



Exhibitor Manual

PRESENTED BY

ROBINSON SHOW SERVICES INC.

REGARDING



2017 CGA Gas Measurement and Regulation School

Monday June 5, 2017 – Thursday June 8, 2017

Four Points Hotel by Sheraton

1150 Wellington Rd S, London, ON N6E 1M3

Bristol Ballroom A-B and Foyer



Robinson Show Services



Dear 2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL Exhibitor,

We are pleased to announce **Robinson Show Services Inc.** has been named the Official Show Services Contractor for the **2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL**. The Robinson Team is looking forward to help make your event a success.

We carry the following products and services to enhance your booth's visibility:

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Under-padding
- Booth Rentals
- Plants
- Labour – Install & Dismantle
- Signs & Graphics
- Transportation Services
- Advance & Post Show Warehousing

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at www.robinsonshowservices.ca.

We would be delighted to assist you with any questions or special requests you may have.

Sincerely,

Team Robinson

Robinson Show Services Inc.
7615 Kimbel Street Unit 1-2
Mississauga, Ontario, Canada L5S 1A8
Phone: 905-417-7789
Fax: 905-417-2244
E-Mail: exhibitorservices@robinsonshowservices.ca

DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS



Robinson Show Services



EXHIBITION SCHEDULE

Exhibitor Move-in	Monday June 05, 2017	2:00PM – 4:00PM
Exhibit Hours	Monday June 05, 2017	6:00PM
Exhibit Hours	Tuesday June 06, 2017	8:00AM – 6:00PM
Exhibit Hours	Wednesday June 07, 2017	8:00AM – 6:00PM
Exhibit Hours	Thursday June 08, 2017	8:00AM – 10:15AM
Exhibitors Move-out	Thursday June 08, 2017	11:00AM – 12:00PM

MOVE-OUT INFORMATION

- Robinson will begin returning empty crates immediately after show closing.
- Exhibitor materials must be cleared from the show floor by **12:00PM**. To ensure all materials are removed from the facility in a timely fashion, please have carriers check in by 11:00AM.

DISCOUNT PRICE DEADLINE DATE –

Take advantage of our discounted price (30%) by ordering before **WEDNESDAY MAY 17TH, 2017**

BOOTH EQUIPMENT- Each exhibitor will receive:

- 1 – 8ft x 10ft black draped booth with 8ft back wall & 3ft side rail drape
- 1 – 6ft skirted table
- 2 – Chairs
- 1 – Wastebasket
- 1 – Booth ID Sign on card stock
- 1 – Standard electrical outlet (provided by hotel)

CONTACT

SHOW MANAGER
Canadian Gas Association
Tracy Collins
905-435-6330
tracy@canavents.com

POWER
Four Points Sheraton
Jaime Patton
519-681-0600 ext. 8209
jaimepatton@fourpointslondon.com

****1 – Standard electrical outlet included (provided by hotel)*

INTERNET
Four Points Sheraton
Jaime Patton
519-681-0600 ext. 8209
jaimepatton@fourpointslondon.com

VENUE
Jaime Patton
Four Points by Sheraton London Ontario
519-681-0600 ext. 8209
jaimepatton@fourpointslondon.com

AUDIO VISUAL
Sandra Lijoi
Freeman Audio Visual Canada
905-366-9121 or 416-573-8855
Sandra.Lijoi@freemanco.com

SHOW SERVICES
Anna Inthavivanh
Robinson Show Services
905-417-7789 ext. 212
anna@robinsonshowservices.ca

For any questions regarding your booth space, and/or your exhibit, please contact –
Anna Inthavivanh - 905-417-7789 ext. 212 – anna@robinsonshowservices.ca

Rules and Regulations:

- It is forbidden to make alterations to any existing part of the venue, including but not limited to furnishings and equipment, without prior written authorization from the venue. This includes the drilling of holes, mechanical fastening (nails, staples, and push pins etc.); adhesive fastening (tape, glue, Velcro); or the fixing in any manner of decals, promotional literature or posters. Violating this restriction will result in a minimum fine of \$100.00 per occurrence. Labour/Repair charges may be applied for the removal of prohibited items from venue property.
- The use of masking, clear packaging and plastic-based tapes are prohibited. To affix booth floor covering to the exhibit floor, only cloth based tapes such as Polyken are acceptable. Labour/Repair charges will be applied to remove prohibited tape from the venue property.
- Display or exhibit materials **must not** be attached to the drapes, lighting, chandeliers, walls, or hung from the ceiling. The exhibitor, in erecting a display, must not affix materials onto any surface, using thumb tacks, nails, spikes, staples, nor may they use adhesives. Exhibitors will be directly responsible for damage to Robinson equipment or supplies, and/or damage to the facility.
- Sample food or beverage products must not be prepared, distributed or sold without the express written authorization from the venue. Most venues do not allow outside food and beverages in their banquet space. Please contact the venue directly for more information on their food and beverage policies. It should be further noted, venues charge a daily cleaning fee to exhibitors who are granted permission to serve food and beverages during an event.
- Passenger elevators and escalators **are not to be used** for transporting freight or equipment from floor to floor. This includes hand dollies, hand-carrying of boxes, easels, chairs, tables etc.
- Protective footwear, i.e. safety shoes must be worn during move-in and move-out. At specific times, the exhibit floor (or parts therein) may be deemed "Construction" areas by the Show Manager. If you have been given permission to be on the floor at these times, you will be required to wear an approved hard-hat within the designated "Construction" zone. Also, when working at heights greater than 3 meters (10 feet) fall protection must be worn.
- During move-in and move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work zones.
- Ontario Law prohibits smoking anywhere inside the facility, public areas, or within close proximity to entrance or exit doorways.

Liability

“Hold Harmless” – The Exhibitor(s) assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors’ displays, equipment and other property brought upon the premises of the Facility and shall indemnify and hold harmless the Facility agents, servants and employees from any and all such losses, damages and claims.

Safety

- Displays, exhibits or shipments of an excessive weight must receive prior approval by the Facility, and must be placed on wooden platforms to distribute the weight evenly to avoid damage to the floor and/or carpeting.
- It is not recommended to use chairs, tables and other rental furniture to support standing weight. Please use proper ladders.
- Flammable, explosive or corrosive liquids or materials are prohibited in the exhibit area. It is an offence to ship hazardous materials. Each offence is subject to fines or penalties.
- All displays and exhibits must be assembled in a safe and secure fashion to prevent hazards or damage to any other exhibitor, participant and/or display.
- Exhibitors and their Exhibitor Appointed Contractors (EAC’s) are not permitted to operate motorized lifts or motorized material handling equipment for the installation and dismantle of exhibits.
- Due to fire regulations, booths and tables are not permitted to block entrance or exit doors. The Fire Code requires a minimum of 3 meters, (10 feet), clearance from all entrances and exits.
- Please use caution while in the exhibit hall. This is an active work area during move-in and move-out with potential hazards such as machinery, equipment and obstacles.
- Stay clear of trucks, trailers and dock areas.
- It is recommended as a safety precaution, and for insurance purposes, no one under the age of 16 be permitted in the exhibit area during move-in and move-out. If children are present during these times, they must be supervised by an adult at all times.

Full Freight Service

Full Freight Service is available to all exhibitors within the GTA, such as: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. This service package includes:

- Pick-up & Return of your exhibit materials from your office
- Storage at Robinson Show Services Warehouse (pre & post show)
- Material handling
- Storage of empty crates during the show (if onsite storage is unavailable, additional charges will apply)
- Post show service

Our Full Freight Service is available to all exhibitors within the GTA and surrounding area only.

To place your order please refer to the full freight order form in this manual.



Robinson Show Services



Local Cartage

Robinson provides a local cartage service to the following GTA areas: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. (If you are interested in using our cartage service and you are located outside the areas we cover, please contact us to discuss your requirements).

Our pricing covers a 4' x 4' x 4' skid with a weight of 640 lbs. - maximum of 2 skids. Additional charges will apply for each additional skid or for skids which exceed our standard dimensions.

Price does not include, advance warehouse, material handling and post show.

To place your order please refer to the local cartage order form in this manual.

Advance Warehouse

Robinson will accept and store your shipment at our warehouse for a maximum of two weeks in advance of the show. Please fill out the Advance Warehouse form included in your kit.

Please call **Anna at Robinson Show Services directly at 905-417-7789 ext. 212** if you require further information, quotations or assistance with transportation and storage options.

Advance Warehouse Information (Shipping labels are also included in your kit)

Robinson Show Services

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

(Exhibitor Name Here), (Booth #)

7615 Kimbel Street, Unit 1-2 Receiving, Mississauga, Ontario, L5S 1A8

Tel. # 905-417-7789 ext. 212

To place your order please refer to the advance warehouse order form in this manual.

EXHIBITORS PLEASE NOTE – It is the responsibility of Exhibitors to notify Robinson Show Services of any shipments requiring material handling or special handling, (including Forklift services-see below). If shipments are sent by carrier directly to show site, please schedule the delivery date and time with Robinson Show Services and have all tracking numbers available on-site during move-in.

When ordering Advance Warehouse, material handling is compulsory. If material handling is not included with the order, charges for this service will subsequently be added to the bill. In addition, it is highly recommended that Robinson Show Services provide post show service, to complement other freight services already in place. It should be noted that freight remaining on the show floor or left on the dock following the take-down of the event, will be collected and returned to Robinson's warehouse for storage. Additional post show and material handling charges may be applied, including a 30% late fee.



Advance Warehouse order forms must be submitted to Robinson Show Services for processing prior to the shipment being delivered to the warehouse. Robinson Show Services reserves the right to decline any carrier delivering freight to the warehouse on behalf of an exhibitor, if the relevant paperwork has not been provided beforehand by the exhibitor, and full payment received.

Exhibitors must pay full shipment and customs fees prior to shipping exhibit material to the Advance Warehouse or to the show site. Should exhibit material be shipped pre-paid, penalty charges of \$100 plus customs fees will automatically be charged to your credit card.

Material Handling

Robinson Show Services offers material handling services for show materials. This includes off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of empty crates to designated storage areas (maybe off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading on transport trucks.

To place an order, please refer to material handling order form included in this manual.

Storage during the show

Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.

If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite.

To place an order, please refer to the storage order form included in this manual.

NOTE: If onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors procuring material handling.

POST SHOW

We recommend that you order RSS post show services as this guarantees your exhibit material is secure at the end of the show. All exhibitors using this service will have up to 5 business days to make arrangements for your freight to be collected from RSS warehouse. If your exhibitor material is not collected during the stipulated time frame, storage charges will apply.



Prior to leaving show site, it is the exhibitor's responsibility to affix labels, bill of lading and if applicable, a "customer commercial invoice" to your exhibit material. If the compulsory documents are not included and RSS office staff is required to contact the exhibitor to request the information, an admin fee of \$50.00 will apply.

To place an order, please refer to the post show order form included in this manual.

It should be noted; if your carrier does not collect your freight during the dismantle window, it is the responsibility of RSS to take and store your freight at our warehouse and charges will apply, (refer to additional terms and conditions for more information).

ADDITIONAL TERMS AND CONDITIONS

- Payment in full must be submitted with your order form. Any orders received without payment will not be processed and will be returned to you via email.
- Orders received before the discount date will be given a 30% discount.
- Onsite orders will be charged a 30% late fee (this includes ordering of booth furnishings, material handling, onsite/offsite storage & post show services).
- Written cancellation submitted after processing of payment and more than 3 business days prior to the event will be subject to the lesser of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).
- All exhibit material and equipment must be removed by the exhibitor during the assigned dismantle period. Any material left on show site after this time will be removed by RSS and stored at our warehouse for a maximum of 5 business days at the exhibitor's expense. If the named contact, supplied by the show manager does not reply within 5 business days to our written correspondence informing re: your exhibit material, we will retain your freight for a further 6 weeks. This will be classed as long term storage and premium pricing will apply. After this date, RSS will dispose of your exhibit material. Please note, RSS shall not be liable for any loss or damage to your exhibit material left on show site post show.
- Freight will be rounded up to the nearest 100lbs (a minimum of 200lbs will be charged for all freight orders). Exhibitors will be charged for actual weight if different from weight recorded on the order form.
- All freight either being collected by RSS staff or delivered to our warehouse or show site without a weight ticket will be weighed. The dimensions generated on our scale will be used for billing. Invoices will be adjusted for off target shipments and a further payment will be deducted from your credit card.
- If you intend to use an exhibit appointed contractor, please complete and return the relevant forms 10 days prior to exhibitor move-in.



Robinson Show Services



Robinson Show Services

Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244 | Email: exhibitorservices@robinsonshowservices.ca

Show: **2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL** Booth # _____ Booth Size _____

Company Name _____

Address _____ Postal Code _____

Email Address _____ Phone # _____

Email for invoice (if different from above) _____

Onsite Contact Name _____ Cell # _____

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYMENTS FOR THIS ORDER

Third Party Company Name _____

Contact Name _____

Third Party Address _____

_____ Post Code _____

Contact's Email _____ Phone # _____

Email for Invoice (if different from above) _____

CREDIT CARD

THIS SECTION MUST BE COMPLETED FOR YOUR ORDER TO BE PROCESSED

Master Card ☐ Visa ☐

Account # _____

Expiry Date _____ Card Verification Digits _____

Card Holder Name _____

Card Holder Billing Address _____

Card Holder Signature _____ Date _____

BANK WIRE TRANSFER Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9

CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 1047701 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers. Please reference - 2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL & Booth Number on all Bank Transfer so we properly credit your account. **Customers are responsible for the bank processing fee of \$30.00 CDN.**



PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

Method of Payment: RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional \$30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

Charges: A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

Third Party Billing: In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Cancellations and Amendments: Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.

Exhibiting Company

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Third Party

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, send your feedback to exhibitorservices@robinsonshowservices.ca



Robinson Show Services



Order Summary Form

COMPANY INFORMATION	SHOW INFORMATION
Contact Name: _____	Show Name: 2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL
Company Name: _____	Show Dates: Monday June 05, 2017 - Thursday June 08, 2017
Company Address: _____	Venue Name: Sheraton Four Point Hotel LONDON
_____	Move-in Time: June 05, 2017 – 2:00PM – 4:00PM
_____	Booth #:
Contact #: _____	<div>Please Note: The Exhibitor must complete all information in this template</div>
Email: _____	
If on site contact different from above:	
Onsite Contact Name: _____	
Onsite Contact Cell: _____	

METHOD OF PAYMENT: ☐ Credit Card ☐ Wire Transfer

Credit Card Number _____ Expiry Date _____

Card Verification Digits _____ Type of Card: MasterCard ☐ Visa ☐

Card holder name _____

Card holder billing address _____

DISCOUNT APPLICABLE BEFORE – Wednesday May 17th, 2017

PLEASE NOTE RSS ORDER DEADLINE DATES MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND THAT YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.



Robinson Show Services



Order Summary Show Specials	Total
Exhibitor Show Specials	\$
Furniture Table	\$
Furniture Chair & Stool	\$
Furniture Lounge	\$
Furniture Display Accessories & Custom Drape	\$
Carpet	\$
Full Freight Service	\$
Advance Warehouse	\$
Material Handling	\$
Storage	\$
Post Show Storage	\$
Miscellaneous charges	\$
30% Onsite Fee	\$
Wire Transfer Charge (\$30.00 CAD)	\$
Total Payment Amount	\$
	\$

Please indicate details of miscellaneous charges:

Note: Orders submitted without a completed credit card form and full payment will not be processed.

Exhibitor Show Special Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

A – SHOW SPECIAL				
Quantity	Show Special Description	Discount Price	Regular Price	Total
	Booth Package: 1 – 42" H Cruiser table – black or white 2 – Backless bar stools – black or white 1 – 8' x 10' carpet – black, grey, blue or red	\$ 250.00	\$ 400.00	

SHOW SPECIALS



Furniture Table Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

**A CREDIT CARD AUTHORIZATION FORM AND
AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date – Wednesday May 17th, 2017

SKIRTED TABLE – 30" HIGH					
Quantity	Product SKU	Skirted Tables Description – Black Top & Black Skirt	Discounted Price	Regular Price	Total
	DT4	Skirted 4' Table - Skirted on 4 Sides	\$68.25	\$97.50	
	DT6	Skirted 6' Table – Skirted on 3 Sides	\$68.25	\$97.50	
	DT8	Skirted 8' Table – Skirted on 3 Sides	\$81.90	\$117.00	
	S4	4th Side Skirt – Optional	\$13.65	\$19.50	
	WV	White Vinyl for Table Top	\$22.75	\$32.50	
	SC	Alternative table colour skirt (see below)	\$10.50	\$15.00	

SKIRT COLOUR OPTIONS:

Black ☐ Blue ☐ White ☐ Red ☐ Burgundy ☐ Green ☐ Silver ☐

NOTE: Black will be provided if no colour is chosen.

SKIRTED TABLE – 42" HIGH					
Quantity	Product SKU	Skirted Raised Tables Description - Black Top & Black Skirt	Discounted Price	Regular Price	Total
	RDT4	Skirted 4' Table - Skirted on 4 Sides	\$54.60	\$78.00	
	RDT6	Skirted 6' Table – Skirted on 3 Sides	\$72.80	\$104.00	
	RDT8	Skirted 8' Table – Skirted on 3 Sides	\$91.00	\$130.00	
	RS4	4th Side Skirted – Optional	\$18.20	\$26.00	
	WV	White Vinyl for Table Top	\$22.75	\$32.50	
	SC	Alternative table colour skirt (see below)	\$10.50	\$15.00	

SKIRT COLOUR OPTIONS:

Black ☐ Blue ☐ White ☐ Red ☐ Burgundy ☐ Green ☐ Silver ☐

NOTE: Black will be provided if no colour is chosen.



RSS GREEN INITIATIVE

As one of our green initiatives Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of exhibitor tables. All table tops are black. We encourage the use of these tables, for long term environmental benefit. Any exhibitor ordering white vinyl table tops will be charged a disposable environmental disposal fee of \$25. \$10 from this fee will be donated to the World Wild Life Fund.

UNSKIRTED TABLE					
Quantity	Product SKU	Unskirted Tables Description	Discounted Price	Regular Price	Total
	UDT6/8	Unskirted Table – 30" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$31.50	\$45.00	
	UDTS6/8	Unskirted Table – 40" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$59.15	\$84.50	
BISTRO TABLE					
Quantity	Product SKU	Bistro Tables Description	Discounted Price	Regular Price	Total
	CT-R30	Cruiser Bistro Table Raised Height Star Base – 30" Round, 42" High (Black Top)	\$68.25	\$97.50	
	CT-R42	Cocktail table Regular Height Star Base – 30" Round, 30" High (Black Top)	\$68.25	\$97.50	
	CT-SP	Black Full Spandex Cover for Star base cruiser bistro table	\$27.30	\$39.00	
	CT – BB	Bugle base cruiser – 30" Round, 42" High	\$86.45	\$123.50	

BISTRO TABLE TOP OPTIONS:

Black ☐ White ☐

BISTRO TABLE TOP COLOUR OPTIONS:

Black ☐ White ☐

COFFEE & END TABLE					
Quantity	Product SKU	Coffee & End Tables Description	Discounted Price	Regular Price	Total
	CT-18	Coffee Table 18" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$68.25	\$97.50	
	ET-22	End Table 22" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$22.75	\$32.50	

TABLES



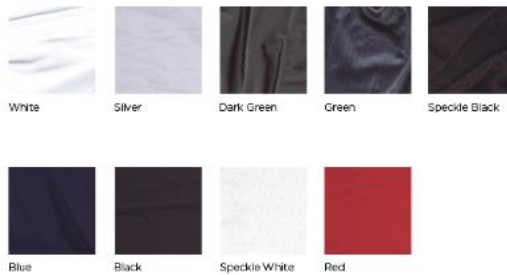
Skirted Table 30" Available in
4', 6', 8' or Raiser 42" in 6' & 8'



UnSkirted Table 30", 40"
Available in 6', 8'

SKIRT COLOURS

Table Skirting Colours



BISTRO TABLES

Cruiser Table Black Top
Raised 42"



Cruiser Table
Full Spandex



COFFEE & END TABLE

Coffee Table Wood



End Table Wood



Furniture Chair & Stool Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

**A CREDIT CARD AUTHORIZATION FORM AND
AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

CHAIRS					
Quantity	Product SKU	Skirted Tables Description	Discounted Price	Regular Price	Total
	CF	Folding Chair	\$18.20	\$26.00	
	CU	Upholstered Side Chair Black <input type="checkbox"/> Grey <input type="checkbox"/>	\$40.60	\$58.00	
	CS	Steno Chair	\$63.70	\$91.00	
	CE	Ergonomic Steno Office Chair	\$81.90	\$117.00	

STOOLS					
Quantity	Product SKU	Skirted Raised Tables Description	Discounted Price	Regular Price	Total
	BSBB	Bar Stool – Backless (Black Frame & Seat)	\$36.40	\$52.00	
	BSBW	Bar Stool – Backless (Chrome Frame & White Seat)	\$36.40	\$52.00	
	BSLB	Bar Stool – Ladder Back (Black Frame & Seat)	\$50.05	\$71.50	
	BSLW	Bar Stool – Ladder Back (Chrome Frame & White Seat)	\$50.05	\$71.50	
	BSGB	Bar Stool – Gas Lift with (Back Chrome Frame & Black Seat)	\$68.25	\$97.50	
	BSGW	Bar Stool – (Back Chrome & White Seat)	\$68.25	\$97.50	
	BSWC	Bar Stool – White Coco	\$68.25	\$97.50	

BACKLESS BAR STOOL OPTIONS:
FRAME: Black ☐ Chrome ☐
SEAT: Black ☐ White ☐

CHAIRS

Folding Chair
Black, Grey



Upholstered Side Chair
Black, Grey



Steno
Chair



Ergonomic Steno
Office Chair



STOOLS

Bar Stool – Backless
Black, White



Bar Stool – Ladder Back
Black, White



Bar Stool – Gas Lift
Black & White



Bar Stool - Coco



Furniture Display Accessories & Custom Drape Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

DISPLAY ACCESSORIES					
Quantity	Product SKU	Display Accessories Description	Discounted Price	Regular Price	Total
	SH2228	Sign Holder 22" x 28" – Lolly Pop	\$50.05	\$71.50	
	EA	Easel – holds 22" x 28" Sign	\$27.30	\$39.00	
	LS2	Literature Stand – Z Rack	\$54.60	\$78.00	
	GRS	Garment Rack on Wheels Single – 5ft	\$45.50	\$65.00	
	GRD	Garment Rack on Wheels Double – Rack 5ft	\$54.60	\$78.00	
	BH3	Bag Holder – 3 Prong 36" High	\$59.15	\$84.50	
	WB	Waste Basket	\$10.92	\$15.60	
	PDB4x8	Poster Display Board 4x6 or 4x8 – Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$81.90	\$117.00	
	SRE	2 Stanchions – Retractable +Tape	\$86.45	\$123.50	
	SRR6	2 Stanchions + Velour Rope (black, blue or red 6')	\$86.45	\$123.50	
	DDM	Draw Drum – Medium	\$50.05	\$71.50	
	DM	Mirror – Full Length	\$50.05	\$71.50	
	BF	Bar Fridge	\$77.35	\$110.50	

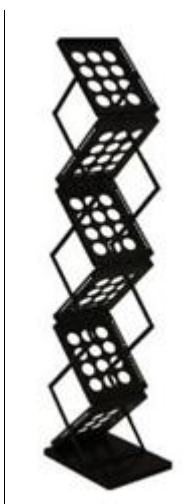
DISPLAY ACCESSORIES

Sign Holder
22"x28"

Easel

Literature Stand
Z Rack

Wastebasket



Carpet Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

- Formula for Calculating Actual Booth Size Sq. ft. = Length x Width
- Custom colours & sizes available – call for a quote

Size	Description	Discounted Price	Regular Price	Total
	EXHIBIT HALL IS CARPETED			
8' x 10'	Booth Carpet	\$140.00	\$200.00	
10' x 10'	Booth Carpet	\$140.00	\$200.00	
20' x 10'	Booth Carpet	\$210.00	\$300.00	
20' x 20'	Booth Carpet	\$291.20	\$416.00	
30' x 10'	Booth Carpet	\$392.00	\$560.00	
40' x 10'	Booth Carpet	\$490.00	\$700.00	
	Underpad – Booth size sq. ft. (100 sq. ft. minimum)	\$0.95	\$1.35	
	VisQueen Plastic Protector overlay on carpet (100 sq. ft. minimum) Exhibitor is responsible for removal of plastic cover prior to show opening	\$0.42	\$0.60	
	Custom Cut Carpet per. Sq. ft.	\$1.37	\$1.95	

Please indicate choice:

☐ Black ☐ Blue ☐ Red ☐ Grey ☐ White (50% surcharge applied to white)

CANCELLATION POLICY: Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.

Note: If carpet is damaged, dirty or has to be cut for electrical wiring, additional charges will apply.

CARPET

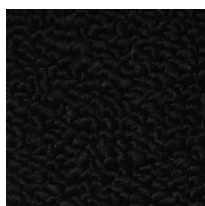
Black

Blue

Red

Grey

White





Robinson Show Services



Full Service Freight Package Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

**A CREDIT CARD AUTHORIZATION FORM AND
AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

Full freight service includes local cartage in and around the GTA, Advance Warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

Individual freight service is also available. If you are located outside the GTA and would like to use our freight service, please call for a quote.

Pricing is based on skid size of 4' x 4' x 4' & maximum weight of 640lbs – additional charge will apply for all skids exceeding maximum stipulated dimension and weight. Services included: Local cartage, advance warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

ADDITIONAL CHARGES – will apply under the following circumstances:

- Damage to Robinson equipment due to weight of exhibit material
- Skids which exceed the maximum weight and dimensions stated above
- Special equipment for lifting/moving/transporting exhibit material
- Parking ticket due to pick up location where vehicles are restricted
- Restricted access to the facility for pick up and or return of exhibit material
- Special handling such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case.
- Client delays when collecting or returning exhibit material such as and not limited to: unable to speak with onsite contact for over 15 minutes upon arrival, items not properly packaged for transport and extended waiting time in loading dock.

Quantity	Description	Discounted Price	Regular Price	Total
	Full Freight 2 skids 4 x 4 x 4 (640lbs)	\$750.00	\$975.00	
	Each Additional skids 4 x 4 x 4 (640 lbs)	\$150.00	\$195.00	

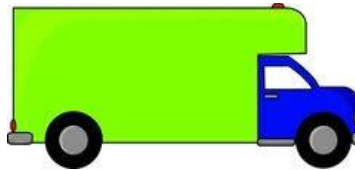
SPECIAL REQUIREMENTS / INSTRUCTIONS:

RSS FULL SERVICE FREIGHT STEPS

RSS pick-up show material from Exhibitor's office



Show material transported to RSS warehouse



RSS transport exhibitor's show material to show site – Exhibitor's Booth



RSS pick up exhibitor's show material from show site – Exhibitor's Booth



RSS return to Exhibitor warehouse – show material





Robinson Show Services



SHIPPING LABEL FOR
ADVANCE WAREHOUSE ADVANCE
EXHIBITION FREIGHT

FROM:

EXHIBITING COMPANY/BOOTH NUMBER



**2017 CGA GAS MEASUREMENT AND REGULATIONS
SCHOOL.
C/O ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789**

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED AFTER:

FRIDAY JUNE 2, 2017

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery.



SHIPPING LABEL FOR
WAREHOUSE
EXHIBITION FREIGHT

FROM:

EXHIBITING COMPANY/BOOTH NUMBER



**2017 CGA GAS MEASUREMENT AND REGULATIONS
SCHOOL.
C/O ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789**

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED AFTER:

FRIDAY JUNE 2, 2017

The above labels are provided for your convenience
Place one on each piece shipped to ensure proper delivery.



Advance Warehouse Receiving Information Sheet

PLEASE NOTE – WITH ADVANCE WAREHOUSE, YOU MUST ALSO ORDER MATERIAL HANDLING.

Please fill in the details on the Material Handling form included in this kit and forward with the Advance Warehouse information.

BENEFITS

- Show materials will be stored in our warehouse for up to 2 weeks prior to show
- Priority delivery of shipment to the show facility prior to exhibitor move-in

SERVICE INCLUDES

- Shipment in our warehouse up to 14 days in advance of show
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Inventory count and recording of any visual damage

ESTIMATED CHARGES

- Charges are based on weight of shipment and charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are an estimate only and will be adjusted according to weight tickets.
- A \$25 surcharge will apply to any shipments that we are required to weigh.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48 hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.
- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: 2017 AIA & SCS JOINT ANNUAL MEETING, Company Name, and Booth Number. Labels must be on each item shipped.

SHIPMENT WEIGHT

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

LIABILITY

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, 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. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Robinson's control. Robinson's liability is limited to \$0.30 per pound, per article, to a maximum of \$30.00 per article and \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.



Robinson Show Services



Advance Warehouse Receiving Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

(PLEASE ENSURE THE MATERIAL HANDLING FORM IS FILLED OUT AND INCLUDED WITH THIS FORM)

SHIPMENTS ARE ACCEPTED FROM: **Monday May 22, 2017**

SHIPMENTS WILL NOT BE ACCEPTED IN OUR ADVANCE WAREHOUSE AFTER: **Friday June 2nd, 2017**

**A CREDIT CARD AUTHORIZATION FORM AND
AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

RATE CATEGORIES	Price Per CWT (200 lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	\$39.00	\$59.00	\$64.00	\$25.00
REGULAR RATES (per cwt)	\$50.70	\$76.70	\$83.20	\$32.50
On-Site Orders	A 25% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipment			

ADDITIONAL SURCHARGES

LATE SHIPMENTS TO WAREHOUSE: Shipment Delivered after Deadline Date (in addition to above rates - \$50 fee will apply). Any warehouse shipment that require a separate delivery to show site, will be charged \$150. Overtime Charges - inbound (in addition to above rates) – applied when delivered outside of warehouse hours (Monday to Friday between 9am – 4pm).

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200 lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$_____ =	\$_____
Uncrated Shipment	_____ /100	_____ x	\$_____ =	\$_____
Special Handling	_____ /100	_____ x	\$_____ =	\$_____
Small Package	_____ /100	_____ x	\$_____ =	\$_____
Late Shipment/Overtime charges	_____ /100	_____ x	\$_____ =	\$_____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A \$25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.



Material Handling Services Information Sheet

Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available)
 - (If designated space is not available, exhibitors may purchase our storage option)
 - Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

Note: Transportation to and from show site is not included as part of this service.

ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A \$25 surcharge will apply if shipment require weighing.

STORAGE DURING THE SHOW

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.
- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

Material Handling Services Information Sheet 2

WHAT KIND OF SHIPMENT DO YOU HAVE?

Shipment Type	Definition
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated material shipped	Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	<p>Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process.</p> <p>Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out.</p>
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Please refer to the Material Handling – Special Handling Information Form for more details.



Robinson Show Services



Material Handling Services Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

TIME		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME: Discounted Price	Mon – Fri (8:00am – 4:00pm)	\$69.00	\$86.00	\$96.00	\$36.00
REGULAR TIME: Regular Price	Mon – Fri (8:00am – 4:00pm)	\$89.70	\$111.80	\$124.80	\$46.80
OVERTIME: Discounted Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$86.00	\$107.00	\$120.00	\$46.00
OVERTIME: Regular Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$111.80	\$139.10	\$156.00	\$59.80
On-site Orders		A 30% surcharge will be applied to on-site orders			
Off-Target Shipments		A 30% surcharge will be applied to off-target shipments.			
Note: If move-in and move-out time fall during overtime hours, overtime rate will be applied					

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$ _____ =	\$ _____
Uncrated Shipment	_____ /100	_____ x	\$ _____ =	\$ _____
Special Handling	_____ /100	_____ x	\$ _____ =	\$ _____
Small Package	_____ /100	_____ x	\$ _____ =	\$ _____

NOTE: Final total will be adjusted according to shipment weight.

- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A \$25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

SPECIAL REQUIREMENTS / INSTRUCTIONS

Storage Order Form



Robinson Show Services



2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

Quantity	Description – Onsite Storage	Discount Price	Regular Rate	Total
	Maximum of 3 small crates less than 2 x 2 x 2	\$27.30	\$39.00	
	Maximum of 3 large crates – 4 x 4 x 4	\$71.89	\$102.70	
	Each additional small crates less than 2 x 2 x 2	\$9.10	\$13.00	
	Each additional large crate – 4 x 4 x 4	\$22.75	\$32.50	

Quantity	Description – Offsite Storage	Discount Price	Regular Rate	Total
	Offsite storage – maximum of 3 small to medium empty crates 2 x 2 x 2	\$75.60	\$108.00	
	Offsite storage – maximum of 3 large empty crates 4 x 4 x 4	\$109.20	\$156.00	
	Each additional offsite crate less than 2 x 2 x 2	\$13.65	\$19.50	
	Each additional offsite large crate 4 x 4 x 4	\$22.75	\$32.50	

PRICE EXCLUDES: advance warehouse, material handling, special handling & post show storage.

ADDITIONAL CHARGES – will apply under the following circumstances:

- If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Crates will be returned to booth upon show closure.

SPECIAL REQUIREMENTS / INSTRUCTIONS



Robinson Show Services



Post Show Storage Order Form

2017 CGA GAS MEASUREMENT AND REGULATIONS SCHOOL.

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **Wednesday May 17th, 2017**

RATE CATEGORIES (Minimum 200lbs)	Price Per CWT (200lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	\$44.00	\$61.25	\$68.50	\$25.00
REGULAR RATES (per cwt)	\$63.00	\$79.00	\$89.00	\$32.50
On-Site Orders	A 30% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipments			

ADDITIONAL SURCHARGES

PRICE/CWT 200lbs minimum

Overtime Charges - outbound (in addition to above rates)

Add 25% (if shipment is picked up during overtime hours or if the warehouse needs to remain open in overtime for pick up.)

CALCULATION (when recording weight, round up to the nearest 100lbs - minimum 200lbs)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$_____ =	\$_____
Uncrated Shipment	_____ /100	_____ x	\$_____ =	\$_____
Special Handling	_____ /100	_____ x	\$_____ =	\$_____
Small Package	_____ /100	_____ x	\$_____ =	\$_____
Overtime Surcharge	Estimated Total x \$25%		=	\$_____

SPECIAL REQUIREMENTS / INSTRUCTIONS

POST SHOW – Rate is \$49 per 100 lbs crate (minimum of 200lbs for all orders). This service includes your shipment being packed up from show site and delivered back to the Robinson Show Services warehouse and stored for up to five (5) business days. **(Price excludes advance warehouse, material handling, storage charges, post show & special handling).**

STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as the bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit materials for collection by RSS staff.
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

ADDITIONAL CHARGES – will apply under the following circumstances:

- Post Show is procured on show site. For this service, a credit card form must be pre-authorized and signed.
- Special handling at the venue. Examples include: no loading docks, no elevators, hand-carrying and the mandatory use of stairs.
- An administration fee of \$50 will apply if relevant paper work is not fixed to the exhibit material post show (such as bill of lading & commercial invoice).
- Exhibit materials not collected within 5 business days will be billed for storage fees. This amount will be deducted from the credit card used initially to place the order.

If the designated carrier does not pick up or arrive at the designated location on time, neither show manager nor contractor will be liable for any resulting delays.

RSS Post Show Storage

