN TO READ:_____

MODELS 7 OR 10 IDENTIFICATION SIGN TO READ: LEFT:_____RIGHT:_____

INDICATE DATE & TIME FOR ARRIVAL:_____

☐ CUSTOM HEADER TO BE ADDED ***CUSTOM HEADER SIGNS/LOGOS WILL BE CHARGED $100.00 EXTRA PER SIGN IF ORDERED AFTER DEADLINE DATE***

TERMS AND CONDITIONS

PAYMENT MAY BE MADE BY CHEQUE UP TO TWO WEEKS PRIOR TO THE 1ST DAY OF MOVE IN.

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN PROPERTY OF GES.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN GEM RENTAL EXHIBITS OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

GEM EXHIBIT ACCESSORIES ORDER FORM

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	June 9 - 12, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL
	1	Pedestal ½M L x ½M W 28"H OR 36"H	$132.00	$198.00	
	2	Pedestal 1M L x 1M W	$662.00	$992.00	
	3	Storage Counter 2M L x ½M W x 40"H	$387.00	$581.00	
	4	Curved Counter 1½M L x ½M W x 40"H	$462.00	$693.00	
	5	99A Showcase 1M L x ½M W x 40"H	$426.00	$639.00	
	6	99B Showcase 1M L x ½M W x 40"H	$441.00	$662.00	
	7	99C Showcase ½M L x ½M W x 96"H	$467.00	$700.00	
	8	99D Showcase 1M L x ½M W x 96"H	$579.00	$869.00	
QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL
	A	Waterfall with Eight Balls	$26.00	$38.00	
	B	Grid Panels - 1M W x 1¼M H Panels	$182.00	$272.00	
	C	Garment Rail 1M W	$47.00	$70.00	
	D	Shelves, Flat or Angled 37"L x 12"W	$72.00	$108.00	
	E	Slatwall Panels - 1M W x 2.5M H Black	$204.00	$306.00	
ADDITIONAL ITEMS NOTE SHOWN					
		Showcase Light /Power not incl.	INCL	$75.00	
		Showcase Lock	$8.00	$12.00	

ALL UNITS INCLUDE WHITE PANELS

Accessories A to E are designed to fit GES Hardwall only

Please attach diagram of booth indicating locations for grid panels and/or slatwall. Grid panels CANNOT be installed in corners.

TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN GEM RENTAL EXHBITS OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.

- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact Dan Warcup 778.452.6226

or email: dwarcup@ges.com

©2012 Global Experience Specialists, Inc. (GES)

GRAPHICS ORDER FORM

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	World Congress of Dermatology	DISCOUNT PRICE DEADLINE DATE:	Friday, May 15, 2015
SHOW DATE:	June 9 - 12, 2015		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

SIGN LAYOUT

Width

Height

Inches Wide

By

Inches High

QTY	SIGN SIZES	DISCOUNT PRICE	REGULAR PRICE
	11" x 14"	$60.00	$53.00
	14" x 22"	$105.00	$94.00
	22" x 28"	$135.00	$122.00
	7" x 44"	$101.00	$90.00
	28" x 44"	$174.00	$157.00
	40" x 60"	$383.00	$343.00
	Layout & Design Work / Hour	$141.00	$126.00

CUSTOM ARTWORK / LOGOS MUST BE ORDERED NO LATER THAN 3 DAYS PRIOR TO FIRST DAY OF MOVE-IN

PLEASE PRINT OR TYPE THE WORKING REQUIRED:

PLEASE INDICATE FONT TYPE:

ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK

Custom sizes available - Call for quotation.

TERMS AND CONDITIONS

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ SIGNATURE

_____ DATE

GES Global Experience Specialists℠

Graphic File Submission Standards

Accepted File Formats:

PDF: High Resolution. Save as “PDF /X-1a”
Vector Files: EPS, .AI (Adobe Illustrator CS6 or earlier)
Bitmaps: TIF, JPG, BMP, PSD (Adobe Photoshop CS6 or earlier)

Important Notes:

Bitmap resoloution should be no less than 75 ppi (dpi) @ 100% intended output size. Larger than 150 ppi (dpi) @ 100% intended output size is overkill and will only slow production.Please bleed artwork 0.5” top, bottom & sides. If not, unexpected cropping may occur. Please be aware the 0.5” top, bottom & sides will also be hidden in the channel of our metal system.

Colour:

We digitally print in CMYK mode. All files should be saved for output in this mode to avoid unexpected results. If your logo/file contains specific Pantone Colours, please specify. We will match colours as closely as 4 colour process printing will allow.

PLEASE SAVE ALL NATIVE ADOBE INDESIGN FILES AS PDF/X-1a.
PLEASE BE AWARE THAT QUARK XPRESS IS NOT STANDARD.
FILES CREATED IN QUARK SHOULD BE SAVED AS PDF/X-1a.

If you experience technical difficulties
please contact a GES representative @ 778.452.6226

GES Global Experience Specialists

IN-BOOTH FORKLIFT SERVICE ORDER FORM

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

IN-BOOTH FORKLIFT SERVICE IS AVAILABLE TO EXHIBITORS REQUIRING ASSISTANCE WITH POSITIONING OF EXHIBITORS MATERIAL **WITHIN YOUR YOUR BOOTH SPACE. MINIMUM CHARGE OF ONE HOUR** PER SHIPMENT **PER FORKLIFT DRIVER**. SERVICES OVER ONE (1) HOUR WILL BE CHARGED IN HALF (1/2) HOUR INCREMENTS (INCLUDES MOVE-IN AND MOVE-OUT)

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

ALL RATES INCLUDE ONE (1) FORKLIFT AND DRIVER - ADDITIONAL RATES WILL APPLY FOR ADDITIONAL PERSONNEL AND EQUIPMENT

STRAIGHT TIME	OVERTIME	DOUBLE TIME
8:00am-4:00pm Monday-Friday	4:00PM-6:00PM Monday-Friday 8:00am-4:00pm Sat&Sun	After 6:00pm Mon -Fri After 4:00pm Sat & Sun & Holidays
$192.00	$240.00	$278.00

A 40% SURCHARGE WILL APPLY TO ALL ONSITE ORDERS.

ALL RATES INCLUDE FROKLIFT AND DRIVER (5% GST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING

SUPERVISOR NAME: _____ **(EXHIBITOR MUST BE PRESENT TO SUPERVISE)**

INSTALLATION TIME REQUIRED: _____

DAY DATE MONTH # of HOURS #of FORKLIFTS

DISMANTLING TIME REQUIRED: _____

DAY DATE MONTH # of HOURS #of FORKLIFTS

APPROXIMATE TIMES ONLY - FORKLIFTS WILL BE DISPATCHED BY REQUEST PLACED AT EXHIBITOR SERVICES DESK ONSITE

MOVE-IN	**START:**	☐ AM	☐ PM	**FINISH:**	☐ AM	☐ PM	**TOTAL HOURS:**	
MOVE-OUT	**START:**	☐ AM	☐ PM	**FINISH:**	☐ AM	☐ PM	**TOTAL HOURS:**	

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT

TERMS AND CONDITIONS

- EXHIBITOR MUST CHECK FORKLIFT / DRIVER IN AND OUT AT THE GES SERVICE CENTRE.
- WE RESERVED THE RIGHT TO CHANGE LABOURERS AND / OR RATES AS SHIFTS CHANGE.
- FORKLIFT OPERATORS RESERVE THE RIGHT TO REFUSE UNSAFE REQUESTS OR LIFTS AT ALL TIMES.
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

SUBTOTAL	
GST 5%	
PST 7%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

LABOUR SERVICE ORDER FORM

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

LABOUR RATES LISTED ARE PER PERSON PER HOUR AT A **MINIMUM CHARGE OF ONE (1) HOUR.** LABOUR OVER ONE (1) HOUR IS CHARGED IN HALF (1/2) HOUR INCREMENTS.

(A 40% SURCHARGE WILL BE APPLIED TO ALL ONSITE ORDERS)

STRAIGHT TIME	OVERTIME	DOUBLE TIME
8:00am-4:00pm **Monday-Friday**	**4:00PM-6:00PM Monday-Friday 8:00am-4:00pm Sat&Sun**	**After 6:00pm Mon -Fri After 4:00pm Sat & Sun & Holidays**
$105.00	$158.00	$209.00

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

INSTALLATION

Set up Drawings or Photos Attached: ☐ YES ☐ NO

Carrier: _____ Delivery Date : _____ (Day/Date/Month/Year) Delivery time: _____ (indicate am or pm)

SUPERVISION ☐ By Exhibitor (Provide Name of Rep) _____ (Exhibitor MUST be Present to Supervise) ☐ By GES (30% Surcharge Applies) (Exhibitor Does not have to be present)

Date Labour Required: _____ (Day/ Date/Month/Year) Start time Required: _____ ☐ **AM** ☐ **PM**

Number of People Required: ☐ X Hours Per Person ☐ = Total Hours ☐

DISMANTLING

Carrier: _____ Delivery Date : _____ (Day/Date/Month/Year) Delivery time: _____ (indicate am or pm)

SUPERVISION ☐ By Exhibitor (Provide Name of Rep) _____ (Exhibitor MUST be Present to Supervise) ☐ By GES (30% Surcharge Applies) (Exhibitor Does not have to be present)

Date Labour Required: _____ (Day/ Date/Month/Year) Start time Required: _____ ☐ **AM** ☐ **PM**

Number of People Required: ☐ X Hours Per Person ☐ = Total Hours ☐

TERMS AND CONDITIONS

WHEN EXHIBITOR IS SUPERVISING LABOUR THE EXHIBITOR MUST CHECK LABOUR IN AND OUT AT THE GES SERVICE CENTRE.

WE RESERVE THE RIGHT TO CHANGE LABOURERS AND/OR RATES AS SHIFTS CHANGE.

ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

UNCANCELLED LABOUR WILL BE CHARGED A MINIMUM FEE OF 1 HOUR PER PERSON.

GES LIMITS OF LIABILITY APPLY

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

MATERIAL HANDLING INFORMATION SHEET

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	World Congress of Dermatology	DISCOUNT PRICE DEADLINE DATE:	Friday, May 15, 2015
SHOW DATE:	June 9 - 12, 2015		

TO ENSURE THE PROPER CHARGES ARE APPLIED PLEASE NOTE THE FOLLOWING:

MATERIAL HANDLING ORDER FORM EXHIBIT COMPONENTS

Use this form to order material handling for all the items you will use or need to assemble, disassemble and promote your company within your booth space. This could include promotional items that are not part of the gift or giveaway bag items and materials.

ADVANCE AND DIRECT TO SHOW SITE LABELS EXHIBIT COMPONENTS

Use these labels for only the items that are defined in the above section. This will ensure that your booth components and additional items, as outlined above will arrive at the correct dock within the facility. These labels should not be used for gift bag, swag bag or show management giveway items. Should these items be labeled incorrectly, additional charges may apply to the entire shipment.

MATERIAL HANDLING ORDER FORM SWAG BAG PROMOTIONAL ITEMS

Use this form to order material handling for all the items you will require to inserted into giveaway or swag bags through the stuffing service provided by DHL Worldwide. These are the only items that are to be included in this portion of the service.

ADVANCE AND DIRECT TO SHOW SITE LABELS GIVEAWAY ITEMS

Use these labels for only the items that are defined in the above section. This will ensure that your swag bag, giveaway bag and show management bag items will arrive at the correct dock within the facility. These labels should not be used for exhibit booth componets or promotional items that are not part of the giveway bag items. Should these items be labeled incorrectly, additional charges may apply to the entire shipment.

ACCESSABLE STORAGE (ORDER AS A LABOUR SERVICE)

Any requests for accessable storage will be treated as a labour service and charged based on a 1/2hr min charge. No exhibitor or exhibitor representative will be allowed access to the storage area without a GES representative to escort them. Additional charges will apply for GES representatives to transport items from this area to your booth. Swag bags or giveway bags will only be handled by DHL representatives and this service will need to be ordered through them directly.

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELASE OF GOODS FROM THE SHOW FLOOR

MATERIAL HANDLING ORDER FORM EXHIBIT COMPONENTS

GES Global Experience Specialists

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

ADVANCE SHIPMENT(S) TO WAREHOUSE: (RATES INCLUDE ALL OVERTIME AND DOUBLE TIME CHARGES)

- Shipment(s) must be received by: **Tuesday, June 02, 2015**
- Estimated Weight for Shipment(s) - Rounded up to the nearest 100 lbs:
- Advance Warehouse Rate: **$99.00** per 100 lbs. (200lb min. charge)
- **Shipments arriving without a certified weight ticket will be subject to Special Handling rates,**

POUNDS

DIRECT SHIPMENT(S) TO SHOWSITE: (RATES INCLUDE ALL OVERTIME AND DOUBLE TIME CHARGES)

- Shipment(s) may arrive at Show Site: **BASED ON TARGETED SCHEDULE**
- Estimated Weight OF Shipment(s) - Rounded up to the nearest 100 lbs:
- Direct to Show Site Rate: **$117.00** per 100 lbs. (200lb min. charge)
- **Shipments arriving without a certified weight ticket will be subject to Special Handling rates,**

POUNDS

SMALL PACKAGES: (Maximum 50 lbs / Shipment)

- Rate of: **$57.00** for the First Package
- Rate of: **$29.00** for each additional package(s) (in the same shipment) to a 50lb. Maximum

if shipment is over 50lbs, rates for advance or direct will apply.

SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)

- Shipments of loose, padded or uncrated materials
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ **Number of Pieces:** _____ **Total Weight** _____

Goods are scheduled for delivery to: ☐ **Show Site** ☐ **Advance Warehouse**

Date goods are scheduled to arrive: _____

Month/Day

TERMS AND CONDITIONS

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANGCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW:	World Congress of Dermatology
FACILITY:	VANCOUVER CONVENTION CENTRE WEST

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO: _____

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH # _____

(BOOTH NUMBER AT THE SHOW.)

ADVANCE WAREHOUSE ADDRESS	GES ADVANCED WAREHOUSE 3985 STILL CREEK AVENUE BURNABY, BC V5C 4E2

CARRIER: _____

(NAME OF TRANSPORTATION COMPANY)

NUMBER [ ] **OF** [ ] **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Tuesday, June 02, 2015

BETWEEN 9AM AND 3PM MONDAY - FRIDAY

DIRECT TO SHOW SITE SHIPPING LABEL

NAME OF SHOW:	World Congress of Dermatology
FACILITY:	VANCOUVER CONVENTION CENTRE WEST

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER: _____

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO: _____

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH # _____

(BOOTH NUMBER AT THE SHOW.)

SHOWSITE ADDRESS	GES/ World Congress of Dermatology 1055 CANADA PLACE VANCOUVER, BC V6C 0C3

CARRIER: _____

(NAME OF TRANSPORTATION COMPANY)

NUMBER [ ] **OF** [ ] **PIECES**

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE:

BASED ON TARGETED SCHEDULE

DURING EXHIBITOR MOVE-IN TIMES

SWAG BAG PROMOTIONAL ITEMS ONLY MATERIAL HANDLING ORDER FORM

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHOW NAME:	**World Congress of Dermatology**	**DISCOUNT PRICE DEADLINE DATE:**	Friday, May 15, 2015
SHOW DATE:	**June 9 - 12, 2015**		

EXHIBITOR INFORMATION

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

ADVANCE SHIPMENT(S) TO WAREHOUSE: (RATES INCLUDE ALL OVERTIME AND DOUBLE TIME CHARGES)

- Shipment(s) must be received by: **Tuesday, June 02, 2015**
- Estimated Weight for Shipment(s) - Rounded up to the nearest 100 lbs:
- Advance Warehouse Rate: **$68.00** per 100 lbs. (200lb min. charge)
- **Shipments arriving without a certified weight ticket will be subject to Special Handling rates,**

POUNDS

DIRECT SHIPMENT(S) TO SHOWSITE: (RATES INCLUDE ALL OVERTIME AND DOUBLE TIME CHARGES)

- Shipment(s) may arrive at Show Site on or after: _____
- Estimated Weight OF Shipment(s) - Rounded up to the nearest 100 lbs:
- Direct to Show Site Rate: **$88.00** per 100 lbs. (200lb min. charge)
- **Shipments arriving without a certified weight ticket will be subject to Special Handling rates,**

POUNDS

SMALL PACKAGES: (Maximum 50 lbs / Shipment)

- Rate of: **$57.00** for the First Package
- Rate of: **$29.00** for each additional package(s) (in the same shipment) to a 50lb. Maximum

if shipment is over 50lbs, rates for advance or direct will apply.

SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)

- Shipments of loose, padded or uncrated materials
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ **Number of Pieces:** _____ **Total Weight** _____

Goods are scheduled for delivery to: ☐ **Show Site** ☐ **Advance Warehouse**

Date goods are scheduled to arrive: _____

Month/Day

TERMS AND CONDITIONS

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANGCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

_____ **SIGNATURE**

_____ **DATE**

ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW:	World Congress of Dermatology
FACILITY:	VANCOUVER CONVENTION CENTRE WEST

BAG STUFFING SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO: _____

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH # _____

(BOOTH NUMBER AT THE SHOW.)

ADVANCE WAREHOUSE ADDRESS	GES ADVANCED WAREHOUSE 3985 STILL CREEK AVENUE BURNABY, BC V5C 4E2

CARRIER: _____

(NAME OF TRANSPORTATION COMPANY)

NUMBER [ ] **OF** [ ] **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Tuesday, June 02, 2015

BETWEEN 9AM AND 3PM MONDAY - FRIDAY

BAG STUFFING ITEMS

DIRECT TO SHOW SITE SHIPPING LABEL

NAME OF SHOW:	World Congress of Dermatology
FACILITY:	VANCOUVER CONVENTION CENTRE WEST

BAG STUFFING SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER: _____

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO: _____

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH # _____

(BOOTH NUMBER AT THE SHOW.)

SHOWSITE ADDRESS	GES/ VANCOUVER CONVENTION CENTRE EAST 999 CANADA PLACE / EXH HALL C VANCOUVER, BC V6E 3E1

CARRIER: _____

(NAME OF TRANSPORTATION COMPANY)

NUMBER [ ] **OF** [ ] **PIECES**

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:

Saturday, June 06, 2015

DURING EXHIBITOR MOVE-IN TIMES

BAG STUFFING ITEMS

GES MATERIAL HANDLING TERMS & CONDITIONS

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

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 cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

K Storage of materials for up to 30 days prior to your show.
K Delivery of Shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
K Some convention centres and hotels do not have facilities for receiving or storing freight.
K Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

K Remove all old shipping and empty storage labels.
K Fill out and attach enclosed Advance Shipping Labels.
K Complete the enclosed Advance Material Handling order form.
K All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
K Take the time to ensure that your display and products are packed neatly and securely.
K Do not ship uncrated materials to the warehouse.

How to Ship to Exhibit Site

K Consign all shipments c/o GES.
K Remove all old shipping and empty storage labels.
K Fill out and attach enclosed Direct Shipping labels.
K All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
K Take the time to ensure that your display and products are packed neatly and securely.
K If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.
K **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.
K **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
K **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
K **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
K **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicentre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If you material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Customs & Brokerage Fees

GES is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

GES CANADA Limits of Liability

K **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.
K **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
b. The lesser of $0.30 per pound per piece, $50 per piece, or $1000 per occurrence.
GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES.

GES Global Experience Specialists

logistics

GES is proud to offer our clients a one source solution for Transportation services

GES Logistics Services

Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line
- 30 Days Free Storage

24-Hour Tracking

Call toll free 1-855-526-7182 for immediate information on the status of your shipment

On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 778-452-6220 or 1-855-526-7182
- Fax: 778-452-6221

Ship everywhere with GES Logistics Services.

GES Global Experience Specialists

customs

GES is proud to offer our clients a one source solution for Customs and Transportation services

GES Customs Services

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in Tradeshow Customs procedures
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the tradeshow floor

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 778-452-6220 or 1-855-526-7182
- Fax: 778-452-6221

Leave all your shipping, customs clearance and furniture rentals to GES.

GES Global Experience Specialists

TRANSPORTATION ORDER FORM

SHOW NAME:	**World Congress of Dermatology**
SHOW DATE:	**June 9 - 12, 2015**

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

SHIPPER INFORMATION

COMPANY:		PHONE:	FAX:
ADDRESS:		PICK UP DATE:	PICK UP TIME:
CITY:	PROV/STATE	BUSINESS HOURS:	LOADING DOCK: ☐ YES ☐ NO
POSTAL / ZIP CODE:		CUSTOMS BROKER:	CUSTOMS PAPERWORK ATTACHED: ☐ YES ☐ NO
CONTACT:	EMAIL ADDRESS:	CUSTOMS BROKER CONTACT:	CUSTOMS BROKER PHONE#:

I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE: ☐ YES ☐ NO

DESTINATION

SHOW NAME:		FACILITY:	
ONSITE CONTACT:		ADDRESS:	
PHONE:	BOOTH #	CITY	PROV/STATE
DELIVERY DATE:	DELIVERY TIME	POSTAL / ZIP CODE	

PLEASE INDICATE SERVICE REQUIRED

☐ **ONE WAY** ☐ **ROUND TRIP** ☐ **REGULAR GROUND** ☐ **EXPEDITED GROUND**

ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS

TOTAL # OF PIECES		DIMENSIONS IN INCHES	ESTIMATED WEIGHT
	CARTONS (CARDBOARD)	H____" x W____" x L____"	
	CASES/TRUNKS (FIBRE) COLOUR:	H____" x W____" x L____"	
	CRATES (WOODEN)	H____" x W____" x L____"	
	SKIDS/PALLETS	H____" x W____" x L____"	
	CARPET COLOUR:	H____" x W____" x L____"	
	OTHER - LIST:	H____" x W____" x L____"	
		H____" x W____" x L____"	
		H____" x W____" x L____"	
	TOTAL# OF PIECES	**TOTAL WEIGHT**	

RELEASE SIGNATURE: X

To Authorize Delivery Without Obtaining Signature

DECLARED VALUE: $

TERMS AND CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after the same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond it's control. 5) GES shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50 per item, or $1000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.

Notes:

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS

SAVE TIME WITH GES ON-LINE ORDERING AT www.gesexpo.ca

GES Global Experience Specialists

Customs / Transportation Order Form

EXAMPLE

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE)

- ☒ Customs Clearance And Transportation
- ☐ Customs Clearance Only
- ☐ Transportation Only

SECTION 1 — EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: ABC MACHINE COMPANY Email Address:

U.S. Tax # or U.S. IRS ID #: 31-2293941

Event Name & Booth #: INTERNATIONAL MACHINERY SHOW Booth #: 1430

Facility Name: MTCC – METRO TORONTO CONVENTION CENTRE – SOUTH BLDG

Shipment Date: MARCH 3, 2001 From (City): NEW YORK Carrier Name: GES LOGISTICS

It Consists of (# Cartons): 6 Weight: 1,500 ☒ lbs. ☐ kgs.

Our Rep @ Event: BILL SMITH Staying At (Hotel): RYH – ROYAL YORK Tel: 416-368-2511

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2 — RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Delivery Address: 100 – 5TH AVENUE

City: NEW YORK Province/State: NEW YORK Postal / Zip: 10012-1010

Name: JOE BROWN Telephone: 212-286-2140 Fax Number: 212-286-2100

Ship Via: ☒ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3 — CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☒ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card Number: 123 456 789 012 Expiry: 09 / 03

Cardholder's Name: BILL SMITH Title: DIRECTOR OF SALES

Cardholder's Signature: *BILL SMITH*

ORIGINAL SIGNATURE REQUIRED

SECTION 4 — INVOICE / STATEMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Mailing Address: 100 – 5TH AVENUE

City: NEW YORK Province/State: NY Postal / Zip: 10012-1010

Attention: BILL SMITH Telephone: 212-286-2140 Fax Number: 212-286-2100

SECTION 5 — ORDER AUTHORIZED BY

This Form Was Completed By: JOE BROWN
(Please Print Full Name)

Title: DIRECTOR OF MARKETING Date: APRIL 17, 2001

Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE) ☐ Customs Clearance And Transportation ☐ Customs Clearance Only ☐ Transportation Only

SECTION 1 **EXHIBITOR AND SHIPMENT INFORMATION**

Exhibitor / Company Name: _____ Email Address: _____

U.S. Tax # or U.S. IRS ID #: _____

Event Name & Booth #: _____ Booth #: _____

Facility Name: _____

Shipment Date: _____ From (City): _____ Carrier Name: _____

It Consists of (# Cartons): _____ Weight: ☐ lbs. ☐ kgs.

Our Rep @ Event: _____ Staying At (Hotel): _____ Tel: _____

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2 **RETURN SHIPMENT CONSIGNMENT INFORMATION**

Company Name: _____

Delivery Address: _____

City: _____ Province/State: _____ Postal / Zip: _____

Name: _____ Telephone: _____ Fax Number: _____

Ship Via: ☐ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3 **CREDIT CARD AUTHORIZATION** **(NOTE – THIS SECTION MUST BE COMPLETED)**

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card Number: _____ Expiry: ____ / _____

Cardholder's Name: _____ Title: _____

Cardholder's Signature: _____

ORIGINAL SIGNATURE REQUIRED

SECTION 4 **INVOICE / STATEMENT INFORMATION**

Company Name: _____

Mailing Address: _____

City: _____ Province/State: _____ Postal / Zip: _____

Attention: _____ Telephone: _____ Fax Number: _____

Email: _____

SECTION 5 **ORDER AUTHORIZED BY**

This Form Was Completed By:
(Please Print Full Name) _____

Title: _____ Date: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

EXAMPLE

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)

ABC MACHINE COMPANY
100-5TH AVENUE
NEW YORK, NY
10012-1010

2 Date of Direct Shipment to Canada
Date d'expedition directe vers le Canada
MARCH 3, 2001

3 Other References (Include Purchaser's Order No.)
Autres references (inclure le no de commande de l'acheteur)
31-2293941 (COMPANY IRS#)

4 Consignee (Name and Address) / Destinataire (Nom et Adresse)

ABC MACHINE COMPANY / BOOTH 210
INTERNATIONAL MACHINERY SHOW
C/O METRO TORONTO CONVENTION CENTRE
SOUTH BLDG

222 BREMNER BLVD
TOROTNO, ON
M5V 2E6

5 Purchaser's Name and Address (if other than Consignee)
Nom et Addresse de l'acheteur (s'il differe du destinataire)
NO SALE INVOLVED

6 Country of Transhipment / Pays de transborderment
N/A

7 Country of Origin of Goods
Pays d'origine des marchandises
U.S.A.

If shipment includes goods of different origins enter origins against items in 12
Si l'expedition comprend des marchandises d'origines differentes, en preciser la provenance en 12

VII. 1 Is this a related company transaction?
Est-ce que les compagnies sont liees entre elles?

YES ☐ OUI NO ☐ NON

9 Condition of Sales and Terms of Payment
(i.e. Sale, Consignment Shipment, Leased Goods, etc.)
Conditions de vente et modalities de paiement (p. Ex. Vente, Expedition en consignation, location de marchandises, etc.)

8 Transportation: Give Mode and Place of Direct Shipment to Canada
Transport: Preciser mode et lieu d'expedition directe vers le Canada

GES LOGISTICS NEW YORK, NY

10 Currency of Settlement / Devises du paiement
USD

11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques. P. Ex. Classe, qualite)	13 Quantity (State Unit) Quantite (Preciser l'unite)	Relacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	$1,000.00	$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	$ 500.00	$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	$ 0.10	$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	$ 0.50	$ 25.00

XI.1 Total Number of Pieces / Nombre total de pieces **6**

18 ☐ If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 a 17 figurenet sur la facture commerciale cocher cette case

Commercial Invoice No. / No. De la facture commerciale

16. Total Weight / Poids total
1,500bs. ☒kgs.

Net. Weight N/A

Gross Wt./ Brut 1,500 lbs

17. Invoice Total
Total de la facture

19 Exporter's Name and Address (if other than Vendor)
Nom et adresse de l'exportateur (s'il differe du vendeur)

20 Originator (Name and Address)
Expediteur d'origine (Nome et adresse)
ABC MACHINE COMPANY
100-5TH AVENUE
NEW YORK, NY
10012-1010

21 Departmental Ruling (if applicable)
Decision ministerielle (s'il y a lieu)

N/A

Contact: BILL SMITH

Tel: 212-268-2140 Fax: 212-268-2511

CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

Page of
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)

2 Date of Direct Shipment to Canada
Date d'expedition directe vers le Canada

3 Other References (Include Purchaser's Order No.)
Autres references (inclure le no de commande de l'acheteur)

4 Consignee (Name and Address) / Destinataire (Nom et Addresse)

5 Purchaser's Name and Address (if other than Consignee)
Nom et Addresse de l'acheteur (s'il differe du destinataire)

6 Country of Transhipment / Pays de transborderment

7 Country of Origin of Goods
Pays d'origine des marchandises

If shipment includes goods of different origins enter origins against items in 12
Si l'expedition comprend des marchandises d'origines differentes, en preciser la provenance en 12

VII. 1 Is this a related company transaction?
Est-ce que les compagnies sont liees entre elles?

YES ☐ OUI NO ☐ NON

9 Condition of Sales and Terms of Payment
(i.e. Sale, Consignment Shipment, Leased Goods, etc.)
Conditions de vente et modalities de paiement (p. Ex. Vente, Expedition en consignation, location de marchandises, etc.)

8 Transportation: Give Mode and Place of Direct Shipment to Canada
Transport: Preciser mode et lieu d'expedition directe vers le Canada

10 Currency of Settlement / Devises du paiement

11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques. P. Ex. Classe, qualite)	13 Quantity (State Unit) Quantite (Preciser l'unite)	Relacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
XI.1 Total Number of Pieces / Nombre total de pieces				

18 ☐ If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 a 17 figurenet sur la facture commerciale cocher cette case

Commercial Invoice No. / No. De la facture commerciale

16. Total Weight / Poids total
☐lbs. ☐kgs.

Net. Weight | Gross Wt./ Brut

17. Invoice Total
Total de la facture

19 Exporter's Name and Address (if other than Vendor)
Nom et adresse de l'exportateur (s'il differe du vendeur)

20 Originator (Name and Address)
Expediteur d'origine (Nome et adresse)

21 Departmental Ruling (if applicable)
Decision ministerielle (s'il y a lieu)

Contact:

Tel: Fax:

GES Global Experience Specialists

factoring green

Into your event

Green Philosophy

GES is dedicated to being good stewards of our environment, by providing green product options and services to all our event organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

Green Teams

As a value-based company providing innovative solutions, we are constantly striving to put our Green Philosophy into practice. Each Canadian city or region has implemented a Green Advocate who is responsible to discuss, evaluate, communicate and implement local as well as national opportunities.

Eco-friendly Advantages

We are a certified transport partner in the EPA SmartWay Transport Partnership program to increase energy efficiency while considerably reducing emissions.

SmartWay℠ Transport Partnership

Facility Relationships

GES is fortunate to be considered the official or preferred supplier in all of our associated facilities across Canada. Because of these strong relationships within the facilities and their team members, we are able to take advantage of temporary and permanent equipment storage areas. This allows us the opportunity to consolidate equipment needs for subsequent events and minimize transportation emissions.

Warehousing

Each GES office has a warehouse close to the major facilities. Because of the proximity to parts and equipment, transportation emissions are reduced.

GES Environmentally Responsible Products and Efforts

Bioboard - made of 60% recycled content and 100% recyclable; alternative to foamcore used for graphic panels

Bamboo Banner Stands - we use eco-intelligent polyester and water based inks

Biobanner - will oxo-biodegrade in landfill in as little as 9 months; alternative to vinyl banner

Carpet Under Padding - GES uses carpet under padding made from 100% recycled synthetic fibers

Carpet Recycling Program - when carpet can no longer be used as aisle or booth carpet, it is recycled for other uses such as covering dollies or lining crates

Cleaning Supplies - GES and its cleaning contractors use biodegradable and non-toxic cleaning supplies

Eco-Friendly Carpet Choices - our Pepper and BlueJay coloured carpets are 100% recyclable

Exhibitor Kit Paper Reduction - In 2009, 90% of GES Exhibitor Kits were provided electronically in lieu of standard paper kits

GES Online - allows exhibitors to place orders online, reducing the use of paper

Graphics - we use water based inks in our digital printers that produce little to no VOCs and retrieve recyclable graphic material at showsite to repurpose and/or recycle

Graphic Storage - graphic panels are collected from showsite and stored in our warehouse to be used the next year; we encourage our clients not to put dates on graphics and to reuse a "look" for several years

Ink Cartridges and Printheads - 100% recyclable; we partner with HP's Planet Partners program

Office Supplies - GES purchases recycled/recyclable office supplies

Panel Inserts - we use LEED compliant and formaldehyde-free composite wood

Q-tops - 100% recyclable, form fitted vinyl table covers used to top tables with no waste

Recycle - GES offices and warehouses recycle paper, cardboard, aluminum, wood, plastic, and Plexiglas

Visqueen - GES uses visqueen that is 100% recyclable and made from 50% recycled content

GES is currently working with vendors to develop more eco-friendly, cost effective alternatives.
We continue to raise the bar, seeking environmental solutions that make sense for our clients, the environment and our company.

Eco-friendly Events

For many years we have provided modular system structures made from recycled aluminum. These structures/exhibits are installed and dismantled for numerous events and returned to our warehouse to be reconfigured and reused. Now we are able to compliment these structures with infill panels and graphics that allow our clients to reach their "green" vision.

IIDEX/NeoCon

As Canada's largest exposition and conference for the design, construction and management of the built environment, IIDEX/NeoCon Canada has recently launched a three year initiative to make their event more sustainable by using green suppliers and contractors. They have been working to create a carbon neutral show as well as collaborating with the facility they work within to reduce the total environmental footprint of the event. GES is proud to partner with MMPI to provide innovations and products such as our 100% recyclable aisle carpet.

International Council of Shopping Centres

In 2009 ICSC made arrangements with LivClean to help provide clean power and carbon offsets in exchange for booth space. They also implement standard procedures for their show such as recycling badge holders, no plastic bags, and water stations instead of bottled water. GES was able to provide environmentally friendly graphic substrate and media options as well as the repurposing of returned graphic panels.

Green Living

In conjunction with the Green Living Show's own green initiatives, GES was able to offer biodegradable signage to meet their "Green Screen" standards. All suppliers are evaluated and assessed for environmental performance in business activities directly related to their supply chain, operations, products and/or services.

Canada Green Building Council

The mission of the CGBC is to lead and accelerate the transformation to high-performing, healthy green buildings, homes and communities throughout Canada with the end vision being a transformed built environment leading to a sustainable future. GES was proud to provide bioboard and biobanner signage as well as 100% recyclable carpet for this client.

Futurallia Québec

An international business event, for their part selected the Zero Waste with Offsets package, in collaboration with the Foundation de la Faune du Québec. "We are aware of our participants' concern with these issues. In addition to reducing our waste, we would like to show the way through actions that benefit Québec's biodiversity"
GES was directly involved with the organizing committee and followed through on its commitments to reduce the waste associated with the exhibit portion of the event as well as to recycle all event signage and graphics.

GES Global Experience Specialists
Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

I. Definitions:
Agents: GES's agents, sub-contractors, carriers, and the agents of each.
Customer: Exhibitor or other party requesting services from GES.
Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.
Shipper: Party who tenders Goods to Carrier for transportation.
Goods: Exhibits, property, and commodities of any type for which GES is requested to perform services.
Cold Storage: Holding of Goods in a climate controlled area.
Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.
Show Site: The venue or place where an exposition or event takes place.
Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.
Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:
These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.
By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:
Payment for Services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.
Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:
Indemnification:
Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.
Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.
GES to Customer: To the extent of GES's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods
Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.
Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.
Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.
Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.
Labour: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES supervises labour for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES's negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES's discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be $0.30 (thirty cents) per pound per piece, $50 (fifty dollars) per article or $1000.00 (one thousand dollars) per shipment.

No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below. Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute eith GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declination of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of British Columbia.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES's liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES's sole negligence. GES's liability is limited to sixty ($0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES's immediate control. GES is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

CONEXSYS®
LEAD RETRIEVAL

23rd World Congress of Dermatology 2015

June 8-13, 2015
Vancouver, British Columbia

23RD WORLD CONGRESS OF DERMATOLOGY

Exhibitor Information

Company	Booth #
Address	Phone
City	Fax
Prov/State Postal/Zip Code	**Email Leads to**

Early Bird Price: order and payment must be received by *May 29, 2015*

MyLeads Standard

	Quantity	Amount

- Use of scanner for entire event
- Custom Lead Qualifier Menu
- Includes post event email of leads
- No electrical power required
- One key point and click operation

Early Bird Price $288.75
($275.00 + $13.75 GST)

After May 29th - $341.25
($325.00 + $16.25 GST)

$

MyLeads Pro + Printer

- Use of scanner for entire event
- Customize Lead Qualifier Menu
- Includes post event email of leads
- No electrical power required
- Includes a printer that will print leads automatically in your booth.

Early Bird Price $414.75
($395.00 + $19.75 GST)

After May 29th - $467.25
($445.00 + $22.25 GST)

$

Payment Information

AMEX VISA MasterCard

Cheque Payable to CONEXSYS

5% GST included in all prices
GST # 889 174 132

Total Amount $

Account # Expiry Date	Ordered By
Cardholder	Phone
Signature	On-Site Contact

Order Online

http://reg.conexsys.com/scanner
Order Code: WDC14

Barcode Scanners must be picked up at the Lead Retrieval Services desk located near the Registration Area.
On-site orders see CONEXSYS at the Registration Area.

Order by Fax
Fax: (604) 488-1436

Order by Mail
CONEXSYS
#105 – 3989 Henning Drive
Burnaby, BC V5C 6P8

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

Additional information is available on-line at
www.conexsys.com

Toll Free: (877) 307-6918

Lead Qualifier Menu

Event: **23rd World Congress of Dermatology 2015** **Company Name:** _____ **Booth:** _____

1. Products and/or Services Qualifiers (please print)					
A		I		Q	
B		J		R	
C		K		S	
D		L		T	
E		M		U	
F		N		V	
G		O		W	
H		P		X	

2. Follow-up (Maximum 8)			
❑ 1 Phone Call	❑ 6 Hot Lead (Urgent)	Other	Other
❑ 2 Sales Visit	❑ 7 Price List	❑ _____	❑ _____
❑ 3 Demonstration	❑ 8 See Notes	❑ _____	❑ _____
❑ 4 Quotation	❑ 9 Mailing List	❑ _____	❑ _____
❑ 5 Documentation	❑ 10 News Letter	❑ _____	❑ _____

3. Reference (Maximum 8)			
1		5	
2		6	
3		7	
4		8	

WIRED INTERNET REQUEST 2014

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice
(Please see reverse side for terms & conditions)

EVENT #: **24399**

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

BOOTH NUMBER:

EVENT DATES: **JUNE 9-12 2015**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street City Province/State Postal/Zip Code

CONTACT NAME: TELEPHONE #:

E-MAIL: FAX #:

ORDER INFORMATION:

NOTES:
- **Wireless Routers / Wired Routers / Switches / Hubs are not permitted in the Vancouver Convention Centre.**
- **For connecting multiple devices please indicate the number of additional devices and Ethernet Switch Rentals.**
- For Wireless Internet please refer to the WIFI Request Form.
- Please submit a floor plan outlining the location for each device requiring connectivity.
- Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate. Payment must accompany order form.

WIRED INTERNET SERVICES All internet services includes one (1) device connection.	**Number Required**	**Discount Rate (up to 7 days prior to event move-in)**	**Standard Rate (under 7 days to event move-in)**	**On-Site Rate**	Total Amount
WIRED INTERNET 2Mbps (DHCP)	_____	@ $ 1,395.00	$ 1,450.00	$ 1,495.00	
WIRED INTERNET 10Mbps (DHCP or Static IP)	_____	@ $ 4,495.00	$ 4,695.00	$ 4,995.00	
WIRED INTERNET 100Mbps (DHCP or Static IP) Private wireless routers are **NOT** permitted. Signals will be deactivated due to interference with Vancouver Convention Centre WiFi	_____	@ $10,995.00	$11,995.00	$12,995.00	
ADDITIONAL DEVICES Note: Each device accessing the Internet must be counted.	_____	@ $ 130.00	$ 140.00	$ 150.00	
ETHERNET 5 OR 8 PORT SWITCH RENTAL Note: Each Ethernet Switch supports 4 or 7 additional devices.	_____	@ $ 75.00	$ 75.00	$ 75.00	
CUSTOM ORDERS - On Request please call 604-647-7206					

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 inquiries:
Call (604) 647-7206

Fax (604) 647-7325

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

SUB TOTAL	
5.00% GST (#100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer # (Add $10.00 Service Charge to total)

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

TERMS & CONDITIONS

1 . Requests for service and special arrangements at the advance 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 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. <u>Limitation of Liability</u>

(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 their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor 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.

ENHANCED WIFI - REQUEST 2014

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice
(**Please see reverse side for terms & conditions)**

EVENT #: **24399**

BOOTH NUMBER:

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

EVENT DATES: **JUNE 9-12 2015**

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: _____

E-MAIL: _____ FAX #: _____

NOTES: This service will work throughout the Vancouver Convention Centre.
For private networks or more bandwidth, please call for more information 604-647-7206.
Customer provided Wireless Routers or Access Points are not permitted anywhere within the Centre.
A separate access code is required for each device. Access codes are not transferable from one device to another.

Service Up to 1.5Mbps	**Number Required**	**Rate**	**Total Charges**
1 DAY SERVICE (FIRST USER)		$140.00	
1 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
2 DAY SERVICE (FIRST USER)		$250.00	
2 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
3 DAY SERVICE (FIRST USER)		$295.00	
3 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
4 DAY SERVICE (FIRST USER)		$385.00	
4 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
5 DAY SERVICE (FIRST USER)		$495.00	
5 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	

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 inquiries:
Call (604) 647-7206
Fax (604) 647-7325

SUB TOTAL	
5.00% GST (# 100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer # (Add $10.00 Service Charge to total)

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

TERMS & CONDITIONS

1 . Requests for service and special arrangements at the advance 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 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. <u>Limitation of Liability</u>

(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 their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor 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.

TELECOMMUNICATIONS REQUEST 2014

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

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(**Please see reverse side for terms & conditions)**

EVENT #: **24399**

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

BOOTH NUMBER:

EVENT DATES: **JUNE 9-12 2015**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: _____

E-MAIL: _____ FAX #: _____

ORDER INFORMATION: **Payment must accompany order form.**

NOTE: **Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate.**

TELEPHONE SERVICES Please submit floor plan outlining all telecom services	**Number Required**		**Discount Rate (up to 7 days prior to event move-in)**	**Standard Rate (under 7 days to event move-in)**	**On-Site Rate**	**Total Amount**
VOICE SERVICE Includes 1-IP phone set, FREE North America Long distance calling & the most popular calling features such as voice mail, call forwarding, call display).	_____	@	$ 295.00	$ 395.00	$475.00	
FAX Line (**equipment not included**) (For Fax Machines) Fax Line is **programmed with dial 9 for outside access.**	_____	@	$ 245.00	$ 275.00	$340.00	
POS Line – Analog Phone Line (**equipment not included**) ***please select the required type of connection:*** ☐ Phone Line (Analog) ☐ Wired Internet (Ethernet) (For Credit Card/Debit Machines) POS Analog Line is **programmed with dial 9 for outside access.**	_____	@	$ 245.00	$ 275.00	$340.00	
MULTI-LINE, SPEAKERPHONE SERVICES, POLYCOM, OFFICE ARRANGEMENTS, CUSTOM ORDERS	On Request please call 604-647-7206					

PAYMENT INFORMATION:

Make cheques payable to:

Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

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

SUB TOTAL	
5.00% GST (# 100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer # (Add $10.00 Service Charge to total)

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

TERMS & CONDITIONS

1 . Requests for service and special arrangements at the advance 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 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 authorised 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. <u>Limitation of Liability</u>

(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 their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor 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.

EVENT #: **24399**

BOOTH VACUUMING & SHAMPOOING REQUEST 2014

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

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

BOOTH NUMBER:

EVENT DATES: **JUNE 9-12 2015**

DATES VACUUMING REQUIRED: _____

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: ( ) _____

E-MAIL: _____ FAX #: ( ) _____

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10' X 20') OR UNDER

	NUMBER OF DAYS		UNIT AMOUNT		TOTAL AMOUNT	Vancouver Convention Centre Use Only
❑ DISCOUNT RATE UP TO **7** DAYS PRIOR TO EVENT MOVE-IN.	_____	X	$ 22.00	=	_____	
❑ STANDARD RATE UNDER **7** DAYS PRIOR TO EVENT MOVE-IN.	_____	X	$ 30.00	=	_____	

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT.

	TOTAL Square Feet		NUMBER OF DAYS		UNIT AMOUNT		TOTAL AMOUNT	Vancouver Convention Centre Use Only
❑ DISCOUNT RATE UP TO **7** DAYS PRIOR TO EVENT MOVE-IN.	_____	X	_____	X	$ 0.20	=	_____	
❑ STANDARD RATE UNDER **7** DAYS PRIOR TO EVENT MOVE-IN.	_____	X	_____	X	$ 0.27	=	_____	

BOOTH CARPET SHAMPOOING

	TOTAL Square Feet		NUMBER OF DAYS		UNIT AMOUNT		TOTAL AMOUNT	Vancouver Convention Centre Use Only
❑ DISCOUNT RATE UP TO **7** DAYS PRIOR TO EVENT MOVE-IN. **MINIMUM $36.00 PER BOOTH/SHAMPOO**	_____	X	_____	X	$ 0.26	=	_____	
❑ STANDARD RATE UNDER **7** DAYS PRIOR TO EVENT MOVE-IN. **MINIMUM $42.00 PER BOOTH/SHAMPOO**	_____	X	_____	X	$ 0.31	=	_____	
						SUB TOTAL		
						5.00% GST (#100432764)		
						TOTAL CANADIAN		

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 inquiries:
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.

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer (Add $10.00 Service Charge to total) _____

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

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

SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2014

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

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

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

EVENT #: **24399**

COMPLETED FORM REQUIRED (MAY 14 2015) 21 DAYS PRIOR TO EVENT MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE **JUNE 2 2015**

EVENT INFORMATION

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

BOOTH NUMBERS:

EVENT DATES: **JUNE 9-12 2015**

METHOD OF SHIPPING:

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

COMPANY NAME:

COMPANY ADDRESS:

Street City Province/State Postal/Zip Code

CONTACT NAME: TELEPHONE #: ( )

E-MAIL: FAX #: ( )

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 $575.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= $
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment $725.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= $
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:

VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC CANADA
V6C 0C3

Advance orders with payment are 21 days prior to event move-in date. All orders must be accompanied by payment. Make all payments in Canadian Funds.

To fax your form or for Further inquires

Call (604) 647-7206
Fax (604) 647-7325

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer (Add $10.00 Service Charge to total) _____

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

EVENT #: **24399**

SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2014
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

BOOTH NUMBERS:

EVENT DATES: **JUNE 9-12 2015**

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 5 business days prior to event move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

BOOTH SIZE_____ **BANNER MATERIAL**_____

BANNER LENGTH_____ **# OF SIGNS/BANNERS TO BE HUNG** _____

BANNER PLACEMENT (ie: centred to table): **BANNER HEIGHT FROM GROUND** _____

_____ **BANNER WEIGHT**_____

INSTALL DATE & TIME _____ **DISMANTLE DATE & TIME** _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, MAY 14 2015

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 5 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON **JUNE 2 2015**

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.

SHIPPING & 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 freight is shipped **"PREPAID"**
   - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
   - For 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.
   - Write your company name and booth number on the empty tags in **BIG LETTERS!**
   - Do not leave **ANYTHING** in empty containers.
   - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
   - Make sure to count the number of cartons for storage and develop your own empty container list.
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 a business card with information that would allow you to trace.
   - Ask for an anticipated shipping schedule.
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

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 free to contact the Vancouver Convention Centre and ask to speak with your Event Manager.

Send To:

VANCOUVER CONVENTION CENTRE
Attention: Dock Office
Via Waterfront Road Truck Route
1055 Canada Place
Vancouver, B.C.
Canada
V6C 0C3
Contact Guest Services (604) 647-7299

Details: Event Name: 23RD WORLD CONGRESS OF DERMATOLOGY

Event Number: 24399

Event Date: JUNE 9-12 2015

Booth Number: _____

Contact Name: JEFF BARNES **Event Manager**

Exhibitor Name & Phone Number: _____

_____

_____

EXHIBITOR SECURITY REQUEST 2014

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT #: **24399**

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY** BOOTH NUMBER:

EVENT DATES: **JUNE 9-12 2015**

DATE(S) SECURITY REQUIRED: _____
(SPECIFY EACH DATE REQUIRED)

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
Street City Province/State Postal/Zip Code

ON-SITE CONTACT NAME: _____ TELEPHONE #: ( ) _____

E-MAIL: _____ FAX #: ( ) _____

DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN DATE (4 hour minimum call time for all labour)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	**$28.00/Hr.**		
= _____ HOURS			
= _____ HOURS			

ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	**$49.00/Hr.**		
= _____ HOURS			
= _____ HOURS			

ORDERS PRIOR TO 48 HOURS NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ $56.00 / HOUR
ORDERS 48 HOURS & UNDER NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ $98.00/ HOUR

SPECIAL INSTRUCTIONS: _____

PAYMENT INFORMATION:
Make Cheques Payable to:

Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3

To fax your form or for further inquiries:

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.

SUB TOTAL _____

5.00% GST (#100432764) _____

TOTAL CANADIAN _____

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer# (Add $10.00 Service Charge to total):_____

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to provide 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

EXHIBITOR SAFETY & SECURITY 2014

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. Please contact the event's On-Site 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 move-out.

ELECTRICAL SERVICES REQUEST 2014

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.

EVENT # **24399**

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

EVENT DATES: **JUNE 9-12 2015**

BOOTH NUMBER:

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province Postal/Zip Code

CONTACT NAME: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.
FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A, PLEASE REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST.

BASIC POWER	**Quantity Required**		**Discount Rate** (7 days prior to event move-in)	**Standard Rate** (under 7 days to event move-in)	**Late Rate** (24h prior to event move-in)		**TOTAL AMOUNT**
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.							
☐ 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	_____	@	$80.00	$95.00	$125.00	=	_____
☐ 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	_____	@	$85.00	$99.00	$130.00	=	_____
ADDITIONAL ITEMS (Does not include Labour or Power Supply)							
☐ POWER BAR WITH SURGE PROTECTION	_____	@	$22.00	$27.00	$36.00	=	_____
☐ 3 M (10 FT.) EXTENSION CORD	_____	@	$17.00	$22.00	$28.00	=	_____
☐ 5 M (15 FT.) FLAT EXTENSION CORD	_____	@	$22.00	$27.00	$36.00	=	_____
LIGHTING (Prices include power for light)							
☐ DOUBLE 150 WATT FLOOD LIGHT ON STAND	_____	@	$95.00	$110.00	$148.00	=	_____
☐ SINGLE 500 WATT QUARTZ LIGHT ON STAND	_____	@	$95.00	$110.00	$148.00	=	_____
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. FOR 60A AND ABOVE, CAMLOK CONNECTION PROVIDED							
☐ 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____	@	$178.00	$193.00	$250.00	=	_____
☐ 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____	@	$190.00	$215.00	$275.00	=	_____
☐ 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____	@	$290.00	$345.00	$460.00	=	_____
☐ 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____	@	$485.00	$525.00	$710.00	=	_____
LABOUR							
*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES							
☐ ELECTRICIAN LABOUR (Weekday hourly rate)	_____	@	$95.00	$95.00	$95.00	=	_____
☐ ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)	_____	@	$127.00	$127.00	$127.00	=	_____

PAYMENT INFORMATION:

Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax form or for further inquiries:
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.

SUBTOTAL _____
5.00% GST #100432764 _____
_____
TOTAL CANADIAN _____

☐ Cash ☐ Cheque ☐ Money Order ☐ Bank Wire Transfer _____
☐ Visa ☐ MasterCard ☐ American Express (Add $10.00 Service Charge to total)

Credit Card Number _____ Expiry Date _____

Print Name as it Appears on Card: _____

I hearby 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

BOOTH LAYOUT TEMPLATE
Custom Layouts for Internet & Electrical

EVENT #	24399

EVENT INFORMATION:

EVENT NAME: **23RD WORLD CONGRESS OF DERMATOLOGY**

EVENT DATES: **JUNE 9-12 2015**

BOOTH NUMBER:

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	
Electrical 750w	e
Electrical 1500w	E
Wired Internet	I
Fax or POS	F or P
Place surrounding booth # in brackets (i.e. 100)	

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	**CIRCLE ONE :** CARPET OR HARDWOOD
QUOTE REQUEST (For 200A and Above or Overhead Power)	
PLEASE INDICATE THE SERVICE REQUIRED	

GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

   See page 2 for map directions
   (Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**
   or
   Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

   440 stalls
   $30.00 per day (**All prices are subject to change without notice**)

   Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

PARKING AT 999 CANADA PLACE – VINCI PARK (East Facility)
Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website
http://www.vinciparkcanadaplace.ca/reserve-a-space.html

See page 2 for map directions
Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking
Use Convention Centre/Hotel elevators (not World Trade Centre elevators)
For Convention Level: Press "G" for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press "M"
If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

Canada Place Operations – 604-775-7063
Transit / Skytrain – (604) 953-3333
Seabus – (604) 986-1501

EXHIBITOR CATERING SERVICES 2014
DAILY ORDER FORM

EVENT: 23RD WORLD CONGRESS OF DERMATOLOGY

COMPANY: _____ **TELEPHONE:** _____

CONTACT NAME:_____ **FACSIMILE:** _____

E-MAIL: _____ **BOOTH NUMBER:** _____

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 for 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 are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of $120 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 $30.00/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 .....$ 45.00 / dozen
_____ x Brick Oven Bagels served with Cream Cheese & Assorted Preserves .....$ 60.00 / dozen
_____ x Carrot Triangles, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars .....$ 48.00 / dozen
_____ x Assorted House Made Cookies .....$ 45.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) *(Min Qty 12)* .....$ 13.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) *(Min Qty 12)*.....$ 18.00 / guest
_____ x Individual Natural Yogurts *(Min Qty 12)*.....$ 4.25 each
_____ x Sliced Fresh Fruit & Berries Platter *(Min Qty 12)* .....$ 6.00 / guest
_____ x Fresh Whole Fruit Basket *(Min Qty 12)* .....$ 3.00 / guest
_____ x Canadian & International Cheese Tray with Baguette and Biscuits *(Min Qty12)*.....$ 12.00 / guest
_____ x Fresh Vegetable Crudite with Herb Dip *(Min Qty 12)*.....$ 5.00 / guest
_____ x Three Colour Tortilla Chips with Salsa Cruda *(Min Qty 12)* .....$ 4.00 / guest
_____ x Kettle Chips, Pretzels **or** Japanese Dry Snacks (*one pound basket- Min Qty 12*) .....$ 16.00 /basket
_____ x Popcorn (*Individual Bags- Min Qty 60)*…….....$ 3.00 / bag

BEVERAGE:

_____ x Freshly Brewed Moja Certified Organic Coffee (serves 10 cups) .....$ 47.50 / airpot
_____ x Freshly Brewed Moja Certified Decaffeinated Organic Coffee (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, Grapefruit **or** Cranberry 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

FOOD SAMPLING

(Effective January 2014)

The Vancouver Convention Centre retains the exclusive right to provide and control all food & beverage services for any event held at the Vancouver Convention Centre. Food and beverage sampling is generally not permitted however, certain exceptions may be granted for trade shows and/or conventions that are directly related to the food and beverage industry.

In those circumstances, a detailed list of the products that will be sampled with quantities must be submitted to the Vancouver Convention Centre two weeks in advance of the scheduled event. Food service exhibitors may only offer food and beverage samples in the exhibition area. Sampling portions are limited to 4 ounces of liquid (non-alcoholic) and 1 ounce of food. Exhibitors may only produce samples of product that they serve and/or produce for the purpose of promoting their merchandise.

All sampling is subject to compliance of health, safety and sanitation, or other specific requirements of the Vancouver Coastal Health Authority, and where applicable, the Provincial and Federal Department of Health and Agriculture. Health regulations may require that any prepared products be appropriately inspected and licensed for consumption by the Vancouver Coastal Health Authority. It is the responsibility of the Client/Exhibitor to comply with all local health and safety regulations which may include sink installations at the cost of the Client/Exhibitor. A minimum of 14 days' notice is required for the application of a 'Temporary Food Booth Permit' from the Vancouver Coastal Health Authority.

For further information and permitting, please visit http://www.vch.ca/your_environment/food_safety/permits/ or contact:

Vancouver Coastal Health Authority
#800-601 West Broadway
Vancouver, BC - V5Z 4C2
Phone: 604 675-3800
Fax: 604 736-8651

Trade shows or Exhibitors that require the Vancouver Convention Centre kitchen staff to assist with food preparations must complete a Product Preparation Information Sheet. This can be obtained from your Catering Sales Manager and must be completed in full for each product, and submitted to the Vancouver Convention Centre no later than 14 days prior to the event move-in date. The Client/Exhibitor will be responsible for all charges at current rates including equipment rental, labour, and any supplementary food and/or cleaning supplies required. All deliveries are to be sent to the Vancouver Convention Centre's loading dock and must be clearly labelled with event name, event dates, and exhibitor's on-site contact. Frozen food must arrive three days prior to the event, and fresh food, a minimum of 24 hours prior. The Vancouver Convention Centre reserves the right to refuse food preparation for any products received after the above time lines.

Any use or access to the Vancouver Convention Centre food service areas must be approved in advance by the Catering Department.

EXHIBITOR CATERING SERVICES 2014
DAILY ORDER FORM

EVENT: **23RD WORLD CONGRESS OF DERMATOLOGY** **BOOTH NUMBER:**_____

COMPANY: _____ **TELEPHONE:** _____

ADDRESS: _____ **FACSIMILE:** _____

_____ **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

PARKING DIRECTIONS

World Congress of Dermatology 2015

June 8-13, 2015

FrischkornMEDIACO

AUDIO VISUAL EQUIPMENT ORDER FORM

VANCOUVER CONVENTION & EXHIBITION CENTRE

23RD WORLD CONGRESS OF DERMATOLOGY

CUSTOMER ORDER INFORMATION ** PLEASE COMPLETE IN FULL, INCOMPLETE ORDERS WILL DELAY CONFIRMATION **

Company Name:		On Site Contact:	
Mailing Address:		Booth Name:	Booth #:
City/Prov or State:		Installation Date:	Time:
Ordered By:	Zip:	Show Starting Date:	Time:
Phone Number:	Ext:	Show Ending Date:	Time:
Fax Number:		Dismantle Date:	Time:
E Mail Address:		(Please note, equipment will not be delivered to an unattended booth)	

QTY.	TRADE SHOW EQUIPMENT SELECTIONS	SHOW RATE	TOTAL
	VIDEO PLAYBACK, COMPUTERS AND PRINTERS		
	DVD Player (NTSC Region 1)	$ 150.00	$ -
	DVD Player (Multi - Region)	$ 190.00	$ -
	DVD Player, Blue Ray	$ 250.00	$ -
	Notebook Computer (PC)	$ 350.00	$ -
	Mac Notebook (PC)	$ 400.00	$ -
	Black and White Laser Printer	$ 250.00	$ -
	LARGE SCREEN COMPUTER DISPLAY AND PROJECTION EQUIPMENT		
	22" LED Display 16:9 Ratio	$ 250.00	$ -
	42" Plasma Monitor 16:9 Ratio ***	$ 900.00	$ -
	50" Plasma Monitor 16:9 Ratio ***	$ 1,500.00	$ -
	70" LED Display 16:9 Ratio ***	$ 2,500.00	$ -
	80" LED Dispaly 16:9 Ratio ***	$ 3,000.00	$ -
	Display Monitor Wall Mount ***	$ 150.00	$ -
	Display Monitor Floor Stand	$ 150.00	$ -
	Shelf for Display Monitor Floor Stand	$ 45.00	$ -
	Skirted Power Cart for any of above (34' to 48")	$ 75.00	$ -
	Tripod Screen / 6' / 8' / Please include Size Required	$ 105.00	$ -
	Boardroom LCD Data Projector	$ 550.00	$ -
	► Touch Screen Monitors available upon request	Upon Request	
	► Higher Lumens LCD and DLP Projectors are available upon request	Upon Request	
	AUDIO PRESENTATION ACCESSORIES		
	Small Sound System, 1-Powered Speaker, Wired Mic.	$ 375.00	$ -
	Medium Sound System, Amplifier/ 2-Speakers w/Wired Mic.	$ 550.00	$ -
	IPOD Connection Interface (PA Not Included)	$ 50.00	$ -
	CD Player (PA Not Included)	$ 100.00	$ -
	Wireless Microphone - Lapel /Handheld (PA Not Included)	$ 450.00	$ -
	Wireless Microphone - C/ W Headset (PA Not Included)	$ 570.00	$ -
	► If Your Requirements Are Not Listed, Please Inquire.	Upon Request	

If Paying By Credit Card Please Print Card Number

Expiry Date: ease Print Cardholder Name:

Cardholder Signatur Date of Request:

(By your signature the cardholder agrees to pay all charges related to this rental)

(Please check ONE box, please review payment terms and conditions)

Method of Payment: ☐ Visa ☐ Master Card ☐ Cheque

Equipment Sub Total	$ -
***** Labour Sub Total**	
**** Delivery & Pick-up**	$ 150.00
PST@ 7%	
HST/GST 5%	
TOTAL	

► **Please forward all payments in Canadian Funds**

GST NUMBER
87318 7397 RT0001

TERMS AND CONDITIONS: THE RENTOR AGREES TO BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE EQUIPMENT AS WELL AS ALL CHARGES UNTIL THE EQUIPMENT IS REPLACED INTO RENTAL SERVICE. THE RENTOR SHALL INDEMNIFY AND SAVE HARMLESS MEDIACO THE PRESENTATION COMPANY (RENTEE) AND / OR ITS AGENTS AGAINST ALL LOSS OR DAMAGES ARISING OUT OF USE OF SAME. MEDIACO MUST BE NOTIFIED IMMEDIATELY OF ANY EQUIPMENT PROBLEMS OR ORIGINAL CHARGES WILL APPLY.

*** Additional shipping or rental charges may apply. Equipment and prices listed are based on availibility in local inventory at the time of booking.**

**** Basic Minimum Set-Up to the Booth is Included in the Delivery Charge.**

***** Additional Labour Charges May Apply to Large Equipment Orders or Multiple Items. Please contact us for an estimate..**

Make Cheques Payable to:

FrischkornMEDIACO

4595 Tillicum Street

Burnaby, BC Canada V5J 5K9

Please Forward your Order or Inquiry to: wcd_exhibitor@mediaco.ca

Fax to 604-871-1001. Telephone Inquiries 604-871-1000.

Offices in: *Vancouver, Edmonton, Calgary, Ottawa, Toronto, Montreal and Halifax*