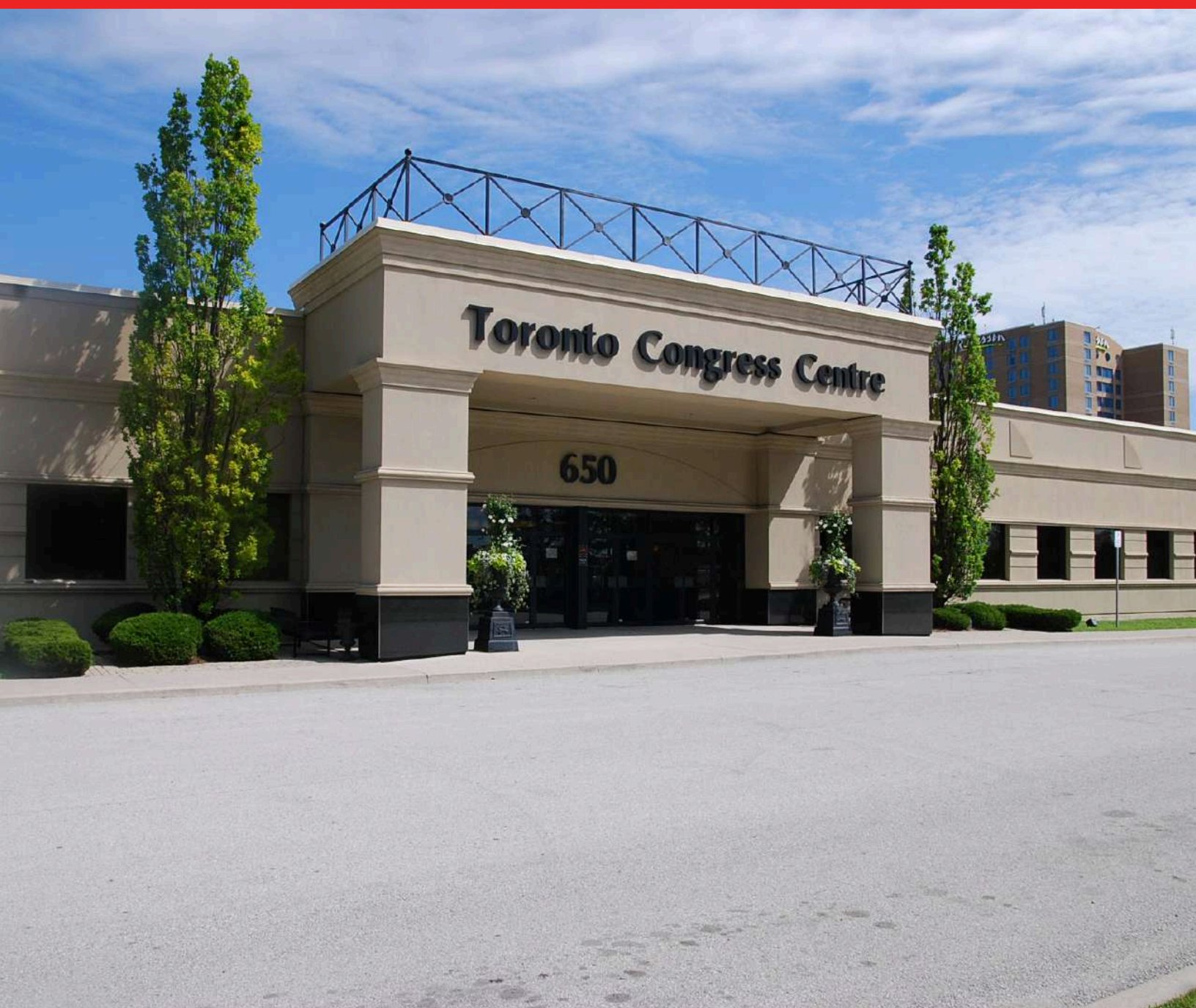


Exhibitor Kit 2023

SECURITY CANADA CENTRAL

Toronto, Ontario

October 25-26, 2023



Security Canada Central Exhibitor Check List

Service	Vendor	Due Date
Advance Warehousing	Lange	Oct.13
After Show Warehousing	Lange	Oct.13
Audio Visual Rentals	Encore	ASAP
Booth Furnishings	FREEMAN	Sept.25
Carpet Selection (Mandatory)	Lange	Sept.29
Customs Broker - Official	Customs Brokers	ASAP
Display Company (EAC)		Oct.2
Electrical Service	Lange	Sept.18
Exhibit Rental	FREEMAN	Sept.25
Exhibitor Badges	MicroSpec	Sept.25
Fire Safety Form	Lange	Sept.23
Food & Beverage	Toronto Congress Centre	ASAP
Forklift Service	Lange	Oct.2
Health and Safety Form	CANASA	Sept.8
Hotel Accommodations	Delta Airport	Sept.29
I&D Labour	FREEMAN	Sept.25
Internet Connection	Encore	ASAP
Lead Retrieval Order	MicroSpec	ASAP
Material Handling	Lange	Oct.2
Move In Requirements	Lange	Sept.29
Plant Rental	FREEMAN	Sept.25
Security Cage Order	Lange	Oct.2
Security Guard Order Form	Toronto Congress Centre	ASAP
Show Guide Ads	CANASA	Aug.21
Show Guide Listing	ExpoFP	ASAP
Sign & Banner Printing	FREEMAN	Sept.25
Sponsorship Opportunities	CANASA	ASAP
Structural Integrity Statement	Lange	Sept.25
Suspended Sign Approval Form	Lange	Sept.25
Transportation Form	Lange	ASAP

Dear Exhibitor:

Welcome to **Security Canada Central**.

We have produced this comprehensive and convenient source of information to assist you. Your immediate attention to this information will save you both time and money.

We recommend that you read this manual carefully, then complete and return the enclosed order forms as soon as possible to make the organization of your exhibit space easier and more efficient. **Specific reference should be made to the booth restrictions. Please refer to exhibit guidelines contained in this manual.** These restrictions are in accordance with standard trade show rules and are enforced to ensure a quality show environment.

As the co-ordinator for your exhibit, I would also like to remind you to please copy and forward any pertinent information to your associates who will be participating at your booth.

In addition, don't forget to pass along important event information to your **exhibit house**.

I hope that the information provided will answer all your questions, however, please feel free to contact me at sbasnett@canasa.org if you have any concerns.

Please note we will be using our traditional show colour scheme. The booth drape will be a combination of black/white/red and the aisle carpet will be red.



Director, Trade Shows and Events

Code of Conduct

Security Canada is committed to providing a friendly, safe and welcoming environment.

We ask that everyone be considerate, respectful and refrain from any demeaning, discriminatory or harassing behavior or speech.

GENERAL OVERVIEW

SHOW PRODUCTION

Canadian Security Association
50 Acadia Avenue, Suite 201
Markham, Ontario L3R 0B3
Phone: (905) 513-0622 or (800) 538-9919
Web: www.securitycanada.com
Email: sbasnett@canasa.org

PURPOSE

Security Canada International Security Conferences and Expositions are designed to provide a showcase for the security industry in Canada. The show is an opportunity for those who wish to market their products and/or services to those who utilize security and protection products and services.

SCHEDULE (subject to change)

Monday, October 23

8 a.m. - 5 p.m.

Move-in for **large exhibits only** (4 booths and up) Lange will email you your move-in time.

Tuesday, October 24

8 a.m. - 5 p.m.

Move-in for all exhibits, Lange will email you your move-in time.

Please refer to the assigned move-in schedule, which will be distributed by Lange two weeks prior to the show date. They can be reached at (800) 668-5687.

Wednesday, October 25

8 a.m.	Show floor opens to Exhibitors
8 a.m.	Onsite registration opens
10 a.m.	Exposition opens
10:30 a.m. – 5 p.m.	Education Sessions (ES)
11 a.m. – 4 p.m.	Education Flash Sessions
5 p.m.	Exposition closes

Thursday, October 26

9 a.m.	Onsite registration opens
10 a.m.	Exposition opens
11 a.m. – 2 p.m.	Education Flash Sessions
3 p.m.	Exposition closes
3 p.m. – 10 p.m.	Move out – All exhibits must be removed from the hall by 10 p.m. after which they will be removed by show management and charged back to the Exhibitor.

SPECIFIC INFORMATION

ACCOMMODATIONS (HOTEL)

Delta Hotels Toronto Airport & Conference Centre

655 Dixon Road, Toronto, Ontario, M9W 1J3

The show rate is \$171.

Please note we do not use a travel agency, if you receive a call for hotel rooms it is a scam.

The deadline for reservations is **September 29** (or until the block is filled). To receive the preferred rate, you must indicate that you are with "**SECURITY CANADA**".

You can book online [here](#).

The hotel is located within minutes of the airport, is directly across the street from the exposition facility and offers a complimentary airport shuttle.

Book early but please do not book more than you require as the Association is penalized for rooms blocked but not used.

ADVANCE RECEIVING OF SHIPMENT

Shipments **will not** be accepted prior to move-in day. If you wish to ship in advance to the Lange warehouse please use the forms in this kit. If you wish to send material to the facility you may do so as long as it arrives on move-in day.

Please note that Lange will charge you for receiving your shipment at the show if you are not there to receive it yourself.

Please make sure your shipment is marked as follows:

**Security Canada Central
c/o Toronto Congress Centre
650 Dixon Road
Toronto, Ontario, M9W 1J1
Hall A
(Your company name)
(Your booth #)
(Your cell #)**

SHOW MANAGEMENT CANNOT TRACE SHIPMENTS AND IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

ADVERTISING AND PROMOTIONS

Exhibitors will receive promotion through their show directory listing and have the option of advertising in the directory. The show directory will be available to all conference and exposition attendees. Copies of the directory will be distributed to interested individuals/companies after the show. The show directory uses the information you provide in your online listing through ExpoFP. Please be sure to complete it.

AUDIO VISUAL

The official show supplier for audiovisual is Encore AV.

Should you require any audiovisual services, please refer to the AV Rental Order Form.

CANADA CUSTOMS

Canada Customs has provided a letter of tariff clearance. They recommend that those Exhibitors who are bringing hand carried goods present this letter to the Canada Customs officials at the time of entry into Canada. Please contact sbasnett@canasa.org for a copy of this letter.

CARPET

CANASA will be providing a carpet at no additional cost to the Exhibitor. Carpet upgrades and under padding are available at an additional charge. Please contact FREEMAN Group if interested. Otherwise, please refer to the Lange form to order your choice of carpet colour. For those Exhibitors who provide their own carpet or upgraded carpet, the booth cost will not be discounted. **If you do not contact Lange your booth will be carpeted by them in their choice of colour. Please let them know if you do not require carpet ASAP as it will delay your setup if they have to remove their carpet.**

CAFETERIA

There will be a cafeteria on the show floor to help keep attendees on the show floor. It will serve an assortment of hot and cold food.

You may distribute food & beverage items during the show, however, the Toronto Congress Centre has exclusivity on distribution of these items. Exhibitors are requested to order these items directly with the catering department of the Toronto Congress Centre. A form is included in this kit or to purchase food vouchers for your staff or guests please contact Mike Russell at (416) 245-5000.

CHILDREN ON SITE

Only businesspersons over the age of 18 will be permitted to attend the show. Exhibitors may not bring children under the age of eighteen (18) to the exhibit hall at any time. Should a recognized industry trade college or university be interested in attending, it will be at show management's discretion and may be restricted to a specific time period during the show.

CLEANING

Show management will arrange complimentary carpet vacuuming. The initial vacuuming will be completed Wednesday prior to the opening of the show. The vacuuming for the second day will be completed Wednesday evening or Thursday morning prior to the opening of the show.

COMPETITIONS, DRAWS AND CONTESTS

Sales promotions and competitions conducted by Exhibitors in conjunction with their display must be free of any obligation on the part of the winner and be open to any and all attendees. Prize winners must not be required to place an order before entering or collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by show management prior to the exposition and must comply with all existing government regulations. Exhibitor agrees to indemnify and hold harmless CANASA from and against all claims, actions or causes of action, and liabilities arising from their competition, promotion, draw or contest.

COURIERS ON SITE

Management will not accept any on-site courier deliveries. Please direct your courier companies to deliver any packages via the loading dock area. If a courier company delivers to the registration area, the courier will be re-directed. **Please note that Lange will charge you for accepting the delivery on your behalf.**

CUSTOM BROKERAGE

The Official Customs Broker for Security Canada is Consult Expo, please contact Heather James. Tel: 514.482.8886 Ext. 3, Fax: 888.629.9008, Email: heatherj@consultexpoinc.com, www.consultexpoinc.com

DISPLAY COMPANIES (Exhibitor Appointed Contractor's)

Exhibitors using a display company other than the official supplier MUST follow the guidelines set out below.

Show Policy Regarding Service Contractors and Independent Contractors

The show management, acting on behalf of all Exhibitors has appointed official service contractors to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labour to all Exhibitors according to need.
- Provide sufficient labour to satisfy both Exhibitors and the show.
- To ensure that the proper type and limits of insurance are in force.
- To avoid any conflict with local union regulations and requirements.
- The official contractors will provide all usual trade show services, including labour. Exhibitors, however, may provide their own supervision, or may appoint their own exhibit installation contractor or exhibit display supplier.

Should an Exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

- The Exhibitor must inform show management of the name and address of the contractor and the work to be performed, prior to the commencement of any work at the show site.
- All Exhibitor Appointed Contractors must provide evidence of general liability insurance providing coverage of at least \$5,000,000.00 inclusive for bodily injury and/or property damages for each occurrence and all risks in a form acceptable to CANASA.
- The Toronto Congress Centre, FREEMAN Group, Lange Transportation and CANASA are to be cross insured on the supplier's insurance for its operations and services provided for the Security Canada International Security Conference and Exposition.
- Evidence of the supplier insurance shall be provided to show management by **October 1** prior to the commencement of any work at the show site. It is the responsibility of the Exhibitor to ensure that this is done.

The installation contractor to be used by the Exhibitor must agree in writing to the following conditions:

- Must agree by all rules and regulations of the show.
- Must agree by all union rules and regulations.

Please go [here](#) to complete and submit your form.

DRAPERY

Each Exhibitor will be provided with a standard booth draping of a 3-foot high side rail and an 8-foot high backwall drape. The colour of the booth drapes will be black/white/red. Those with island booths will not be provided with drapes unless requested. **Under no circumstances are Exhibitors or their personnel to change or alter the provided drape without written permission from show management. Any Exhibitor doing so will be billed the costs incurred to return the area to its original condition.**

ELECTRICAL SERVICES

Electrical services are provided through Lange Show Services, show management will **NOT** be providing electrical service. **If you plug into the buildings electrical system without first ordering it they will bill you the onsite charge or disconnect the power.**

Electrical orders can be secured by contacting Lange Show Services. A service order form can be found in this kit.

ELECTRICAL EQUIPMENT APPROVAL

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

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, or used in any show/convention/or similar exhibition **MUST BE APPROVED**. At Trade Shows, unapproved electrical equipment will only be permitted when the Electrical Safety Authority gives permission.

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. [Bulletin 2-7-*](#) shows all approved certification marks or Field Evaluation markings accepted in Ontario.

One of the fundamental requirements for Canadian Standards Association certification is that appropriate approval markings (CSA monogram on label) appear on each device. If such markings are missing, the device must be considered unapproved and, subject to special inspection.

Should any of this equipment not conform, it is recommended that you request temporary permission to exhibit while the necessary electrical approval certification is being sought.

Please write or call:

ONTARIO HYDRO

Special Inspection/Product Approval Division

3357 Walker Road, Unit #4

Windsor, Ontario

N8W 5J7

Tel: (519) 972-1646 or (800) 559-5356

Fax: (519) 972-6518 or (800) 559-5358

<https://esasafe.com/>

Please contact Ontario Hydro to receive written permission to show unapproved electrical equipment. Permission to show should be displayed with the equipment during the entire show, and does not provide permission to energize unapproved electrical equipment. A fee will be administered for this service. Your permission to show, together with your receipt, will be mailed or faxed to you.

Failure to comply will result in being ordered to remove the equipment from the building.

As an Exhibitor you agree to abide by all applicable regulations governing product safety.

EXHIBIT GUIDELINES

- **All single and in-line booth back walls are restricted to 8 ft. in height and the dividers between the booths to 3 ft. in height. No part of the structural display at its full 8 ft. height may extend out more than 5 ft. from the backwall at that height. The remaining frontage may not exceed 3 ft. in height to allow for greater visibility of all booths.** This includes freestanding products that are considered part of the display. Any booth that is located on an outside perimeter wall may go up to a height of 16 ft. (facility permitting). **If you are unsure whether your display will meet these requirements please contact show management for clarification.**
- **An island exhibit** is a block of four or more booths with an aisle on all four sides. An island display may go up to a height of 16 ft. (facility permitting). An island exhibit may extend to this height to the boundaries of the space rented.
- An island display may be created at the request of an Exhibitor. If booths must be eliminated in order to create the island, it will be at the cost of the Exhibitor.
- Changes to the floor plan are at the discretion of show management.
- **Prefabricated booths** - An Exhibitor planning to use a prefabricated display must ensure that an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc.
- All sides and surfaces of exhibit (booth and signs), which are exposed to a view, must be properly finished and decorated. Failure to provide a finished surface may result in a charge to mask off the surface.
- All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to the other exhibits or to show management. If such required draping is not ordered, the official supplier of the exhibit services and equipment, with the approval of show management, may install it and charge the Exhibitor.
- No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, will be permitted in the exhibit hall.
- All interviews, demonstrations, detailing or distribution of literature must take place within the booth space assigned to the individual Exhibitors, and not interfere with normal aisle traffic in order to avoid infringing upon the rights and privileges of other Exhibitors.
- The building's owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.
- No changes may be made which will alter booth location and format, program, advertising or sponsorship content in the last 10 days prior to the show. Changes may be made at the discretion of show management.
- Show management reserves the right to adjust or remove an Exhibitor's display should it exceed the intent of the environment or to accommodate those products that do not fit or that block the sight line of other Exhibitors.

Only participating Exhibitors have the exclusive rights to promote goods or services in this show. All other parties who attempt to make any solicitations without expressed written permission of show management will be permanently removed from the show area. Exhibitors are asked to report any infractions to show management so that immediate action can be taken.

EXHIBITOR BADGES

Each exhibiting company may order a maximum of five free badges for each 10 x 10 booth space reserved. You will receive an email from mers@microspec.com with a link to order your badges.

Exhibitors must wear their show identification badge at all times during the exposition. Only those individuals with an Exhibitor badge may work in a given booth.

Please remember that these badges will be issued to staff working the show only. An Exhibitor badge is colour coded specifically to identify Exhibitors. **Under no circumstances should these badges be given to attendees.** If you have a valued customer who has not pre-registered and they request your name badge to gain access to the show floor please remember that this is against show rules and ask them to register as an attendee.

EXHIBITOR'S LIABILITY AND INSURANCE

Exhibitors must carry their own fire, theft, and other insurances. CANASA/Security Canada International Security Conference & Exposition shall take reasonable precautions to prevent losses and to protect the interests of Exhibitors; however, **UNDER NO CIRCUMSTANCES WILL CANASA/SECURITY CANADA BE LIABLE FOR LOSS AND/OR DAMAGE, HOWEVER CAUSED.**

In addition, the Exhibitor agrees to hold harmless *CANASA and Security Canada International Security Conference & Exposition* from any and all claims for loss or damage asserted against the aforementioned by any person as a result of, or in anyway connected with, the wrongful acts or negligence of the Exhibitors.

FACILITY RULES & REGULATIONS

1. Please be advised that under no circumstances may anything be nailed, glued, stapled, taped or otherwise affixed to the walls anywhere in the building. Acceptable wall adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces.
2. Only cloth backed, single or double-faced tape may be used on any Exhibition Hall floor. No plastic tape, packing tape, foam core tape, or other types of tape may be used. The only tapes authorized for use on exhibit hall floors are: Doublestick V (2-sided tape), Rainbow (1-sided 7ml vinyl), masking tape, #618 Suretape (cloth duct tape), #174 high-adhesion double-faced tape. Floor tape removal is the responsibility of the Exhibitor at their expense. **Any residual floor tape left on the trade hall floors after move out will be removed by TCC and billed to the Exhibitor.**
3. Hard tiles must not be glued or taped directly to the floors.
4. Any spotlight of 1,000 watts or more must be equipped with a solid glass lens, or failing that, with a wire-mesh screen, in which the holes may not exceed 1/4" by 1/4".
5. Transformers and ballasts must have an insulating plate underneath to avoid damaging the carpets.
6. In the event that an Exhibitor causes any damage through non-observance of these rules, or any carelessness or action by an Exhibitor, the Toronto Congress Centre will invoice that Exhibitor for any and all costs involved in repairing such damage.
7. Animals, birds and pets are not permitted in the building.
8. Items or displays may not be fixed to any structure in the building. Any damage to the building finishes caused by the use of non-removable items will be charged back to the Exhibitor.

FACILITY RULES & REGULATIONS Cont.

9. Toronto Congress Centre signs and graphics may not be visibly blocked in any way.
10. Planters and furniture located in common areas throughout the building may not be repositioned or removed.
11. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.
12. The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited.
13. Crates and packing materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.
14. Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by show management authorized personnel or its appointees. This applies to any and all utility connections of any kind.
15. All involved parties with any show exhibit must comply with federal, provincial and municipal building and fire codes.
16. All fire and emergency equipment located in the building must not be hidden or obstructed in any way.
17. Emergency exits and aisles must be kept clear and unobstructed. Vehicles parked on fire routes will be removed at the owners' expense.
18. All electrical equipment must be CSA or UL approved.
19. While it is not required, it is advisable to have an approved fire extinguisher within your exhibit area.
20. Exhibitors must abide by the fire regulations governing exhibits and displays in places of public or private assembly in the City of Toronto.

Please ensure that your staff and any contracted personnel are aware of the rules.

FIRE REGULATIONS

1. The following materials shall be flameproof if used for display or decorative purposes:

- Flowers
- Foliage, trees, branches, etc.
- Paper (cardboard or compressed paperboard less than 1/8 of an inch in thickness is considered to be paper)
- Plastic materials
- Ruscus (holly)
- Split wood and bamboo fibres
- Styrofoam
- Textiles

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

2. The use of the following materials is prohibited:

- Acetate fabrics
- Corrugated paper boxboard
- No seam paper
- Paper-backed foil, unless glued securely to suitable backing
- Peat moss

All material is subject to inspection and flame testing at any time by the Fire Department.

Any equipment that uses an open flame as part of an exhibit must be approved by the Toronto Fire Department. Such approval must be obtained in writing through the Toronto Congress Centre.

FLOOR LOADS

The floor load on the Exposition floor is unlimited.

FLOOR PLAN

Exhibitors with 4 or more 10x10 booths must provide detailed drawings of their **display area to show management by October 1** to assist the Exhibitor in making sure their exhibit will meet all the rules and regulations and that the facility layout and dimensions have been considered in designing their booths.

HEIGHT RESTRICTIONS

The facility height restriction is 16 feet in most areas, but less in some due to HVAC equipment. **If your island exhibit exceeds 14' in height please contact show management. Please refer to the exhibit guidelines earlier in this manual with respect to the allowable height of the booths, which in most cases is 8'.**

INDEMNITY

Exhibitors and their representatives hereby agree to indemnify and hold harmless CANASA/Security Canada International Security Conference & Exposition, the Toronto Congress Centre, Lange Transportation and FREEMAN Group Inc., the employees thereof and their representatives and agents against any/all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to, immediately following (as well as throughout) the Security Canada International Security Conference and Exposition. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

INTERNET & ISDN LINES

Installation can be coordinated by contacting Encore AV. An order form is included in this kit.

LEAD RETRIEVAL

For more information refer to the enclosed forms provided by MicroSpec Registration Services. CANASA is not able to provide Exhibitors with a list of attendees due to privacy laws. If they choose not to go to a specific booth, we respect their privacy and do not release their name.

LIABILITY

Exhibitors are requested to check their insurance to ensure sufficient liability coverage.

Display Companies should refer to the section entitled "display companies" for specific information on Insurance requirements.

CANASA, Security Canada, The Toronto Congress Centre and their assigns are not responsible for loss, theft, disappearance of or damage to Exhibitors' display or material.

Security services are provided to help control access to the exhibit floor. They will also control movement of products to and from the facility during the show. Neither show management nor the Toronto Congress Centre shall be responsible for loss, delay or damage due to strikes, lockouts, or work stoppage of any kind.

LOADING/RECEIVING DOCKS

There are 15 loading docks available. All Exhibitors MUST unload and load their vehicle from the loading dock area. Lange will be emailing a move in schedule approximately two weeks prior to the show. Please refer to their instructions with regards to docks and entrances.

LOGO

The Security Canada logo is available for your use in promoting your participation in the show. Please visit our Invite Your Customers page in the Exhibitor Portal for available options.

MATERIAL HANDLING AND EQUIPMENT

Show management will provide a limited number of dollies for use by Exhibitors in moving their products to their booths. There are several options available to unload material. Please refer to the floor plan which indicates the location of the loading dock/receiving area. If you require assistance moving product from your vehicle to the booth, please contact Lange Transportation for material handling assistance. Their order form is included in this kit.

Note: For those shipping their products via ground transportation, you must arrange to have it removed from the vehicle either by yourself or by contracting for material handling. If no one is there to receive the shipment, Lange Transportation will unload the vehicle and charge the applicable costs to you.

MEDIA

Show management will have complimentary badges available for industry representatives during the show.

MOVE-IN

Move-in will begin at 8:00 a.m. on Monday for large booths (four and up) and 8:00 a.m. on Tuesday for smaller booths. In this kit is a questionnaire regarding your requirements for move-in, to assist the staff at Lange Transportation, please fill this out and send it back by the due date as indicated on the form.

MOVE-OUT

If dismantling of any display has not started by 5:00 p.m. on Thursday show management reserves the right to dismantle the display and charge the Exhibitor accordingly. Show management or its representatives will not accept any responsibility for damage that may be caused during this dismantling and packing. **Please do not begin dismantling before the show closes at 3:00 p.m. This is to be fair to attendees who have left work early to attend and would like to see all exhibitors. Per the terms of your contract there is a \$500 penalty for early dismantling.**

OFFICIAL SHOW CONTRACTORS/SUPPLIERS

Please refer to their forms, included in this kit, for up to date contact info.

Audio Visual

Encore AV

Customs Brokers

Consult Expo

Booth Rental / Furniture Rental / Graphics / Labour

FREEMAN Decorating

Display Services / Ground Transportation / Material Handling / Move-in Schedule / Electrical / Carpet / Hanging Signs

Lange Transportation

Host Hotel

Delta Hotels Toronto Airport & Conference Centre *(formerly International Plaza)*

Internet

Encore AV

Lead Retrieval

Microspec

PAYMENT OF BOOTH SPACE

Show management reserves the right to refuse entry to any Exhibitor whose account has not been paid in full.

REFUSAL OF ENTRY

Show management reserves the right to refuse admission to anyone who, in the sole opinion of show management, is unfit, intoxicated, or in any way creating (or who may create) a disruption of the conference and exposition.

SELLING OF PRODUCTS

Due to an agreement with Canada Border Services products may NOT be sold on site in the sense that a given product is paid for and removed from the premises. Exhibitors found in violation may be removed from the show at show management's discretion and no refund will be given.

SAFETY

Please refer to the form in this kit for procedures and ensure you sign and return by the due date.

SECURITY

CANASA will be contracting with a security company to provide on-site security during the show. Given the nature of the move out process, we will not be responsible for items left in your booth; therefore, Exhibitors are encouraged to package and remove their smaller or valuable items as soon as possible to avoid theft.

Show management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security on a 24-hour basis from 8:00 a.m. on Monday morning until show close on Thursday at 3:00 p.m. Show management will provide necessary security guards during exhibit hours to ensure that persons entering the exhibit hall are wearing convention badges and to restrict entry during hours when the exhibit hall will be closed.

Each Exhibitor is solely responsible for their exhibit material, and should insure these exhibit materials against loss or damage during the show. Please secure all items of value at all times. All property of an Exhibitor is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the exhibit hall.

Exhibitors who require additional security for their exhibit may contract for these services by using the form provided in this kit.

SHOW OFFICE

To contact a representative of show management, please proceed to the CANASA booth, which is located at the back of the 400 aisle or ask at the registration desk.

SHOW GUIDE ADVERTISEMENT

The show directory will be produced by CANASA. For more information on placing an ad please contact Steve Basnett at sbasnett@canasa.org

SHOW GUIDE LISTING

Exhibitors will have their company information listed in the show directory, which will be handed out to all attendees at the show. This information will be taken from your online profile. You should have received an email from admin@securitycanada.com containing a link to your profile page. If you have not received it please contact sbasnett@canasa.org

SIGNS

No signs or other articles are to be fastened to the wall brackets or other electrical fixtures. The use of thumbtacks, double sided tape (rubber backing tape), scotch tape, nails, screws, bolts, handspikes or any tool or material, which could damage the floor or walls, is prohibited. Any damage caused by the Exhibitor to the walls or floors will be the responsibility of the Exhibitor.

All items to be suspended from ceilings including signs, displays, light and sound equipment, etc., are not permitted unless approved in advance by show management. Please fill out the request form provided by Lange and return to Robert George for approval. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.

All ceiling equipment, material and rigging must be removed immediately upon close of the show.

Please contact Lange Transportation to arrange to have any signs hung from the ceiling. For your convenience a request form has been included in this kit.

SOUND LEVELS

Noise levels of any demonstration, sound system or equipment must be kept to a minimum in order not to interfere with other Exhibitors. **Show management reserves the right to determine the sound level at which the noise interferes with others and may require the Exhibitor to reduce the level or cease the activity. Those not in compliance may be asked to leave the hall and no refund will be given.**

SPONSORSHIP OPPORTUNITIES

At Security Canada we want to help you to maximize your exposure. This year we will be offering Exhibitors the opportunity to purchase the right to some excellent sponsorship items. Please contact sbasnett@canasa.org for more info.

STAFFING OF EXHIBITS

It is the Exhibitor's responsibility to staff their exhibit at all times during the exposition. Booths **may not** be left unattended during show hours.

STORAGE

Exhibitors who have paid for drayage (material handling) service need only to place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area prior to show opening and returned when the show closes. Empty containers will be stored in trailers off site. By the nature of the storage area, handouts and valuable material cannot be stored in this area. Exhibitors may obtain storage labels from the Lange Service Desk located near the loading docks.

Each empty container must have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferably with felt marker type pen.

Exhibitors who have not paid for drayage service will be required to remove and return their own empty containers from the facility and arrange for their own storage.

VEHICLES

- If you are planning on displaying a motorized vehicle of any sort please contact show management for approval.
- Please refer to the Toronto Congress Centre rules regarding vehicles in this kit.
- If at any time an inspector and/or show management deem that equipment is being operated in a manner dangerous to public safety, they shall cancel the privilege of the Exhibitor concerned.

Security Canada

INTERNATIONAL SECURITY CONFERENCE & EXPOSITION

HEALTH & SAFETY POLICY

**YOUR RESPONSE IS REQUIRED
BY September 8**

Appropriate protective footwear is required at all times at the Security Canada Central trade show during move-in and move-out



It's the law!

In accordance with the Occupational Health & Safety Act, the Security Canada trade show requires that all reasonable steps and precautions be taken to protect the health and ensure the safety of all persons involved in the production of its shows. Preventing injury is a key objective; accordingly, every possible measure is taken to provide a safe, healthy work environment. To succeed, these safety initiatives require that every exhibitor assume responsibility for helping meet this objective. Exhibitors must, therefore, carefully read the applicable sections of the Occupational Health & Safety Act, in order to fully understand their responsibilities as they apply to themselves and their workers while at the show, including all activities within their own booth areas. For more information on the Act, visit the Health & Safety section at www.labour.gov.on.ca.

All persons involved in the move-in/move-out process (i.e. set-up and tear-down of a trade show) must be properly dressed and equipped to work safely in specific areas of the show deemed by the Act, or by an on-site Safety Inspector, as an "industrial" environment which may involve the use of heavy equipment (forklifts etc.), as well as 'overhead activities' (hanging signs, lights etc.). These areas, including areas in and around booths, may be marked off with safety cones or caution tape. Only persons wearing hardhats and safety shoes will be permitted into these areas until all work is completed.

Anyone requiring access to the loading dock area including the self loading area must wear safety shoes.

Working in sandals, flip-flops, open-toed shoes, bare feet etc. is strictly forbidden on the show floor. Any individual wearing inappropriate footwear will be prevented from entering the show floor by Security Canada staff or security.

Help us ensure everyone involved is safe & protected!

Exhibitors are responsible for the health and safety of all employees and other persons on the show floor who are directly or indirectly under their supervision. As a Security Canada trade show exhibitor, it is your responsibility to inform or contact all persons you will be hiring (i.e. your staff and any outside contractors hired to set up your booth, bring in your product, or anyone required to be on the show floor during move-in and out), that they must wear appropriate protective footwear as well as any other necessary protective equipment, to keep them safe from injury.



It is important that your company confirms receipt of this message and responds by **September 8**.

Complete the form below to acknowledge that you have read, understand and will comply with the Occupational Health & Safety Act. This also confirms that your staff and all associated contractors and hired help will be informed of and will comply with the Act and the Security Canada trade show initiatives and policies.

YOUR RESPONSE IS REQUIRED BY SEPTEMBER 8



LEAD RETRIEVAL OPTIONS

Security Canada Central 2023

Toronto, Ontario, Canada

October 25-26, 2023

Easily Capture, Qualify & Connect with Potential Buyers

Option 1: Leads123™ Mobile Scanning App



Available for download on both iOS and Android devices, our versatile in-house developed app allows you to capture, qualify and follow up on leads or surveys directly from smartphones or tablets, and then securely access this data in real time from any location. Add notes, follow-ups, surveys and pictures to every lead. Schedule a meeting time from within the app. This app has ALL the features required to successfully exhibit at an event.

Option 2: Leads123™ Mini Scanner



This lightweight, compact and portable unit (worn around the neck on a lanyard we supply) is a simple solution for those that just want to capture the information of the attendees. Scan throughout the event as well as receptions and after-parties. At the end of each day return the units to the lead retrieval counter for upload to your personalized portal. A custom follow-up sheet, allowing you to further qualify a lead, is available with this unit at an additional fee.

BENEFITS OF LEAD RETRIEVAL

- Connect with Attendees
- Easy To Use
- Flexible & Reliable
- No power required
- Scan Anywhere/Anytime
- Secure Portal
- Customizable Options
- Qualified Leads
- Instant Email (App)
- Real Time Data (App)
- Surveys (App)
- Pictures (App)
- Email (App)
- Ranking (App)

**To order your lead retrieval unit(s), please visit the link below.
For onsite orders, please visit the Lead Retrieval counter at the event.**

SAVE TIME AND MONEY NOW! ORDER HERE:

<https://www.microspec.com/lr/SCC2023>



Exhibitor Services - Internet Services

Encore Representative
Diana Dimanno
TCC@encoreglobal.com

COMPANY: _____
STREET: _____
CITY: _____
PROV / STATE: _____
POSTAL/ZIP: _____
E-MAIL: _____
PHONE: _____
ORDERED BY: _____
PO #: _____ HST #: _____

SHOW NAME: **Security Canada Central Show 2023**
EVENT SPACE: **Toronto Congress Centre | 650 Dixon Rd.**
BOOTH #: _____
INSTALLATION DATE: **2023/10/24** TIME: _____
EXHIBIT START DATE: **2023/10/25** TIME: _____
EXHIBIT END DATE: **2023/10/26** TIME: _____
CONTACT ON-SITE: _____
CONTACT ON-SITE PHONE: _____

Please carefully read the following terms & conditions: All prices are subject to applicable sales taxes. Additional Labour Charges may apply as required.
Please email the completed form to the listed encore representative above. Upon processing, an Encore Representative will provide you an official work estimate document for review, signature & payment details.

NOTES: Wireless and Wired Device connections are designed for Personal Computers or devices which have a built-in browser supporting HTML. If your device requiring Network/Internet access is a Router, a Server or does not have a supported browser, additional labour/IP reservation fees will apply.

QUANTITY	CODE	SERVICES (BY NO. OF DEVICES NEEDING INTERNET ACCESS)	RATE	TOTAL
WIRELESS SERVICES (SHOW RATES, UP TO 7 DAYS)				
	WIFI BASIC	Exhibitor Wireless Connect Basic (Max. 2 Devices allowed per Item Ordered, Non Transferable)	\$257.50	
	WIFI PLUS	Exhibitor Wireless Connect Plus (Max. 2 Devices allowed per Item Ordered, Non Transferable)	\$360.50	
	WIFI ENHANCED	Exhibitor Wireless Connect Enhanced (Max. 2 Devices allowed per Item Ordered, Non Transferable)	\$1,236.00	
WIRED SERVICES (SHOW RATES, UP TO 7 DAYS)				
	WIRED BASIC	Exhibitor Single Wired Connect Basic (Max. 1 Device per Item Ordered, Non Transferable)	\$309.00	
	WIRED PLUS	Exhibitor Single Wired Connect Plus (Max. 1 Device per Item Ordered, Non Transferable)	\$412.00	
	WIRED ENHANCED	Exhibitor Single Wired Connect Enhanced (Max. 1 Device per Item Ordered, Non Transferable)	\$1,545.00	
ROUTERS ARE NOT PERMITTED WITH ANY OF THE ABOVE PACKAGES, REFER TO EXHIBITOR ROUTER REGISTRATION OPTIONS BELOW				
FOR UNDERCARPET CABLE PRE-INSTALLATION, PLEASE CALL FOR QUOTE. A FLOOR PLAN IS REQUIRED.				
OTHER SPECIALTY SERVICES (SHOW RATE, UP TO 7 DAYS)				
	RTR PRIVATE	Exhibitor Router Registration - Wired Enhanced w/Private DHCP IP Reservation (Router not Included)	\$1,663.75	
	RTR PUBLIC	Exhibitor Router Registration - Wired Enhanced w/Public IP Reservation (Router not Included)	\$1,765.00	
	29827	Private Static IP Reservation - per IP Address Reservation	\$118.75	
	26865	Public Static IP Request - per Public IP Address	\$220.00	
	65905	VoIP Line Adaptor (EXCLUDES HANDSET)	\$306.25	
	WIFI POS	POS Terminal Wi-Fi Connection	\$350.00	

Once this form is received, an order will be created and sent via DocuSign for a digital signature.

An Encore representative will reach out to you by phone to process the payment safely and securely.

Total	
Labour	
Service Charge	
HST	
TOTAL DUE	

NOTES: Wireless and Wired Device connections are designed for Personal Computers or devices which have a built-in browser supporting HTML. If your device requiring Network/Internet access is a Router, a Server or does not have a supported browser, additional labour/IP reservation fees will apply.

Please mention any notes to Encore pertaining to the Network/Internet setup here:

BASIC (approx. 5mbps Down) Shared Internet Access, For Dedicated contact us

Browse occasionally during event.
Usage is not integral to the event experience.
Checking email is for basic read/send only.

Content - basic non-embedded video presentation, media pre-loaded; Video Collaboration - not recommended

PLUS (approx. 7mbps Down) Shared Internet Access, For Dedicated contact us

Anticipated to use social media, read/send email with attachments and/or use cloud services.
Digital Engagement Platform usage limited to apps expected to have only minor updates throughout the event.
Live language translations, captioning, & sign language interpretations

Content - embedded videos, engagement tools
Video Collaboration - Zoom, Teams, WebEx etc

ENHANCED (approx. 10mbps Down) Shared Internet Access, For Dedicated contact us

Video centric social media (Facebook, Instagram, TikTok, Snapchat).
Digital Engagement Platforms with live interactivity (e.g. Chime Live from Encore).
Optimal if attendees are expected to be uploading and downloading large amounts of content over the internet.
Second screen event solutions may require a higher bandwidth allocation.
Content - live downloads, live software demos
Video Collaboration - High-definition with sharing on Zoom, Teams, WebEx etc

Encore is a full-Service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the encore representative listed above for a custom solution.

TCC Exhibitor Internet Order Forms - 2023 - Security Canada Central Show 2023.xlsx



Exhibitor Services - Audio Visual

ENCORE REPRESENTATIVE
DIANA DIMANNO
TCC@ENCOREGLOBAL.COM

COMPANY:		SHOW NAME:	Security Canada Central Show 2023	
STREET:		EVENT SPACE:	Toronto Congress Centre 650 Dixon Rd.	
CITY:		BOOTH #:		
PROV / STATE:		INSTALL DATE (YYYY/MM/DD):	10/24/2023	TIME:
POSTAL CODE / ZIP:		START DATE (YYYY/MM/DD):	10/25/2023	TIME:
E-MAIL:		END DATE (YYYY/MM/DD):	10/26/2023	TIME:
PHONE:		CONTACT ON-SITE:		
ORDERED BY:		CONTACT ON-SITE PHONE:		
PO #:		HST #:		

Please carefully read the following terms & conditions:

All prices are subject to service fee & applicable sales taxes. Additional Labour & Transport Charges also may apply as required

Once form is completed in full, please email to the listed encore representative above.

Once this request form is submitted, an Encore Representative will provide you an official work estimate document for review, signature & payment details.

QUANTITY	CODE	DESCRIPTION	REGULAR RATE	DAYS	TOTAL (REG.)
FLAT SCREEN MONITORS					
	58287/96	40" LCD FLAT SCREEN MONITOR	\$343.75	2	
	UN43MU	43" 4K SMART LCD FLAT SCREEN MONITOR	\$400.75	2	
	58283	49" LCD FLAT MONITOR	\$516.50	2	
	58286	55" LCD FLAT SCREEN MONITOR	\$573.00	2	
	58333	70" LCD FLAT SCREEN MONITOR	\$802.25	2	
	62141	FLAT MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$67.00	2	
	PSDSHB	SHELF FOR MONITOR FLOOR STAND (RENTED WITH STAND ONLY)	\$16.75	2	
		Subject to availability, please contact us for the full range of available options.			
COMPUTERS & ACCESSORIES (All computers come with Windows and Office software)					
	70173	PRESENTATION LAPTOP COMPUTER	\$353.85	SHOW	
	99991	USB MEDIA PLAYER FOR MONITOR	\$125.00	SHOW	
VIDEO ACCESSORIES					
	55194	50" x 80" 16:10 RATIO PULL UP SCREEN	\$78.00	2	
	CART42	A/V CART WITH SKIRT	\$35.75	SHOW	
AUDIO EQUIPMENT					
	61310	SMALL POWERED SPEAKER (1/8", 1/4", XLR INPUT)	\$55.75	2	
	61952	PC DI STEREO TO MONO DIRECT BOX	\$45.00	2	
	61602	WIRELESS MICROPHONE KIT (HANDHELD, LAVALIER, OR HEADSET) *SPEAKERS NOT INCLUDED*	\$168.50	2	
	BAS	BOOTH AUDIO SYSTEM (2 POWERED SPEAKERS, MIXER, AUDIO JACK FOR LAPTOP/IPOD & WIRELESS MIC)	\$418.00	2	
Subtotal					\$ -
Delivery & Pickup					\$ 100.00
Labour					\$ -
Cables and Consumables					\$ -
HST					\$ 13.00
TOTAL DUE					\$ 113.00

Once this form is received, an order will be created and sent via DocuSign for a digital signature. An Encore representative will reach out to you by phone to process the payment safely and securely.

Subtotal	\$ -
Delivery & Pickup	\$ 100.00
Labour	\$ -
Cables and Consumables	\$ -
HST	\$ 13.00
TOTAL DUE	\$ 113.00

Encore is a full-Service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the encore representative listed above for a custom solution.

SUPPLEMENTARY TERMS & CONDITIONS

EVENT CANCELLATION. If Customer cancels the Event or the provision of audiovisual equipment, labour, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Event Quote. Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the Event Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labour, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

Booth details

Booth equipment

Each 10' x 10' booth will be set with 8' high black, red, and white back drape, 3' high black side drape, and a booth carpet. Please refer to the carpet selection form to choose your carpet colour (black, blue, grey, or red) or to advise if you do not require carpet.

*All Exhibitors must submit the form. If no form is returned to Lange, blue carpet will be assigned and will result in additional charges to the exhibitor in order to change the colour or remove the carpet.

Exhibit hall carpet

The aisles will be carpeted in red. The booths will be carpeted based on the colour chosen on the carpet selection form.

Show schedule

Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 25, 2023.

Exhibitor move-in

Monday, October 23, 2023	8:00 AM - 5:00 PM	(Booths 400 sqft & above only)
Tuesday, October 24, 2023	8:00 AM - 5:00 PM	

*Lange will be emailing exhibitors their move-in date and time. If you do not receive it please contact sales@langeshow.com.

Exhibit hall hours

Wednesday, October 25, 2023	10:00 AM - 5:00 PM
Thursday, October 26, 2023	10:00 AM - 3:00 PM

Exhibitor move-out

Thursday, October 26, 2023	3:00 PM - 11:00 PM
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Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Pre-show checklist

Labour information

- Refer to your ordering site under Display Labour for Straight time, Overtime and Double time hours.

During show checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labour will need to pick up and release their labour at show site.

Move-out checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by October 26, 2023 - 11:00 PM.
- If dismantling of any display has not started by 5:00 PM on October 26, 2023 show management reserves the right to dismantle the display and charge the exhibitor accordingly.

Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Booth materials and/or literature left in the booth at the end of the published exhibitor Move-Out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash.

To order Freeman services please go to:

<https://www.freemanco.com/store/show/landing.jsp?nav=02&showID=525644&referrer=s>



RETAIL BOOTH MENU

All TCC menu items are created on premises and designed by world-renowned celebrity TCC consulting chef Mark McEwan in conjunction with the TCC culinary team.
Minimum order is \$75.00

LIQUIDS

Can. Water™	4.5
Soft Drink	4.5
Freshly Brewed Starbucks Coffee	
- 10 cup urn	42
- 25 cup urn	105
- 50 cup urn	210
Selection of TEAVANA Teas	
- 10 cup urn	42
- 25 cup urn	105
- 50 cup urn	210
Chilled 2% White or Chocolate Milk	4
Individual Juice	4.5
<i>Orange or Grapefruit</i>	
Individual Smoothie	Vegan GF 9
<i>Strawberry Banana or Mango</i>	
Individual Green Goddess Juice	Vegan GF 9.5
Bin of Ice	29

INFUSED FLAVOURED WATER STATION

Refreshing selection of all-natural flavoured waters to include Lemon-Lime, Cucumber Mint or a special Theme/Brand Inspired flavour

Per dispenser (2.5 gallons)	100
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HOST OR CASH BAR

If you would like to host a reception at your booth, please contact our Event Logistics Department.

FRESH & HEALTHY

Priced per person.

Crispy Vegetables w/ Hummus	Vegan GF	8
Cup of Seasonal Fresh Melons & Pineapple w/ Berries	Vegan GF	9

BAKERY

Mini Muffins	V	3.5
<i>Blueberry, Carrot & Morning Glory</i>		
Breakfast Breads	V	3.5
<i>Banana Nut, Apple, Cinnamon & Pumpkin Spice</i>		
House Baked Mini Croissant	V	4.5
Apple Turnover	V	7
<i>Flaky, All-Butter Pastry</i>		

BITS & BITES

*Individual serving containers. Priced per container.
Minimum order is one dozen per item.*

Wasabi Peas	V	4
Trail Mix	Vegan GF	4
Salted Pretzels	V	4
House Made Kettle Chips	Vegan GF	4
Mixed & Salted Nuts	Vegan	6.5



SNACKABLES

Priced per piece/item. Minimum order is one dozen per item.

Cookie Jar – House Baked Cookies <i>Chocolate Chip, Oatmeal & Raisin, White Macadamia, Double Chocolate</i>	V	4
Strawberries & Skewers <i>Bowl of Strawberries, Chocolate Sauce & Sprinkles</i>	Vegan GF	4
Trail Mix and Dark Chocolate (per cup) <i>Individual Mini Cups</i>	Vegan GF	4
Savoury Truffle Popcorn <i>Individually Served in a Retro Popcorn Box and garnished w/ Shaved Parmesan and Herbs</i>	GF	5
Crispy Corn Tortillas <i>Pico de Gallo</i> <i>Avocado-Lime Créma & Chillies</i>	Vegan GF Vegan GF V GF	6
Cupcake Bites <i>Lemon Chiffon, Vanilla & Sprinkles, Double Chocolate</i>	V	7
Emmental Gougeres <i>Warm Cheese Puff Bites</i>	V	8
Fresh Fruit Cup <i>A Small Refreshing Cocktail of Melons & Berries</i>	Vegan GF	9

CHEESE BOARD

Le Cendrillon, Ash Goat Cheese, Bleubry, Quebec Creamy Blue, Le Triple Crème, Triple Cream Brie, Cantonier, Semi-Soft, Sir Laurier, Washed Rind, Le Saint Raymond, Firm Cheddar Style

Served w/ Grapes, Bread Crisps, Sliced Fresh Multigrain Baguette and Quince Paste V

MINI SANDWICH BITES

Priced per piece. Minimum order is one dozen per item.

Finger

Egg & Chive Mayonnaise	V	4
Albacore Tuna & Lemon		4
Chicken Salad & Celery		4
Roast Beef w/ Horseradish & Dijonnaise		4

Pita - Stuffed

Smoked Chicken & Mango		4
Crab & Chive Salad		4
Roasted Vegetable and Feta	V	4

Buns - Two Bite

Brie & Grilled Vegetable	V	4
Pesto Chicken		4
Smoked Salmon & Dijon		4

12

Please inquire with the TCC Event Logistics Department for Chef-Attended Action Stations and other Food & Beverage requirements.

Please contact the Toronto Congress Centre's Event Logistics Department at 416.245.5000 or email boothorders@torontocongresscentre.com. All charges must be paid in full at least one week prior to your first requested booth delivery date.

All prices plus applicable taxes and facility & administrative fees.

Due to current global supply chain issues TCC reserves the right to substitute items as needed.



Booth Security Request

Suited or Regular Uniformed

Event: Security Canada Central - 2023
Dates: October 23, 2023 to October 26, 2023

Contact Name:	Booth Number(s):	
Company Name:	Email:	
Address:	City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:

Please indicate the dates and times security will be required:

Date	Hours	
	From	To

THE RATE FOR BOOTH SECURITY IS \$40.00 (UNIFORMED) - \$41.00 (SUITED)
PER HOUR, PER GUARD PLUS 13% HST (5 HOUR MINIMUM)
PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:				Expiry:
Card Issued To:				
Signature _____				

Return Application To:
Attention: "Mike Russell"
Fax: (416) 245-3046
Email: mrussell@torontocongresscentre.com

SEND COMPLETED FORMS & QUOTE REQUESTS TO: BRITTANY METCALFE | SALES@LANGESHOW.COM

MATERIAL HANDLING ORDER FORM

SECURITY CANADA CENTRAL TORONTO CONGRESS CENTRE OCTOBER 25-26, 2023

PLEASE COMPLETE ONE OF THESE FORMS FOR EACH SHIPMENT. SHIPMENTS OVER 200 LBS MUST HAVE A SCALE TICKET.

SERVICES INCLUDE:

1. RECEIVE GOODS AT EXHIBITION HALL.
2. DELIVER & SPOT FREIGHT ONCE TO BOOTH AREA.
3. MOVE AND EMPTY CRATES FROM BOOTH TO STORAGE.
4. AT END OF SHOW RETURN EMPTY CRATES AND CARTONS FROM STORAGE TO YOUR BOOTH.
5. REMOVE EXHIBIT MATERIAL FROM YOUR BOOTH AND LOAD YOU VEHICLE.

ALL RATES ARE BASED ON MAXIMUM INDIVIDUAL PIECE WEIGHT OF 3000 LBS. CONTACT LANGE 14 DAYS PRIOR TO SHOW FOR INDIVIDUAL PIECES IN EXCESS OF 3000 LBS.

SHIPPING INFORMATION

EXHIBITING COMPANY:		PHONE:		BOOTH #(S):	
CONTACT NAME:		EMAIL ADDRESS:			
CARRIER:	DATE SHIPPED:	# OF PIECES:		WEIGHT:	
PRO #:	SHIPPED FROM (COMPANY):	SHIPPED FROM (CITY):		CUSTOMS BROKER (IF APP.):	

WEIGHT	ORDERS REC. PRIOR TO October 2, 2023		ORDERS REC. AFTER October 2, 2023		TOTAL
LESS THAN 200LBS USE MIN.CHARGE GREATER THAN 200LBS USE CHARGE/CWT	CRATED, SKIDDED, BOXED	LOOSE MATERIAL (COURIER SERVICE I.E. FEDEX/PUROLATOR/UPS)	CRATED, SKIDDED, BOXED	LOOSE MATERIAL (COURIER SERVICE I.E. FEDEX/PUROLATOR/UPS)	
MIN. CHARGE WITH SCALE TICKET	\$172.00	\$188.00	\$194.00	\$198.00	
CHARGE/CWT WITH SCALE TICKET	\$86.00/CWT	\$94.00/CWT	\$97.00/CWT	\$99.00/CWT	
MIN. CHARGE WITHOUT SCALE TICKET	\$182.00	\$194.00	\$198.00	\$216.00	
CHARGE/CWT WITHOUT SCALE TICKET	\$91.00/CWT	\$97.00/CWT	\$99.00/CWT	\$104.00/CWT	
*** /CWT = PER 100 POUNDS				SUB-TOTAL	
				13% HST	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED			HST #R124 192 220	TOTAL	

1. Orders must be prepaid in full including tax. Purchase Orders do not qualify as payments. Orders must be cancelled 7 working days prior to first move-in day to be considered for refund.
2. All discrepancies must be settled on site prior to show move-out.
3. Any claims for services not provided will not be considered after the show closes.

PAYMENT OPTIONS

☐ CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD. 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3

☐ EFT DETAILS PROVIDED UPON REQUEST

☐ INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM

☐ VISA* ☐ MASTERCARD*

***SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING**

CREDIT CARD NO: _____

EXPIRY DATE: MM/YY ____ / ____

CVV: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

BILLING NAME AND ADDRESS

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____

PO#: _____

ADDRESS: _____

CITY: _____

PROV/STATE: _____

POSTAL/ZIP CODE: _____

PHONE #: _____

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY

IT IS THE EXHIBITORS RESPONSIBILITY TO ENSURE THAT THEY HAVE INSURANCE ON THEIR MATERIAL WHILE IN THE POSSESSION OF LANGE TRANSPORTATION. LANGE ONLY PROVIDES A LIMITED LIABILITY FOR DAMAGES AS OUTLINED ON THE REVERSE.

CONDITIONS

Lange Transportation & Storage Ltd. must be notified 21 days in advance of any individual piece that exceeds 3000 lb. or requires special handling or equipment. Lange reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

It is the sole responsibility of the exhibitor to ensure their delivery vehicle arrives at the 'DESIGNATED' unloading area or dock. Lange reserves the right to take whatever actions and provide whatever equipment and labour it deems necessary to unload the vehicle and assess charges accordingly.

PRESHOW SHIPPING

If you wish to pre-ship any materials, please complete the Lange Advance Receiving form or contact Lange at least 14 days prior to the show for shipping instructions. Lange will not receive COLLECT shipments.

LIABILITY

Lange has a limited liability for damage caused by them to created shipments while handling shipments and will not be responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Lange. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Lange reserves the right to alter exhibitors' bill of lading to reflect actual condition, count and contents found. Lange will not be responsible for damage while handling loose exhibit materials or those inadequately packed. Lange will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control. The liability of Lange is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

OUTBOUND SHIPMENTS

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Lange a completed bill of lading covering each outbound shipment. Lange will not be responsible for delay of rush shipments which will be expedited to the best of their ability.

The right is reserved to reroute any outbound shipment not picked up within the allotted move-out period by Exhibitor specified carrier. Exhibitor must arrange for carrier. Exhibitor material remaining after move- out period without forwarding instructions will be forwarded to the permanent address of the exhibitor or his agent, freight collect and no liability of any nature shall attach to Exhibit Management or Lange, in any event. Lange will not be liable for exhibit materials abandoned at the exhibit site.

SHIPMENT WEIGHTS

Lange's weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.

TIME SAVER PAYMENT FORM

Security Canada Central 2023

Toronto Congress Centre

October 25 - 26, 2023

IF YOU ARE ORDERING MULTIPLE LANGE SERVICES, SAVE TIME BY USING THIS FORM FOR THE METHOD OF PAYMENT INFORMATION

- 1) COMPLETE THE EXHIBITING COMPANY INFORMATION SECTION ON EACH LANGE SERVICE FORM.
- 2) COMPLETE THE CALCULATION ON EACH LANGE SERVICE FORM.
- 3) SIGN EACH ORDER FORM AND ATTCH TO THIS FORM.

EXHIBITING COMPANY:	PHONE:	BOOTH #(S):
CONTACT NAME:	EMAIL ADDRESS:	

SERVICE	ORDER FORM TOTALS INCLUDING TAXES
TRANSPORTATION	
ADVANCE SHOW RECEIVING	
AFTER SHOW RECEIVING	
MATERIAL HANDLING	
SPECIAL FORKLIFT	
SECURITY CAGE	
OTHER (PLEASE SPECIFY)	
TOTAL	

(H.S.T.# R124 192 220) ALL ORDERS MUST BE PREPAID IN FULL INCLUDING ALL APPLICABLE TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND. ANY CLAIMS FOR SERVICES NOT PROVIDED WILL NOT BE CONSIDERED AFTER THE SHOW CLOSURE.

PAYMENT OPTIONS

☐ CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD. 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3☐ EFT DETAILS PROVIDED UPON REQUEST☐ INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM☐ VISA* ☐ MASTERCARD****SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING**

CREDIT CARD NO: _____

EXPIRY DATE: MM/YY ____ / ____

CVV: _____

AUTHORIZED SIGNATURE: _____ PRINT NAME: _____

BILLING NAME AND ADDRESS

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____

PO#: _____

ADDRESS: _____

CITY: _____

PROV/STATE: _____

POSTAL/ZIP CODE: _____

PHONE #: _____

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.

SEND COMPLETED FORMS & QUOTE REQUESTS TO: BRITTANY METCALFE | SALES@LANGESHOW.COM

SPECIAL FORKLIFT SERVICE ORDER FORM

SECURITY CANADA CENTRAL TORONTO CONGRESS CENTRE OCTOBER 25-26, 2023

THIS FORM IS NOT FOR MATERIAL HANDLING, PLEASE COMPLETE THIS FOR IF YOU REQUIRE A FORKLIFT FOR BOOTH WORK, I.E. LIFTING SIGNAGE OR SPOTTING EQUIPMENT - ALL FORKLIFTS ARE TRIPLE STAGE MASTS ONLY.

1: EXHIBITOR MUST REPORT TO SERVICE DESK TO PICK UP FORKLIFT AND OPERATOR.

2. STARTING TIMES CAN ONLY BE GUARANTEED FOR 8:00 AM AND 12:30 PM.

FORKLIFT REQUIREMENTS

EXHIBITING COMPANY:				PHONE:				BOOTH #(S):	
CONTACT NAME:			EMAIL ADDRESS:						
MOVE-IN:		DATE SERVICE REQUIRED:		TIME SERVICE REQUIRED:				APPROX. HRS. NEEDED:	
				AM PM					
MOVE-OUT:		DATE SERVICE REQUIRED:		TIME SERVICE REQUIRED:				APPROX. HRS. NEEDED:	
				AM PM					
QTY	SERVICE	ORDERS REC. PRIOR TO October 2, 2023			ORDERS REC. AFTER October 2, 2023			TOTAL	
	FORKLIFT & OPERATOR	REG TIME \$285.00/HR	OVER TIME \$305.00/HR	DOUBLE TIME \$325.00/HR	REG TIME \$305.00/HR	OVER TIME \$335.00/HR	DOUBLE TIME \$365.00/HR		
		8AM-4PM MON-FRI	4PM-8AM MON-FRI	OTHER TIMES (HOLIDAYS)	8AM-4PM MON-FRI	4PM-8AM MON-FRI	OTHER TIMES (HOLIDAYS)		
		MOVE IN:							
		MOVE OUT:							
MAN SAFETY CAGE							\$100.00		
ALL ORDERS ARE SUBJECT TO A ONE-HOUR MINIMUM FOR MOVE-IN AND A ONE-HOUR MINIMUM FOR MOVE-OUT.							SUB-TOTAL		
							13% HST		
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED					HST #R124 192 220		TOTAL		

1. Orders must be prepaid in full including tax. Purchase Orders do not qualify as payments. Orders must be cancelled 7 working days prior to first move-in day to be considered for refund.

2. All discrepancies must be settled on site prior to show move-out.

3. Any claims for services not provided will not be considered after the show closes.

PAYMENT OPTIONS

☐ CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD. 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3

☐ EFT DETAILS PROVIDED UPON REQUEST

☐ INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM

☐ VISA* ☐ MASTERCARD*

***SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING**

CREDIT CARD NO: _____

EXPIRY DATE: MM/YY ____ / ____

CVV: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

BILLING NAME AND ADDRESS

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____

PO#: _____

ADDRESS: _____

CITY: _____

PROV/STATE: _____

POSTAL/ZIP CODE: _____

PHONE #: _____

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED.

EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.

AUTHORIZED SIGNATURE: _____

PRINT: _____

TITLE: _____

PICK-UP INFORMATION	PICK-UP DATE:	PICK-UP TIME:	MAIN INTERSECTION:	CONTACT NAME:
	PICK-UP COMPANY NAME AND ADDRESS:			PHONE #:
				EMAIL:
	LOADING DOCK AT PICK-UP: <input type="checkbox"/> YES <input type="checkbox"/> NO TRACTOR TRAILER CAN FIT: <input type="checkbox"/> YES <input type="checkbox"/> NO BLANKETS/STRAPS: <input type="checkbox"/> YES <input type="checkbox"/> NO			
	# OF PIECES:	WEIGHT:	DIMENSIONS:	
SPECIAL INSTRUCTIONS:				

SHOW INFORMATION	SECURITY CANADA CENTRAL 2023		TORONTO CONGRESS CENTRE 650 Dixon Rd, Etobicoke, ON M9W 1J1		OCTOBER 25-26, 2023	
	EXHIBITING COMPANY:		SHOW SITE CONTACT:		BOOTH #:	
	MOVE IN DATE:	MOVE IN TIME:	MOVE OUT DATE:	MOVE OUT TIME:		

DELIVERY AFTER SHOW	DELIVERY DATE:	MAIN INTERSECTION:	CONTACT NAME:
	SHIP TO NAME AND ADDRESS:		PHONE #:
			EMAIL:
	LOADING DOCK AT DELIVERY: <input type="checkbox"/> YES <input type="checkbox"/> NO TRACTOR TRAILER CAN FIT: <input type="checkbox"/> YES <input type="checkbox"/> NO BLANKETS/STRAPS: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	# OF PIECES:	WEIGHT:	DIMENSIONS:
SPECIAL INSTRUCTIONS:			

VALUATION COVERAGE -> PLEASE INDICATE A ZERO DOLLAR AMOUNT WITH SIGNATURE IF YOU DO NOT REQUIRE ADDITIONAL VALUATION COVERAGE.

I require valuation coverage on my goods while in the possession of Lange Transportation & Storage Ltd. A claim would be based upon the landed wholesale cost of my goods \$ _____. The rate for this coverage is 2% of the declared value of the materials being insured (charged separately for move-in and move-out) with a \$20.00 minimum charge each way and a \$50.00 deductible*. Otherwise, please just use released valuation coverage at no additional cost to me. Released valuation coverage in case of loss, damage etc. is \$0.50 per pound. Maximum released liability cannot exceed \$50.00 per piece count or total shipping charge from origin to destination.

*Please note for extra valuation, the maximum dollar value we can offer may be capped at \$5.00 per pound (i.e. if your shipment weighs 2,000lbs the maximum extra valuation coverage you can purchase is \$10000.00). You must receive confirmation in writing if you wish to exceed the \$5.00 per pound cap.

SIGNED: _____ PRINT: _____ TITLE: _____

PAYMENT OPTIONS

☐ CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD. 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3

☐ EFT DETAILS PROVIDED UPON REQUEST

☐ INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM

☐ VISA* ☐ MASTERCARD* ***SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING**

CREDIT CARD NO: _____ EXPIRY DATE: MM/YY ____ / ____ CVV: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

BILLING NAME AND ADDRESS

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____ PO#: _____

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY

LANGE

SCC231

500 Carlingview Drive, Etobicoke, ON M9W 5R3
(905) 362-1290 *Email: sales@langeshow.com

SUSPENDED SIGN APPROVAL FORM**SECURITY CANADA CENTRAL**

Toronto Congress Centre
October 25-26 , 2023

PLEASE COMPLETE ONE FORM FOR EACH SIGN:
ALL REQUESTS MUST INCLUDE: (HAND DRAWN IS ACCEPTABLE)

- 1) **DIAGRAM SHOWING LOCATION OF SIGN.**
- 2) **DRAWING SHOWING DIMENSIONS AND SHAPE OF SIGN.**
- 3) **SIGN COPY.**

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:(S)
		EMAIL:	
ADDRESS:	CITY:	PROV/STATE:	POSTAL CODE/ZIP:

NAME OF AUTHORIZED
SHOW MANAGEMENT

SIGNATURE

DATE

**PLEASE COMPLETE THIS FORM AND RETURN BY SEPTEMBER 25, 2023
TO:**

LANGE TRANSPORTATION & STORAGE LTD.

500 Carlingview Drive

Etobicoke, ON M9W 5R3

Brittany Metcalfe SALES@LANGESHOW.COM

500 Carlingview Drive, Etobicoke, ON M9W 5R3
(905)-362-1290 *Email: sales@langeshow.com

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES
SECURITY CANADA CENTRAL
Toronto Congress Centre
October 25-26, 2023

_____, the contracted Exhibitor at the Security Canada Central and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **LANGE TRANSPORTATION & STORAGE**, and its subsidiaries, their directors, officers, employees, damage, loss, fines or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

PLEASE COMPLETE THIS FORM AND RETURN BY SEPTEMBER 25, 2023 TO:

LANGE TRANSPORTATION & STORAGE LTD.

500 Carlingview Drive
Etobicoke, ON M9W 5R3

ATTENTION: Brittany Metcalfe
[sasles@langeshow.com](mailto:sales@langeshow.com)

SUSPENDED SIGN RULES & REGULATIONS

GENERAL:

The Centre and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building. Only an authorized (Lange) qualified tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a (Lange) qualified tradesperson has found and corrected the cause of the malfunction. All materials and equipment supplied by Lange shall remain the property of the Company. The Exhibitor shall be held responsible of loss of such materials as are associated with his booth, and shall compensate Lange in the event of loss or damage.

PAYMENT:

All orders must be paid in advance in Canadian Funds. Out of country payment may be made by Canadian money order, or credit card. Purchase orders are not considered payment. Orders that do not include payment will be regarded as incomplete and will not be processed.

DISCOUNTS:

Pre-show advance price will apply to orders with payment received prior to the deadline date. Orders received after this date shall be priced as after the Deadline Prices.

ON SITE ORDERS:

Orders placed during the move-in of the show MUST be paid by valid credit card, certified cheque or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.

RATES:

Additional and/or special electrical/mechanical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by Lange include installation, service while in use, and removal.

CREDITS:

It is the exhibitor's responsibility to advise a Lange Representative of any problem with our service or product prior to the close of the show.

CANCELLATIONS:

- a) If services have already been provided at the time of cancellation, original charges will apply.
- b) No refunds on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
- c) A 50% refund will be given on listed items on order form if cancelled IN WRITING at least 4 days prior to show move-in.

TAX EXEMPTION STATUS:

If you are exempt from Sales Tax, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customers.

THIRD PARTY ORDER (Exhibitor appointed Contractor):

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. **In the event that the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.**

ELECTRICAL:

1. **ALL OUTLETS ARE SUPPLIED TO BACK AREA OF BOOTH.** If required elsewhere, extension cords will be available at Lange's service area for a nominal charge. Additional charges may apply for outlets/feeders fed under carpets.
2. All electrical power is turned off after show closes and turned on prior to show opening. **IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE INDICATE ON ORDER FORM IN CORRECT SPACE PROVIDED.**
3. Permanent building receptacles and columns are not part of booth space. Exhibitors utilizing these receptacles will be charged for their use. Borrowing power from an adjoining booth is not permitted.
4. All electrical connections, installations, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited.
5. All electrical equipment should be properly tagged and wired with full information as to ampere, wattage, kilowatts, horsepower, volts, phase, cycle, etc. ready for connection.
6. Lange is not responsible for damages or expenses incurred due to power surges, spikes or loss of power.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of Rule 2-022 of the Electrical Safety Code, a provincial regulation, that any electrical equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

MECHANICAL:

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
2. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS:

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Lange in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

INLINE AND PENINSULA BOOTHS:

Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS:

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER:

If you require your power from overhead, additional materials and labour may be incurred. Please contact Lange.

SEND COMPLETED FORMS & QUOTE REQUESTS TO: BRITTANY METCALFE | SALES@LANGESHOW.COM

SECURITY CAGE ORDER FORM

SECURITY CANADA CENTRAL TORONTO CONGRESS CENTRE OCTOBER 25-26, 2023

STOP PILFERAGE! PROTECT YOUR VALUABLE PRODUCTS!

IF YOU ARE CONCERNED THAT ARTICLES MAY DISAPPEAR DURING THE SHOW MOVE-IN, AFTER THE SHOW CLOSES EACH NIGHT OR DURING THE MOVE-OUT, THE SECURITY CAGE IS A MUST. THE CAGE IS 6' HIGH X 5' LONG X 2 1/2' WIDE AND IS CONSTRUCTED OF 1" X 2" HEAVY DUTY STEEL MESH WHICH WILL DETER EVEN THE MOST DETERMINED THIEF. THE CAGE IS ON WHEELS MAKING IT CONVENIENT FOR YOU TO MOVE THE CAGE TO AND FROM YOUR BOOTH AND STORAGE AREA. THE LOCK IS YOURS TO KEEP AND ONLY YOU HAVE THE KEYS!

STOCK IS VERY LIMITED! ORDER TODAY TO ENSURE AVAILABILITY OF STOCK AND TO QUALIFY FOR YOUR PRE-SHOW DISCOUNT.

SHIPPING INFORMATION (WAREHOUSE)

EXHIBITING COMPANY:		PHONE:		BOOTH #(S):	
CONTACT NAME:		EMAIL ADDRESS:			
DELIVERY DATE (MM/DD/YYYY):		DELIVERY TIME: AM PM		PICK-UP DATE (MM/DD/YYYY):	
				PICK-UP TIME: AM PM	
QTY	DESCRIPTION	ORDERS REC. ON OR PRIOR TO OCTOBER 2, 2023	ORDERS REC. AFTER OCTOBER 2, 2023	TOTAL	
	5 1/2 " H X 5' L X 2 1/2 W (RENTAL)	\$285.00	\$325.00		
	LOCK SOLD	\$9.00	\$12.00		
ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS) NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED. HST #R124 192 220				SUB-TOTAL	
				13% HST	
				TOTAL	

1. Orders must be prepaid in full including tax. Purchase Orders do not qualify as payments. Orders must be cancelled 7 working days prior to first move-in day to be considered for refund.

2. All discrepancies must be settled on site prior to show move-out.

3. Any claims for services not provided will not be considered after the show closes.

PAYMENT OPTIONS

☐ CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD. 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3☐ EFT DETAILS PROVIDED UPON REQUEST☐ INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM☐ VISA* ☐ MASTERCARD*

*SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING

CREDIT CARD NO: _____

EXPIRY DATE: MM/YY ____ / ____

CVV: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

BILLING NAME AND ADDRESS

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____

PO#: _____

ADDRESS: _____

CITY: _____

PROV/STATE: _____

POSTAL/ZIP CODE: _____

PHONE #: _____

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY

EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED.
EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.

AUTHORIZED SIGNATURE: _____ PRINT: _____ TITLE: _____

SEND COMPLETED FORMS & QUOTE REQUESTS TO: BRITTANY METCALFE | SALES@LANGESHOW.COM

MOVE-IN REQUIREMENTS QUESTIONNAIRE FORM

SECURITY CANADA CENTRAL TORONTO CONGRESS CENTRE OCTOBER 25-26, 2023

SEPTEMBER 29, 2023

EXHIBITING COMPANY:		PHONE:	BOOTH #(S):
CONTACT NAME:	EMAIL ADDRESS:		
CARRIER:	CUSTOMS BROKER (IF APPLICABLE):	COUNTRY OF ORIGIN:	
ESTIMATED TIME REQUIRED TO SET UP EXHIBIT:		HRS.	MINS.
PREFERRED SET-UP DAY:		TIME:	
EXHIBIT WILL BE SET UP BY: <input type="checkbox"/> OFFICIAL DISPLAY CO. <input type="checkbox"/> EXHIBITOR STAFF <input type="checkbox"/> OTHER			
IF OTHER PLEASE SPECIFY BELOW:			
DISPLAY COMPANY:	CONTACT NAME:	CONTACT PHONE:	

IF YOU ARE NOT USING THE OFFICIAL TRANSPORT COMPANY YOU WILL RECEIVE A SCHEDULED TIME FOR MOVING IN YOUR DISPLAY MATERIAL. IF YOU ARE USING THE OFFICIAL TRANSPORT COMPANY YOU WILL NOT BE ASSIGNED A MOVE-IN TIME AS YOUR GOODS WILL BE DELIVERED AT AN EARLY MOVE-IN TIME. **IN EITHER CASE, WE REQUIRE THE FOLLOWING INFORMATION TO BE COMPLETED AND RETURNED TO US.**

TO EFFECT A SMOOTH AND EFFICIENT MOVE-IN, KINDLY LIST ALL GOODS AND EQUIPMENT YOU ARE MOVING INTO THE SHOW.

	# OF PIECES	WEIGHT	DIMENSIONS OF LARGEST PIECE LENGTH X WIDTH X HEIGHT	WEIGHT OF LARGEST PIECE	CARRIER
CRATED GOODS					
UNCRATED GOODS					
DISPLAY MATERIAL					
SPECIAL MATERIAL					
TOTAL					

PLEASE INDICATE TYPE OF DELIVERY VEHICLE:	<input type="checkbox"/> TRAILER	<input type="checkbox"/> 5-TON	<input type="checkbox"/> CUBE VAN	<input type="checkbox"/> OTHER
---	----------------------------------	--------------------------------	-----------------------------------	--------------------------------

500 Carlingview Drive, Etobicoke, ON M9W 5R3
(905) 362-1290 *Email: sales@langeshow.com

FIRE SAFETY REPLY FORM
SECURITY CANADA CENTRAL Return
by September 23, 2023

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the requirements. In some instances, aspects of your Exhibit MUST BE APPROVED by Show Management, the Toronto Congress Centre and the Toronto Fire Department.

(1) EXHIBIT CONFIGURATION REQUIRES APPROVAL	YES	NO
(2) EXHIBIT CONFIGURATION IS 1000 SQ. FT. OR MORE		
(3) EXHIBIT HAS A ROOF/CANOPY		
(4) EXHIBIT CONTAINS A RAISED PLATFORM		
(5) EXHIBIT CONTAINS A RAISED PLATFORM WITH AN AREA OF 400 SQ. FT. OR MORE		
(6) EXHIBIT MATERIAL EXCEEDS 10,000 LB. GROSS WEIGHT		
(7) EXHIBIT MATERIAL EXCEEDS 100 LB. PER SQ. FT.		
(8) EXHIBIT CONTAINS PROHIBITED MATERIAL		
(9) MATERIALS/PROCESSES/EQUIPMENT REQUIRE SPECIAL PERMIT		
(10) EXHIBIT PRESENTS AN OBSTRUCTION		
(11) EXHIBIT CONTAINS A MOTORIZED VEHICLE/COMBUSTION ENGINE		
(12) EXHIBIT CONTAINS LIQUID FUELS/NATURAL GAS/PROPANE		
(13) EXHIBIT CONTAINS COOKING APPLIANCES		
(14) EXHIBIT CONTAINS HAZARDOUS MATERIALS WHICH DO NOT COMPLY WITH GOVERNMENT REGULATIONS ON MATERIAL HANDLING IN THE WORK PLACE		

- IF ANY QUESTIONS FROM 1-5 ARE ANSWERED YES, YOU MUST SUBMIT SPECIFIC FLOOR PLANS.
- IF ANY QUESTIONS FROM 6-14 ARE ANSWERED YES, YOU MUST ALSO SUBMIT SPECIFIC DETAILS.

DETAILS:

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:
		EMAIL:	

**** NOTE ****

Single-level roofed booths are allowed only with prior approval of Show Management and the Toronto Congress Centre and when they are in accordance with the Building guidelines included or National Fire Prevention Act No. 13 (1982) and the Toronto Code and the National Building Code.

RETURN COMPLETED FORMS AND APPROPRIATE CERTIFICATES TO:

ROBERT GEORGE
LANGE TRANSPORTATION
500 CARLINGVIEW DRIVE
ETOBICOKE, ON M9W 5R3

ELECTRICAL

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

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

MECHANICAL

8. Compressed air pressure is approximately 110 PSI and available anywhere in the facility by ordering from LANGE. Please use the LANGE's Mechanical Order Form to order this service.
9. The Toronto Congress Centre does not have floor ports.
10. Air lines are distributed by LANGE from exterior walls, dropped from the ceiling or from columns (in some buildings).
11. Only ½" air lines can be run under carpet in booths.
12. If you are in an island booth, please indicate a main air drop location on LANGE's Booth Layout Form and submit with your Mechanical Order Form. LANGE will distribute any under carpet requirements from that location.
13. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from LANGE's Mechanical Order Form.
14. If you require hot water for your booth, an electric hot water tank will need to be installed by LANGE within your booth space. Please plan accordingly and notify us in the Special Requirements space on the bottom of the LANGE Mechanical Order Form or call for assistance (905-362-1290).
15. Natural gas is available in various locations within the facility. Please check with LANGE (905-362-1290) or Show Management, as soon as possible, if you require Natural Gas.
16. Sanitary floor drains are located in various locations within the facility. Please check with LANGE (905-362-1290) or Show Management, as soon as possible, if you require a drain connection.

LANGE contact information: 905-362-1290

500 Carlingview Drive, Etobicoke, ON M9W 5R3
(905) 362-1290 *Email: sales@langeshow.com

HELPFUL HINTS

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

120 VOLT ELECTRICAL OUTLETS

POWER SUPPLIED AT BACK-OF-BOOTH

1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs 	1800 WATT, 15 AMP, 120 VOLT OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	2400 WATT, 20 AMP, 120 VOLT OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug

SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)

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

1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs 	1800 WATT, 15 AMP, 120 VOLT OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

SPECIAL OVERHEAD PLACEMENT (BOOTH LAYOUT IS REQUIRED)

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

1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs 	1800 WATT, 15 AMP, 120 VOLT OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

POWER ACCESSORIES

15FT EXTENSION CORD <ul style="list-style-type: none"> • Can only be provided if an outlet has also been ordered 	
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208 VOLT ELECTRICAL SERVICES

See the attached *Electrical & Lighting Order Form* for standard 208 volt electrical services up to 60 amps. Other voltages and amps are available upon request. The ratings placed on equipment will indicate voltage, amps/watts/hp/kw and phasing. **CONTACT LANGE 3 WEEKS PRIOR TO THE MOVE-IN DATE FOR QUOTATIONS.**

LANGE**SCC231**

500 Carlingview Drive, Etobicoke, ON M9W 5R3
 (905) 362-1290 *Email: sales@langeshow.com

ELECTRICAL SERVICE ORDER FORM

SECURITY CANADA CENTRAL

Toronto Congress Centre

October 25 - 26, 2023

PLEASE READ REVERSE SIDE FOR RULES AND REGULATIONS

Send form: SALES@LANGESHOW.COM

EXHIBITING COMPANY:	CONTACT NAME:	PHONE:	BOOTH #(S):
		EMAIL:	

120 VOLT ELECTRICAL OUTLETS

QTY	DESCRIPTION	ORDERS RECEIVED ON OR BEFORE: September 18, 2023	ORDERS RECEIVED AFTER: September 18, 2023	AMOUNT
POWER SUPPLIED AT BACK-OF-BOOTH (NO BOOTH LAYOUT REQUIRED)				
	1500 watt, 12 amp, 120 volt duplex outlet	\$225.00	\$385.00	
	1800 watt, 15 amp, 120 volt outlet	\$275.00	\$465.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet	\$360.00	\$575.00	
	2400 watt, 20 amp, 120 volt outlet	\$390.00	\$900.00	
SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)				
	1500 watt, 12 amp, 120 volt duplex outlet	\$285.00	\$475.00	
	1800 watt, 15 amp, 120 volt outlet	\$365.00	\$535.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet	\$395.00	\$660.00	
SPECIAL OVERHEAD PLACEMENT (BOOTH LAYOUT IS REQUIRED)				
	1500 watt, 12 amp, 120 volt duplex outlet	\$265.00	\$375.00	
	1800 watt, 15 amp, 120 volt outlet	\$310.00	\$425.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet	\$380.00	\$515.00	

POWER ACCESSORIES

	15ft. extension cord	\$30.00	\$42.00	
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208 VOLT ELECTRICAL SERVICES (OTHER CONNECTIONS AVAILABLE UPON REQUEST)

	208 volt, 1 phase, 15 amp	\$520.00	\$875.00	
	208 volt, 1 phase, 20 amp	\$620.00	\$1050.00	
	208 volt, 1 phase, 30 amp	\$850.00	\$1500.00	
	208 volt, 3 phase, 30 amp	\$960.00	\$1550.00	

RENTAL LIGHTING

CEILING MOUNTED FIXTURES

	LED White Light (LLEDOH)	\$390.00	\$630.00	
	Source 4 Par Fixture (L575S4)	\$370.00	\$600.00	

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)

	24 watt LED black arm light fixture (LLEDA)	\$160.00	\$250.00	
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SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)

	3ft track complete with 3 – 24 watt LED fixtures (LT3150)	\$285.00	\$480.00	
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FLOOR LIGHTING

	2 – 24 watt LED fixtures on an 8ft telescopic stand (L2150)	\$195.00	\$297.00	
--	---	----------	----------	--

ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)
NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED. HST #R124 192 220

SUB-TOTAL

13 % HST

TOTAL

1. Orders must be prepaid in full including tax. Purchase Orders do not qualify as payments. Orders must be cancelled 7 working days prior to first move-in day to be considered for refund. 2. All discrepancies must be settled on site prior to show move-out. 3. Any claims for services not provided will not be considered after the show closes

PAYMENT OPTIONS

CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD. 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3

EFT DETAILS PROVIDED UPON REQUEST

INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM

VISA MASTERCARD

SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING

CREDIT CARD NO: _____ EXPIRY DATE: MM/YY: ____ / ____ CVV: ____

AUTHORIZED SIGNATURE: _____ PRINT: _____

BILLING NAME AND ADDRESS

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____

ADDRESS: _____

POSTAL/ZIP CODE: _____

PROV/STATE: _____

PO#: _____

CITY: _____

PHONE #: _____

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY

LANGE

500 Carlingview Drive, Etobicoke, ON M9W 5R3

(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

ELECTRICAL RULES & REGULATIONS

GENERAL:

The Centre and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building. Only an authorized (Lange) qualified tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a (Lange) qualified tradesperson has found and corrected the cause of the malfunction. All materials and equipment supplied by Lange shall remain the property of the Company. The Exhibitor shall be held responsible of loss of such materials as are associated with his booth, and shall compensate Lange in the event of loss or damage.

PAYMENT:

All orders must be paid in advance in Canadian Funds. Out of country payment may be made by Canadian money order, or credit card. Purchase orders are not considered payment. Orders that do not include payment will be regarded as incomplete and will not be processed.

DISCOUNTS:

Pre-show advance price will apply to orders with payment received prior to the deadline date. Orders received after this date shall be priced as after the Deadline Prices.

ON SITE ORDERS:

Orders placed during the move-in of the show **MUST** be paid by valid credit card, certified cheque or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.

RATES:

Additional and/or special electrical/mechanical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by Lange include installation, service while in use, and removal.

CREDITS:

It is the exhibitor's responsibility to advise a Lange Representative of any problem with our service or product prior to the close of the show.

CANCELLATIONS:

- a) If services have already been provided at the time of cancellation, original charges will apply.
- b) No refunds on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
- c) A 50% refund will be given on listed items on order form if cancelled **IN WRITING** at least 4 days prior to show move-in.

TAX EXEMPTION STATUS:

If you are exempt from Sales Tax, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customers.

THIRD PARTY ORDER (Exhibitor appointed Contractor):

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. **In the event that the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.**

ELECTRICAL:

1. **ALL OUTLETS ARE SUPPLIED TO BACK AREA OF BOOTH.** If required elsewhere, extension cords will be available at Lange's service area for a nominal charge. Additional charges may apply for outlets/feeders fed under carpets.
2. All electrical power is turned off after show closes and turned on prior to show opening. **IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE INDICATE ON ORDER FORM IN CORRECT SPACE PROVIDED.**
3. Permanent building receptacles and columns are not part of booth space. Exhibitors utilizing these receptacles will be charged for their use. Borrowing power from an adjoining booth is not permitted.
4. All electrical connections, installations, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited.
5. All electrical equipment should be properly tagged and wired with full information as to ampere, wattage, kilowatts, horsepower, volts, phase, cycle, etc. ready for connection.
6. Lange is not responsible for damages or expenses incurred due to power surges, spikes or loss of power.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of Rule 2-022 of the Electrical Safety Code, a provincial regulation, that any electrical equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition **MUST BE APPROVED**. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

MECHANICAL:

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
2. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS:

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Lange in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

INLINE AND PENINSULA BOOTHS:

Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS:

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER:

If you require your power from overhead, additional materials and labour may be incurred. Please contact Lange.

LANGE

SCC231

500 Carlingview Drive, Etobicoke, ON M9
(905) 362-1290

CARPET SELECTION ORDER FORM**SECURITY CANADA CENTRAL**

Toronto Congress Centre
October 25 - 26, 2023

EXHIBITOR INFORMATION

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #:(S)
		EMAIL:	

**Carpet selection must be received prior to Friday September 29
otherwise you will automatically receive blue carpet.**

Email form to SALES@LANGESHOW.COM

1. Show management provides exhibitor booth carpeting on a complementary basis to those exhibitors who completes this form.
2. Please provide us with carpet. Our choice of colour is
Blue ☐ Red ☐ Grey ☐ Black ☐
3. We will be using a display company other than the official supplier (Freeman). Details of the Display Company that we will be using is as follows:
4. Bring in my own carpet ☐

Company: _____

Contact: _____

Telephone: _____ Email: _____



SEND COMPLETED FORMS & QUOTE REQUESTS TO: BRITTANY METCALFE | SALES@LANGESHOW.COM

SECURITY CANADA CENTRAL TORONTO CONGRESS CENTRE OCTOBER 25-26, 2023

SHOW SITE WILL NOT ACCEPT ADVANCE FREIGHT. FOR THIS SERVICE, COMPLETE ONE FORM FOR EACH SHIPMENT.

- | | |
|---|---|
| 1. RECEIVE & STORE MATERIAL IN OUR WAREHOUSE UP TO 30 DAYS PRIOR TO SHOW. | 3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS. |
| 2. PROVIDE INVENTORY CONTROL AND RECORD ANY VISUAL DAMAGE. | 4. DELIVER MATERIALS TO SHOW SITE MATERIAL HANDLER/STAFF. |

EXHIBITING COMPANY:				PHONE:		BOOTH:	
CONTACT NAME:		EMAIL ADDRESS:					
CARRIER SHIPPING TO LANGE:		EXPECTED SHIPPING DATE:		EXPECTED ARRIVAL DATE:		SHOW MOVE-IN DATE:	
# OF PIECES:			WEIGHT:			PRO#:	
		ORDERS RECEIVED ON OR BEFORE OCTOBER 13TH, 2023		ORDERS RECEIVED AFTER: OCTOBER 13TH, 2023			
WEIGHT		CRATED, BOXED SKIDDED AND MACHINERY	LOOSE MATERIAL (COURIER SERVICE, IE. FEDEX/PUROLATOR/UPS)	CRATED, BOXED SKIDDED AND MACHINERY	LOOSE MATERIAL (COURIER SERVICE, IE. FEDEX/PUROLATOR/UPS)	TOTAL	
MINIMUM CHARGE (OF 599 LBS.)		\$192.00	\$204.00	\$228.00	\$234.00		
600 - 3000 LBS.		\$32.00/CWT	\$34.00/CWT	\$38.00/CWT	\$39.00/CWT		
OVER 3000 LBS.		\$22.00/CWT	\$33.00/CWT	\$36.00/CWT	\$38.00/CWT		
ANY SINGLE PIECE LARGER THAN 96" X 96" X 96" OR WEIGHING MORE THAN 3,500 LBS - MUST BE REPORTED TO LANGE IN ADVANCE AND MAY BE SUBJECT TO ADDITIONAL HANDLING CHARGES.							
20% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL							
ARRIVAL AT WAREHOUSE WITHOUT A SCALE TICKET						\$75	
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL PICK-UP, CUSTOMS, ETC.						SUB-TOTAL	
ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND - ADD 30%							
CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER						13% HST	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED				HST #R124 192 219		TOTAL	

1. Orders must be prepaid in full including tax. Purchase Orders do not qualify as payments. Orders must be cancelled 7 working days prior to first move-in day to be considered for refund.
2. All discrepancies must be settled on site prior to show move-out.
3. Any claims for services not provided will not be considered after the show closes.

☐ CHEQUE PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD., 500 CARLINGVIEW DR, ETOBICOKE, ON, M9W 5R3

☐ EFT DETAILS PROVIDED UPON REQUEST

☐ INTERAC ETRANSFER PAYABLE TO JOER@LANGESHOW.COM

☐ VISA* ☐ MASTERCARD* **SUBJECT TO 2.4% CREDIT CARD SURCHARGE*

***SUBJECT TO 2.4% CREDIT CARD SURCHARGE TO BE APPLIED AT TIME OF PROCESSING**

CREDIT CARD NO: _____ EXPIRY DATE: MM/YY ____ / ____ CVV: _____

AUTHORIZED SIGNATURE: _____ PRINT NAME: _____

OUR INVOICE/RECEIPT WILL BE SENT ELECTRONICALLY

PLEASE PROVIDE US WITH THE APPROPRIATE EMAIL ADDRESS: _____

COMPANY: _____ PO#: _____

ADDRESS: _____ CITY: _____

PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____

LONG TRANSPORTATION

SHIPPING LABEL FORMAT

ADDRESS TO SHIP MATERIAL TO:

**[EXHIBITING COMPANY NAME]
SECURITY CANADA CENTRAL, BOOTH #
C/O LANGE TRANSPORTATION
391 ATTWELL DRIVE, ETOBICOKE ON M9W 5C4
ATTN: BRITTANY METCALFE**

PIECE COUNT _____ OF _____

SHIPMENTS MUST BE RECEIVED BY October 20TH 2023 @ 4:00PM (EST)

Warehouse Hours: Monday through Friday 8:30 am to 4:30 pm.

For your convenience please go to www.langeshow.com and download your shipping labels

CONDITIONS

Lange Transportation & Storage Ltd. must be notified 21 days in advance of any individual piece that exceeds 3000 lb. or requires special handling or equipment. Lange reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

PRE-SHOW SHIPPING

If you wish to pre-ship any materials, please contact Lange at least 7 days prior to show for shipping instructions. Lange will not receive COLLECT shipments.

LIABILITY

Lange has a limited liability for damage caused by them to crated shipments while handling shipments and will not be responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Lange. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Lange reserves the right to alter exhibitors' bill of lading to reflect actual condition, count, and contents found. Lange will not be responsible for damage while handling loose exhibit materials or those inadequately packed. Lange will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control. The liability of Lange is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

SHIPMENT WEIGHTS

Lange's weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment. Should no scale ticket be provided, Lange may choose to cube the shipment and use the dimensional weight for billing purposes.



Show / Event Name:

Show / Event Dates:

Custom Clearance Only

SHIPPER INFO (SHIPPING FROM)

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)

Company Name:		Booth#
Venue Name:		
Address:		
City:	State/Prov:	Zip/Post:
On-site Contact Name:	Cell:	
Email:		

RETURN SHIPPING INFORMATION

SAME AS SHIPPER

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

INVOICING INFORMATION

SAME AS SHIPPER

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)

Charge to:	VISA	MASTERCARD	AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).			
Cardholder Signature:	Date:		

SHIPMENT INFORMATION

Carrier Name :	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)		Per Piece (LBS)	Total (LBS)
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level:

Air Freight

Ground / Truck

Cargo Insurance / Declared Value

Unless declined, cargo insurance will apply at the rate of \$1.25 per \$100.00 in value (min \$125) per shipment with a \$1000 deductible applicable / maximum liability limit is \$250,000CAD. Coverage is limited to the portion of the shipment lost or damaged. Subject to the terms and conditions of liability for loss/damage, stated below. Should you opt to decline cargo insurance through ConsultExpo, this shipment will only be covered under basic carrier liability, directly with the carrier. In this case maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment.

Terms and conditions

This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE

I have Read and agree to the terms of this contract.

Signature:
Name:
Title:
Date:

ACCEPTED BY CONSULTEXPO

Signature:
Name:
Title:
Date:



Show / Event Name: INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022

Show / Event Dates: SEPTEMBER 22-25

Services Required (Please select one):

☒ Customs Clearance and Shipping Services

☐ Custom Clearance Only

☐ Shipping Only

SHIPPER INFO (SHIPPING FROM)

Company Name: "EXHIBITING COMPANY NAME"
IRS# 12-3456786
Address: 123 SESAME STREET

City: LANGHORNE State/Prov: PA Zip/Post: 19047
Contact Name: MARY PARKER Tel: 709-888-0970
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

DELIVERY INFO (GOING TO)

Company Name: "EXHIBITING COMPANY NAME" Booth# 1232
Venue Name: EVENT FACILITY NAME
Address: 123 CONVENTION CENTER WAY

City: MONTREAL State/Prov: QC Zip/Post: H1X 1X1
On-site Contact Name: MARY PARKER Cell: 555-222-6655
Email: MPARKER@EMAIL.COM

RETURN SHIPPING INFORMATION

☒ SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"
IRS# 12-3456786
Address: 123 SESAME STREET

City: LANGHORNE State/Prov: PA Zip/Post: 19047
Contact Name: MARY PARKER Tel: 709-888-0970
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

INVOICING INFORMATION

☒ SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"
IRS# 12-3456786
Address: 123 SESAME STREET

City: LANGHORNE State/Prov: PA Zip/Post: 19047
Contact Name: MARY PARKER Tel: 709-888-0970
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)

Charge to: ☒ VISA ☐ MASTERCARD

Cardholder Name: MARY PARKER

Title: YOUR TITLE

Credit Card Number: XXXX XXXX XXXX XXXX

CVV: xxx

Expiry Date: MM/DD

I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).

Cardholder Signature:

Date:

SHIPMENT INFORMATION

Carrier Name (If not using ConsultExpo): CONSULTXPO INC

Carrier Contact Name: COORDINATOR NAME

Carrier Contact Tel: 514-709-0781

Carrier Contact Email:

Pick-up Date: 11/12/2022

Hours of Operation: 8am - 5pm

Delivery Date: 09/22/2022

Delivery Time: 8am

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches)	X	Width (Inches)	X	Height (Inches)		Per Piece (LBS)	Total (LBS)
5	cases	44	X	15	X	15	@ Weight (LBS) Each	100	500
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
5	Total Pieces							Total Weight	500

Requested Service Level:

☐ Air Freight

☐ 2nd Day Expedited

☒ Ground / Truck

Additional Services Required:

☐ Lift Gate

☐ Inside Pick Up / Delivery

☐ Special Service (Please Specify)

Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, directly with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with ConsultExpo Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact ConsultExpo Inc. for more information on Cargo Insurance.

Terms and conditions

This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled: 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE I have Read and agree to the terms of this contract.

Signature:

Name: MARY PARKER

Title: PRESIDENT

Date: 08/15/2022

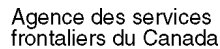
ACCEPTED BY CONSULTXPO

Signature:

Name:

Title:

Date:



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED **B** when completed
PROTÉGÉ une fois rempli

Page	of
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1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of transshipment - Pays de transbordement	
		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'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
		10. Currency of settlement - Devises du paiement	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - 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 diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA 19047 USA		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
4. Consignee (name and address) - Destinataire (nom et adresse) "EXHIBITING COMPANY NAME" C/O INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 EVENT FACILITY NAME 123 CONVENTION CENTER WAY MONTREAL, QC H1X 1X1		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada ConsultExpo Logistics INC, CHICAGO, IL		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) N/A	
		6. Country of transshipment - Pays de transbordement N/A	
		7. Country of origin of goods Pays d'origine des marchandises USA / CHINA	
		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) NO SALE INVOLVED	
		10. Currency of settlement - Devises du paiement USD	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
5	PLASTIC CRATES CONTAINING BOOTH STRUCTURE - MADE IN USA LITERATURE - MADE IN USA KEYCHAINS - MADE IN CHINA	5 1000 50	\$1,000.00 \$0.10 \$0.50
		15. Total \$5,000.00 \$100.00 \$25.00	
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut 500	
		17. Invoice total Total de la facture \$5,125.00	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

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