



Security Canada

*INTERNATIONAL SECURITY
CONFERENCE & EXPOSITION*

2010

Exhibitor Kit
Security Canada West
River Rock Casino Resort
Richmond, British Columbia
June 16, 2010

www.securitycanadaexpo.com | 1.800.538.9919

PRODUCED AND MANAGED BY THE CANADIAN SECURITY ASSOCIATION

Security Canada

INTERNATIONAL SECURITY CONFERENCE & EXPOSITION

Dear Exhibitor,

Welcome to **Security Canada West International Security Conference & Exposition!**

The Canadian Security Association (CANASA) has produced this manual as a source of information to assist you in the successful planning of your exhibit.

Please read this manual carefully to address any questions or concerns that you may have.

Should you require any additional information please contact us at (905) 513-0622 or (800) 538-9919.

Sincerely,

Steve Basnett

Steve Basnett

Director, Trade Shows and Events



Exhibitor Check List

Item	Due Date	Complete
Directory Listing Form (only if contact info differs from contract)	May 12	
Hotel Room Group Rate Deadline	May 12	
Lead Retrieval Unit Deadline	May 16	
Exhibitor Badge Request Deadline	May 26	
Advise Booth Staff of Return Shipping Procedures		
Return Shipping Labels and Waybill		

Important Exhibiting Information

Show Hours

The show will **open at 12:30 p.m.** with a buffet lunch and **close at 5:30 p.m.** There will be a cocktail reception on the show floor at 4:30 p.m. Please advise your booth staff so they can book their flights accordingly.

Booth Size

The **main floor** booth size is **10 feet wide by 6 feet deep.**

The **top tier** booths, in the **800 aisle**, are **table top only.**

**** All items must fit on the table, no floor space is available.*

MTS

The BC Chapter will again be hosting **Manufacturers Training Sessions.** Please contact Linda Enns at bcmanager@canasa.org if you would like to participate.

Important Information

- **Lead retrieval is now available. Please see the flyer in this kit.**
- Exhibitors will not need to bring their own carpet. The floor covering is at the discretion of the venue.
- Although we do not have a dedicated press room, members of the press are invited to attend and are not charged admission.
- We strongly advise that you bring a good quality surge protector along with your extension cord and power bar as we cannot control fluctuations in the power provided.
- If you do not require a table in your booth please notify us in advance so we can have it removed prior to your arrival.
- As in previous years storage will not be provided on-site. Your shipping material will need to fit under your draped table.

Important Dates

May 12	Show Directory Listings due
May 12	Deadline for hotel bookings
May 26	Exhibitor Badge Deadline
May 16	Lead Retrieval Deadline

GENERAL OVERVIEW

SHOW PRODUCTION

Canadian Security Association
610 Alden Road, Suite 100
Markham, Ontario
L3R 9Z1
Phone: (905) 513-0622 or (800) 538-9919
Fax: (905) 513-0624
Email: staff@canasa.org

PURPOSE

The Security Canada West International Security Conference & Exposition has been designed to provide attendees with education and information on products and services through the exhibition.

CONFERENCE & EXPOSITION SCHEDULE

Wednesday, June 16, 2010

08:00 a.m.	Registration Opens
08:00 a.m. - 12:00 p.m.	Exhibit Set-up
12:30 p.m.	Exhibits open with Buffet luncheon on show floor
04:30 p.m.	Cocktail reception on show floor
05:30 p.m.	Exhibits close
05:31 p.m.	Tear Down Begins

CONFERENCE CENTRE & HOST HOTEL

River Rock Casino Resort

8811 River Road
Richmond, BC V6X 3P8
604-247-8900 or 866-748-3718
www.riverrock.com

Located 5 minutes from Vancouver International Airport and a 20-minute drive from downtown Vancouver or the US Border.

SPECIFIC INFORMATION**ACCOMMODATIONS**

The host hotel for Security Canada West 2010 is the River Rock Casino Resort. The rate is \$159.00 Cdn. per room, per night, plus taxes. The **deadline for reservations is May 12** and the phone number is **604-247-8900 or 866-748-3718**. In order to receive the show rate you must mention at the time of reservation that you are with "SECURITY CANADA".

ADMISSION COST

To encourage attendance there will be no charge to attend the exhibits, provided attendees pre-register prior to the deadline of June 3. On-site there will be a charge of \$20.00 for CANASA members and \$40.00 for non-members (this includes the applicable taxes).

ADVANCE WAREHOUSE

Goodkey Show Services, subcontracted through Lange, has been chosen as our General Contractor. They can arrange for advanced storage and delivery of your exhibit as well as storage during the show. Exhibitors are responsible for any drayage or storage charges incurred. Please contact them directly at 877-726-2211.

AIRLINE

Air Canada has been appointed the official airline. When booking please use **PROMOTION CODE**

QF7W6X91.

CANADA CUSTOMS

For U.S. based exhibitors; the official customs broker is Commerce Tradeshow Logistics Group. Please contact the official broker or the broker of your choice, to find out all the regulations for clearance of your display materials. Please refer to the enclosed document from Revenue Canada.

CUSTOM BROKERAGE

The Official Customs Broker for Security Canada is Commerce Tradeshow Logistics Group.

For more info contact:

Joe Clark

Commerce Tradeshow Logistics Group

2540 Matheson Blvd. West, Mississauga, ON, L4W 4Z2

Tel: (905) 673-5445

Fax: (905) 629-5660

DISPLAY

Main Floor

Each space is 10 ft. wide by 6 ft. deep. Each exhibitor will be provided with a 2 ft. x 6 ft. table skirted on 3 sides. There will be draping for the back wall (8 ft. high) and side railings (3 ft. high). Light weight signage may be suspended from the pipe and drape at the back of the space.

Exhibits may not exceed 8 ft. in height and all visible areas must be finished. Display material must fit within the booth space.

Top Tier (800 Aisle)

The **top tier** booths are **table top only**. All items must fit on the table; **no floor standing displays or accessories are allowed.**

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 block the sight line of other exhibitors.

ELECTRICAL SERVICES

Every table will have access to a basic electrical outlet; however, **you must provide your own extension cords and power bars.** Should you require extra power please contact show management.

We strongly recommend that you use a surge suppressor as neither show management nor the facility is responsible for power fluctuations.

EXHIBITOR BADGES

There will be five free Exhibitor badges per booth. Exhibitors wishing to purchase additional badges for staff may do so at a cost of \$30.00 each (plus applicable taxes). This cost is to help offset the food and beverage that will be served throughout the day. Please order badges for your staff online no later than **May 26** at <http://www.microspec.com/mers/login.cfm?code=scw2010>

EXHIBITOR LIST & FLOOR PLAN

Please refer to the show website for the latest floor plan and list of exhibitors including booth numbers. http://www.securitycanadaexpo.com/en/exhibitors/west/floor_plan.html

INTERNET

Wireless internet service is currently available at no charge. Please go to the hotel's Front Desk during set up to arrange it. Please be advised that the quality is not optimal.

LEAD RETRIEVAL

Lead Retrieval units (scanners) are now available at this show. Make the most of your investment by ensuring you capture contact information from everyone you meet. To order please visit <https://www.microspec.com/lr/scw2010>

MOVE IN

Booths will be identified upon arrival to assist exhibitors with their set-up. Move in is from 08:00 a.m. - 12:00 p.m. on June 16, the morning of the show.

MOVE OUT

The exposition will close at 5:30 p.m. **Please advise your staff not to tear down your display until that time and to book their travel accordingly.**

REGISTRATION FORMS

Attendee registration is now available on our secure site. We would appreciate your help in promoting the show to your customers. To register please refer them to: www.securitycanadaexpo.org/scw

SHIPPING

The hotel will not accept shipments before June 14. Please plan accordingly. If your shipment might arrive earlier please arrange for advance warehousing through Goodkey Show Services, subcontracted through Lange. They can arrange for advanced storage and delivery of your exhibit as well as storage during the show. Exhibitors are responsible for any drayage or storage charges incurred. Please contact them directly at 877-726-2211.

Shipping labels have been included in this kit.

The hotel charges a \$5 handling fee per box which will need to be paid before you can retrieve your items from the concierge.

Please refer to the Shipping Information sheet for more information.

SHOW DIRECTORY

We will be producing a show directory, which will list all Exhibitors, floor plan and agenda of the event. This issue will be distributed to all attendees at the show. **Your company info will appear as you entered it on your contract unless you submit the enclosed Directory Listing form with updated information by May 12.**

STORAGE ON-SITE

Storage will not be provided on-site. You will, however, be able to store small items under your draped table. You will need to make arrangements to store large items off site.

USEFUL HINTS

The secret to enjoying a successful exhibition is pre-planning and organization. The following few hints may help you achieve an efficient, problem-free exhibit.

1. Let your customers know that you are participating in ***Security Canada West International Security Conference & Exposition***. Inform them of your booth number in special mailings, through trade publication advertising, email blasts and reminders on your invoices and email signatures.
2. Tell your customers they can meet and talk with your top executives and have your company officials remain throughout the Show!
3. Show Management suggests that you bring a supply of literature in both official languages (French and English) to the Show. This will ensure you will be better able to communicate with visitors.
4. Use your exhibit space to put up an eye-catching display that keeps buyers and their interests in mind.
5. Make sure your booth display conveys your sales and product message, as well as the kind of image you want to create for your company.
6. Plan an interesting, functional display that will spotlight the advantages of your product or service.
7. Prepare and have available at your booth, effective promotional material to hand out to buyers.
8. Most important of all, have something new for the Show and promote it! It can be new products, new pricing policies, or a new service. Attendees are always looking for new ideas at each Security Canada show.
9. Promote, promote, promote. Take advantage of some of the marketing / promotional opportunities that Show Management is offering such as sponsoring an email blast to pre-registered attendees. If you want to do something not currently offered please contact us, we would be happy to work with you.

Show Directory Listing

We will be producing a directory that will list all Exhibitors, a floor plan and an agenda of the event, which will be given to all attendees when they pick up their badge. This listing is included as part of your booth package.

Your company listing will AUTOMATICALLY BE INCLUDED as it appears on your contract unless otherwise specified in the space below.

Please type or print clearly and fax back to (905) 513-0624 or email to staff@canasa.org

Company Name: _____

Booth #: _____

Sales Contact: _____

Sales Contact's Phone #: _____

Member of CANASA: Yes No

Return form to CANASA no later than May 12, 2010

****** You do not need to complete this form unless you wish your listing to differ from the information you provided on your contract.***

SECURITY CANADA WEST 2010

IMPORTANT SHIPPING INFORMATION

Beginning on Monday June 14th the River Rock will accept clearly labeled shipments from Security Canada West exhibitors. **They will not accept anything prior to June 14th.** If you are shipping to the River Rock you must use the included labels so they may easily identify SCW shipments. Failure to do so may result in your shipment not being accepted.

You will need to pick up your shipment from the concierge on the morning of the show.

Please advise your booth staff that the hotel charges a \$5 handling fee per box which will need to be paid before they can retrieve their items from the concierge.

Exhibitors will need to store their own items under their tables. No storage is provided onsite.

At show close exhibitors must prepare their items for shipment, clearly label them, including their name and the event name, and attach a completed bill of lading.

The “Shipper’s Information” on the Bill Of Lading must be your company name and address, or your personal name and address, not the hotel’s.

Once this is done please contact the Concierge for further instructions.

Exhibitors will need to bring their own courier way bills and arrange with their courier for pick up. The hotel is not able to do this.

We have arranged with **Goodkey Show Services** to provide advance warehousing, storage, drayage and return shipping services for those wishing the convenience of these services or who have items for storage that will not fit under their table. Please contact them directly at **877-726-2211**.

PLEASE FORWARD THIS INFORMATION TO THE STAFF WORKING YOUR BOOTH TO AVOID ANY CONFUSION OR LOST SHIPMENTS.



Incoming and Outgoing Shipping Instructions

Shipping to River Rock Casino Resort

River Rock Casino Resort welcomes meeting/conference equipments, materials to arrive 2 days prior to the date of meeting.

Please have the following information on each of the boxes being shipped:

River Rock Casino Resort c/o: RECIPIENT NAME (owner) NAME OF MEETING DATE OF MEETING 8811 River Road Richmond BC Canada V6X 3P8 Total # of Piece: #

River Rock Casino Resort will NOT assume any responsibility regarding the condition of the contents of the shipment.

Shipping out from River Rock Casino Resort:

FedEx, Purolator and UPS waybills and commercial invoices are available at the concierge desk if required.

Please make a note of the tracking numbers of your shipment for further reference purposes.

Domestic:

Please complete courier waybill with the following information:

Sender section

- Sender's name
- Sender's contact telephone number
- Sender's address will be 8811 River Road, Richmond BC, Canada V6X 3P8.
- If the courier charge is to be billed to sender, please also include the sender account #.

Recipient section:

- Recipient's Name
- Recipient's contact telephone number
- Recipient's address

Please include total # and weight of the boxes to be shipped out on the waybill and select the preferred service.

If the courier charge is to be billed to recipient, please include the recipient's account number or if it is to be billed to a credit card, please include the credit card number on the waybill.

IMPORTANT!!

If the waybill is tenting for more than one box:

1. Please include labels with the following information on EACH of them. Otherwise the courier company will refuse to pick up the shipment due to uncompleted paperwork.

RECIPIENT NAME RECIPIENT ADDRESS Total # of Piece: #

2. Please make sure there is a tracking number barcode attached to each box. More than one waybill might be required when it comes to multiple boxes shipment.

International:

Please complete courier waybill with the following information:

Sender section

- Sender's name
- Sender's contact telephone number
- Sender's address will be 8811 River Road, Richmond BC, Canada V6X 3P8.
- If the courier charge is to be billed to sender, please also include the sender account #.

Recipient section:

- Recipient's Name
- Recipient's contact telephone number
- Recipient's address

Please include total # and weight of the boxes to be shipped out on the waybill and select the preferred service.

If the courier charge is to be billed to recipient, please include the recipient's account number or if it is to be billed to a credit card, please include the credit card number on the waybill.

IMPORTANT!!

In order to expedite the pick up process:

1. Please include label with the following information on EACH of the boxes if the waybill is tenting for more than one box. Otherwise the courier company will refuse to pick up the shipment due to uncompleted paperwork.

RECIPIENT NAME RECIPIENT ADDRESS Total # of Piece: #

2. Please make sure there is a tracking number barcode attached to each box. More than one waybill might be required when it comes to shipping multiple boxes.
3. Please complete one commercial invoice (the form is to declare content of the box) per Waybill, make 2 extra copies (because 3 copies of commercial invoice is required) and attached all 3 copies with the waybill, otherwise the courier company will refuse to pick up the shipment due to incomplete documentation.

River Rock Casino Resort will NOT assume any responsibility for handling shipment. Completion of document and schedule of pick up is the sender's sole responsibility.



SHIP TO : **River Rock Casino Resort**
 8811 River Road
 Richmond, BC V6X 3P8
 604.247.8900

PLEASE HOLD FOR: Security Canada West 2010
 Show Theatre
 Booth #: _____
 Exhibiting Company: _____
 Exhibitor's Full Name: _____
 Reservation Number (if applicable) _____

Piece _____ Of _____



SHIP TO : **River Rock Casino Resort**
 8811 River Road
 Richmond, BC V6X 3P8
 604.247.8900

PLEASE HOLD FOR: Security Canada West 2010
 Show Theatre
 Booth #: _____
 Exhibiting Company: _____
 Exhibitor's Full Name: _____
 Reservation Number (if applicable) _____

Piece _____ Of _____

LEAD RETRIEVAL OPTION

Security Canada West 2010

River Rock Casino Resort, Richmond, BC

June 16, 2010

NOW ONLY \$150 IF YOU ORDER BEFORE MAY 16th.

Would you go fishing without any bait? Then why would you exhibit at a show without a Lead Retrieval unit?

MicroSpec, the official registration and lead retrieval service provider for the event, offers you a fast, easy and reliable electronic method of capturing sales leads. Simply scan a barcode on the attendee's badge and the registration information from that attendee is recorded in your system. No need to collect business cards – which most attendees do not carry.

MicroSpec lead retrieval personnel are on-site throughout the show with fast and friendly service. Our staff floor-walk during show hours and visit booths multiple times a day ... ready to answer any questions exhibitors have.

The options available to you are listed below. If you have any questions regarding any of our services, please call our Lead Retrieval hotline at 888-780-9825 x208 or email us at

leadretrieval@microspec.com

SYSTEM 1 Barcode Scanning with Download



Based on a single dimensional barcode that contains an attendee number. You receive a hand-held laser scanner/data storage unit able to read barcodes from a distance of approximately 8". The system is compact, lightweight, portable and easy to use. The all-inclusive rental cost includes the scanner, download, and end of show email containing attendee information in ASCII-delimited format. Standard Follow-up codes included. **No extra power required.**

TO ORDER YOUR LEAD RETRIEVAL UNIT(S), PLEASE VISIT:

<https://www.microspec.com/lr/scw2010>



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Conventions Services Program
1st Floor, 333 Dunsmuir Street
Vancouver, B.C.
V6B 5R4

January 8th, 2010

2010/ VCR - 043

Canadian Security Association
610 Alden Road, Suite 100
Markham, ON
L3R 9Z1

Dear Steve Basnett;

This is in response to your letter of December 10th, 2009 as the CBSA Conventions Services Program has officially recognized your event and granted permission to import goods for this event only.

Security Canada West 2010

June 16th, 2010

River Rock Hotel and Casino
Richmond, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

According to your letter, your event is closed to the general public and you are expecting approximately 20 non-Canadian exhibitors who will be importing electronic security devices for display purposes only. There will be no sales of merchandise at your event.

Non-Canadian exhibitors may import display items and exhibit booths temporarily under the provisions of tariff item **9993.00.00.00** so long as **the goods will be exported** at the end of the event.

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over \$2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.



Nationals of other countries may engage in exhibiting, selling or displaying goods without a work permit from Citizenship & Immigration providing they are not selling to the general public. Direct sales to the public at large require a work permit. Exhibitors engaged in direct sales to the public, where goods are delivered at the time of sale, are considered to be entering the labor market and a work permit is required. Additional information on work permits is available on the CIC Web site at <http://www.cic.gc.ca/english/work/index.asp>.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

If you will have attendees from visa requiring countries <http://www.cic.gc.ca/english/visit/apply-who.asp>, contact the Special Events Unit of Citizenship and Immigration Canada at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements for your event.

If you have been convicted of a criminal offence, you must contact the Canadian Embassy in your area or check the website below, to confirm requirements for entry into Canada. <http://www.cic.gc.ca/english/visit/faq-inadmissibility.asp>

To facilitate Customs procedures at the time of entry into Canada, we suggest a copy of this letter be given to each exhibitor who is importing goods into Canada for this event.

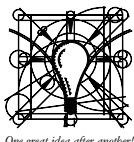
Please do not hesitate to contact the undersigned if you have any questions or require further assistance at (604) 666-1294 or facsimile (604) 666-4470.

Regards,

Doug Nowak

Doug Nowak
Regional Conventions Coordinator, Pacific District
333 Dunsmuir Street, Vancouver, B.C. V6B 5R4

Canada



One great idea after another!



Order Deadline Date:
MAY 28, 2010

Show Name:
SECURITY CANADA WEST 2010

Show Date:
JUNE 16, 2010

METHOD OF PAYMENT FORM

IMPORTANT! If you are planning to utilize any of the services provided by Goodkey Show Service Ltd. Please carefully complete and return this form with all your display requirements.

Name of Company:	Contact:	Booth No:
Address:	Telephone No: () ()	Fax: No: () ()
City, Province, State:	Email	Postal Code:

CASH / MONEY ORDER

COMPANY CHEQUE **(REQUIRE A CREDIT CARD BACKUP)**
Please make cheque payable to: **Goodkey Show Services Ltd.**
Note: No cheques will be accepted after the order deadline date.

**Address: Goodkey Show Services Ltd.
9505 41 Avenue
Edmonton, Alberta
T6E 5X7**

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below:

AMERICAN EXPRESS

MASTERCARD

VISA

Account #:

Expiration Date: CVD:

Personal Credit Card: Company Credit Card:

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address:

Street: _____

City/Province: _____

Postal Code: _____

GST REGISTRATION#: 121717813 RT

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature: _____

Print Name: _____

Date: _____

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:
We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party:

ALL SERVICES

BOOTH CLEANING

I & D LABOUR

MATERIAL HANDLING / IN & OUT

RENTAL FURNITURE & CARPET

SIGNS

OCTANORM

OTHER (Please specify)

THIRD PARTY AGENT:

Account #:

Expiration Date: CVD:

Personal Credit Card: Company Credit Card:

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address:

Street: _____

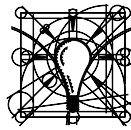
City/Province: _____

Postal Code: _____

Phone: () _____

Fax: () _____

E-mail: _____



One great idea after another!



Order Deadline Date:

MAY 28, 2010

Show Name:

SECURITY CANADA WEST 2010

Show Date:

JUNE 16, 2010

MATERIAL HANDLING

IMPORTANT! This form must be accompanied with payment before processing will begin.

Name of Company:	Contact:	Booth No:
Address:	Telephone No: ()	Fax: No: ()
City, Province, State:	Email	Postal Code:

ONSITE MATERIAL HANDLING

- RECEIVE & STORE SHIPMENT ON LISTED EXHIBITOR MOVE-IN DAY ONLY
- DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH
- REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
- RELOADING OF SHIPMENT FROM SHOWSITE TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$52.00 per hundred pounds (lbs.) (\$104.00 min. Charge)

Weight _____ @\$52.00/cwt _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

To qualify for Pre Show Prices orders must be received 7 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#121717813 RT P.S.T.reg.# 028046

SUBTOTAL		
<i>For Office Use Only</i> <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
5% G.S.T.		
TOTAL AMOUNT DUE		

ADVANCED MATERIAL HANDLING

- RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE
- DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE
- FIRST PRIORITY UNLOADING STATUS
- REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
- RELOADING OF SHIPMENT FROM SHOWSITE TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$62.00 per hundred pounds (lbs.) (\$124.00 min. charge)

Weight _____ @\$62.00/cwt _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

To qualify for Pre Show Prices orders must be received 7 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#121717813 RT P.S.T.reg.# 028046

SUBTOTAL		
<i>For Office Use Only</i> <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
5% G.S.T.		
TOTAL AMOUNT DUE		

CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A %25 LATE FEE
- **PLEASE ARRANGE SHIPMENTS TO ARRIVE DURING DISPLAY MOVE-IN DAY(S) ONLY.**

*RESHIPPING: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading
Material not removed from exhibit area by specified time will be shipped collect by first available carrier

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A %25 LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 am - 3:30 pm, MONDAY - FRIDAY
- **CUT-OFF DATE: JUNE 11, 2010**
- LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE

*RESHIPPING: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading
Material not removed from exhibit area by specified time will be shipped collect by first available carrier

LABELING

SECURITY CANADA WEST 2010
NAME OF EXHIBITING COMPANY - BOOTH #
c/o Goodkey Show Services Ltd.
River Rock Casino Resort
8811 River Road, Richmond, BC V6X 3P8

SECURITY CANADA WEST 2010
NAME OF EXHIBITING COMPANY - BOOTH #
c/o Goodkey Show Services Ltd.
#105-5898 TRAPP AVENUE
BURNABY, BC V3N 5G4

LIMITS AND LIABILITIES

Goodkey Show Services Ltd. will not be held responsible for concealed 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 Goodkey Show Services Ltd. The condition, count and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitors bill of lading to reflect actual condition, count and contents found. Goodkey Show Services Ltd. Will not be responsible for damages incurred while handling loose exhibit materials or those inadequately packed. Goodkey Show Services Ltd. Will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control. The liability of Goodkey Show Services Ltd. Is hereby limited to \$0.30 per pound, per article and values exceeding this limitation should be insured by the shipper. All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment arriving uncrated will be charged an additional 50% handling charge. Goodkey Show Services Ltd. Will receive goods only if this form is returned signed and freight is PREPAID.

Signature _____ Date _____



Order Deadline Date:

MAY 28, 2010

Show Name:

SECURITY CANADA WEST 2010

Show Date:

JUNE 16, 2010

DISPLAY RENTAL ORDER FORM

IMPORTANT! This form must be accompanied with payment before processing will begin.

Name of Company:	Contact:	Booth No:
Address:	Telephone No: ()	Fax: No: ()
City, Province, State:	Email	Postal Code:

Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
CARPET				
	10' x 10'	155.00	193.75	
	10' x 20'	310.00	378.50	
Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Forest Green <input type="checkbox"/> Navy <input type="checkbox"/>				
Other Sizes Laid @ \$1.50 per Square Foot		1.55/sq.ft	1.94/sq.ft	
Size: ___ Ft. x ___ Ft. = ___ Sq. Ft				
CARPET UNDERLAY				
Size: ___ Ft. x ___ Ft. = ___ Sq. Ft		1.03/sq.ft	1.29/sq.ft	
FURNITURE				
	Folding Chair (plastic)	18.00	22.50	
	Armchair	40.00	50.00	
	Secretarial Chair	54.00	67.50	
	Grey Padded Side Chair	67.00	83.75	
	Stool with Backrest	107.00	133.75	
	Coffee Table 30" dia. White top 18" High	51.00	63.75	
	Pedestal Table 30" dia. White top 29" High	59.00	73.75	
	Lykra Cover (Spandex) for Pedestal Table	33.00	41.25	
	Cruiser Table 30" dia. White top 40" High	110.00	137.50	
	Lykra Cover (Spandex) for Cruiser Table	37.00	46.25	
	Desk	189.00	236.25	
	Waste Paper Basket	32.00	40.00	
	Chrome Stanchion	57.00	71.25	
	Garment Rack	48.00	60.00	
	Hat Tree	37.00	46.25	
	Chrome Sign Holders (22"x28")	56.00	70.00	
	Easel (Free Standing)	40.00	50.00	
STAGING				
	4' x 8' x 24" High Sections	111.00	138.75	
Carpet Color: Red() Blue() Grey()				
Skirt Color: Red() Blue() Grey() White() Black()				
POSTER BOARDS (Horizontal)				
	Peg Board 4' x 8' Free Standing Unit	85.00	106.25	
	Velcro Poster Board 4' x 8' Free Standing Unit	85.00	106.25	

Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
TABLES & COUNTERS				
	8' x 2' x 29" H. Decorated Table (3 sides)	80.00	100.00	
	6' x 2' x 29" H. Decorated Table (3 sides)	80.00	100.00	
	Upgrade Decorated table (4 sides) ADD	33.00	41.25	
	4' x 2' x 29" H. Decorated Table (4 sides)	80.00	100.00	
	8' x 2' x 40" H. Decorated Counter (3 sides)	120.00	150.00	
	6' x 2' x 40" H. Decorated Counter (3 sides)	120.00	150.00	
	Upgrade Decorated Counter (4 sides) ADD	43.00	53.75	
	4' x 2' x 40" H. Decorated Counter (4 sides)	120.00	150.00	
White <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Purple <input type="checkbox"/> Navy <input type="checkbox"/>				
	Undecorated Tables 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' <input type="checkbox"/>	45.00	56.25	
PLANTS				
	Plant - Live Tropical 3'	59.00	73.75	
	Plant - Live Tropical 4'	61.00	75.00	
	Plant - Live Tropical 5'	79.00	98.75	
Floral Arrangements Available Upon Request				
OCTANORM				
Please Refer to Octanorm Price list and Order Form				
SPECIAL REQUESTS / INSTRUCTIONS / MISCELLANEOUS (Must be Received 14 Days Prior to Show)				
<p>To qualify for Pre Show Prices orders must be received 14 days prior to event date.. A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#12171 7813 RT* P.S.T. Reg.#028046*</p>				
SUBTOTAL				
For Office Use Only				
<input type="checkbox"/> 25% Late Order Surcharge				
<input type="checkbox"/> 25% Late Order Surcharge				
Adjusted Subtotal				
7% P.S.T				
5% G.S.T.				
TOTAL AMOUNT DUE				