



**5th WORLD ENVIRONMENTAL
EDUCATION CONGRESS**

Earth, our common home
Montreal 2009

5th World Environmental Education Congress

EXHIBITOR MANUAL

www.5weec.uqam.ca

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Welcome Letter

Montréal, March 5th, 2009



Dear 5WEEC Exhibitor:

The members of the Organizing Committee are pleased to welcome you to the 5th World Environmental Education Congress (5WEEC). This exciting exhibition, taking place as part of the 5WEEC at the Palais des congrès de Montréal, will be an informative and commercial event designed to highlight International, Canadian and Quebec innovation and know-how in the field of environmental education.

You will find herewith your *Exhibitor Services Manual*. **It is essential that you read and refer to your Manual.** It gives you all the information you need for a successful exhibition in Montréal this upcoming May.

Before you go any further in your readings, please, take a moment to confirm receipt of your Manual by filling out and returning the [Acknowledgement Form](#) to prc@jpdL.com.

In order to minimize the environmental impact that a conference such as 5WEEC engenders, we are taking numerous steps to ensure that we minimize the footprint left by the Congress. As we use electronic means of communication as much as possible to minimize the paper waste, **we would like to encourage our exhibitors and sponsors to follow this lead and distribute as little printed material onsite as possible, and rather favor electronic posting of information inside your booth, web browsing**, etc. Additional tips on how to plan and deliver a green exhibition will be emailed to you separately very soon.

If you have any questions after reading your Manual, please contact the Congress Exhibit Coordinator at (514) 714-8766 or prc@jpdL.com.

Looking forward to welcoming you to Montréal!

5th World Environmental Education Congress Secretariat

SECTION 1 A GREEN EXHIBITION FOR A GREEN CONGRESS!

5WEEC commits to adopting measures to help mitigate the negative and enhance the positive impacts of this Congress on the environment and on the society. We invite all of our exhibitors to adhere to the same principle by taking every step possible to minimize the footprint left by their participation in the Congress exhibition. In order to help you make eco-responsible decisions while planning your booth logistics, a document containing tips and substantial information on green exhibitions will be emailed to you shortly. In the meantime, we encourage you to visit the following website to get ideas of simple and innovative actions that can be taken to meet the objectives:

<http://www.exhibitoronline.com/topics/greenexhibiting.asp>

Stay tuned! More to come!



SECTION 2 GENERAL INFORMATION

Montréal

Located in the province of Québec along the St. Lawrence Seaway, Montréal is one of the oldest cities on the North American continent, founded by French settlers over 350 years ago.

Cosmopolitan and accessible, Montréal enjoys a solid reputation for innovative gastronomy, outstanding galleries and museums as well as an exciting calendar of sports and cultural events throughout the year.

Historical yet modern, it is a city of contrasts, its European ancestry coupled with a new world setting, towering glass and steel skyscrapers beside neo-gothic cathedrals, and the everyday use of both French and English in shops and on the streets of downtown.

Home to many international festivals such as the International Jazz Festival and Just for Laughs Festival, Montréal has permanent attractions and year-round activities, including gorgeous parks both in and around the metropolitan center. Whether strolling along the cobblestone streets of Old Montréal, wandering through the network of boutiques, businesses and services of the underground city, cruising on the mighty St. Lawrence River or cycling in picturesque Mont-Royal Park, visitors are sure to enjoy the "*joie de vivre*" for which this city is well known.

For more information, visit Tourism Montréal: www.tourism-montreal.org.



Venue

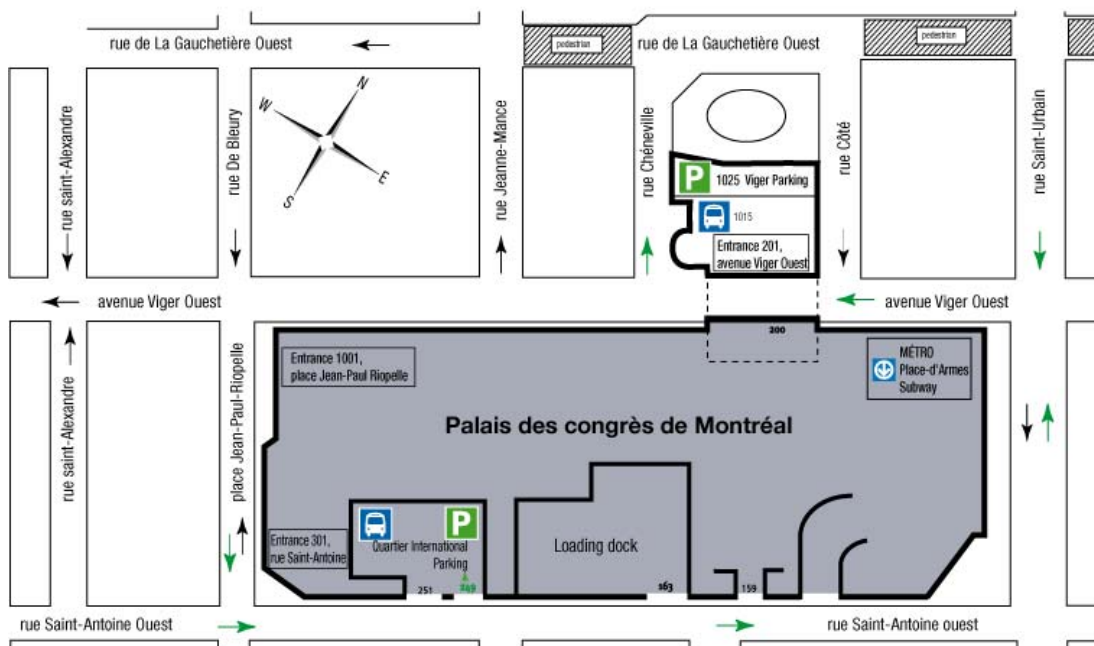
Palais des congrès de Montréal (Montréal Convention Centre)

The Palais des congrès de Montréal offers intelligent, functional space housed in a sleek, tubular design of steel, glass and soaring light-bathed atriums. It features wide hallways, spacious staging areas and includes event-proven audio-visual and communications facilities, and a multi-functional outdoor events plaza. In addition to vastly expanding meeting and exhibition space, all access points will be enhanced to take full advantage of an excellent location among historic buildings, renewed green spaces, businesses, services and transit.

Located in the core of the city, the Palais des congrès de Montréal is linked directly to the Metro (subway) lines, on the edge of Old Montréal and only a few blocks away from many major hotels.

For more information, visit: www.congresmtl.com.

Accessibility Plan - Palais des congrès de Montréal



Attendees Profile

The 5th World Environmental Education Congress is anticipating an attendance of about 3000 delegates from all over the world.

Under the banner “Earth our common home”, the 5th World Environmental Education Congress will bring together educators from all sectors of the field, including schools and universities and from national, regional and international organizations, associations and networks, to create a forum for dialogue and synergy.

In recognition and respect of cultural diversity, this is a multilingual Congress with three official languages: French, English and Spanish.



History

2003: Espinho (Portugal), 350 attendees

2004: Rio (Brazil), 1500 attendees

2005: Turin (Italy), 3500 attendees

2007: Durban (South Africa), 1000 attendees

2009: Montreal (Canada), 3000 attendees expected



Program

5th World Environmental Education Congress												
	Sunday, May 10		Monday, May 11			Tuesday, May 12			Wednesday, May 13		Thursday, May 14	
8:00		Educational Tours – Parallel Activities – Excursions	Registration (ongoing)		Exhibition Hall – Poster Exhibit	Registration (ongoing)		Exhibition Hall – Poster Exhibit	Registration (ongoing)		Educational tours – Parallel Activities – Excursions	
8:30			Keynote Speakers Opening			Thematic niches Symposia Political Forum NGO Forum - CinEE			Thematic niches Symposia Political Forum NGO Forum - CinEE			
10:00			Break			Break			Break			
10:30			Thematic niches (Opening of plenary sessions)			Thematic niches Symposia Political Forum NGO Forum - CinEE			Thematic niches Symposia NGO Forum - CinEE			
11:00			Lunch Keynote Speakers			Lunch Association Meetings and Networking			Lunch Association Meetings Networking			
12:00	Registration		Thematic niches Symposia CinEE			Thematic niches Symposia Political Forum NGO Forum - CinEE			Thematic niches NGO Forum (Plenary wrap-up)			Association Meetings and Networking
13:30			Break			Break			Break			
15:00			Thematic niches Symposia CinEE			Thematic niches Symposia Political Forum NGO Forum - CinEE			Closing session Congress wrap-up			
15:30	Opening Session and Keynote Speaker		Thematic niches Symposia CinEE			Thematic niches Symposia Political Forum NGO Forum - CinEE			Closing session Congress wrap-up			
17:00			Opening session of NGO Forum			Poster Session "5 to 7"			Closing Event Reception			
17:30			Poster Session "5 to 7"			Eco-Show			Festival of Environmental Storytelling			
18:00	Welcome Reception	Exhibition	Association Meetings and Networking		Festival of Storytelling	Festival of Environmental Storytelling		Festival of Environmental Storytelling				
19:00												
Légende:												
Plenary activities			Thematic activities - Symposia - Forum CinEE (A window to the world)			Parallel activities Educational tours Excursions Networking May 15th: The Club 2/3 Walk						
Poster presentation sessions			Receptions		Exhibition							

Social Events

Participating companies may wish to organize their own social events during the 5th World Environmental Education Congress. The Organizing Committee has asked companies not to organize social events on the same evening as the function listed below:

1- *Welcome Reception* - Sunday, May 10, 18:00-20:00, Palais des congrès de Montréal

The Welcome Reception takes place at the convention centre in the exhibition hall, after the main conference opening session. This casual event will be the ideal opportunity for networking with delegates and exhibitors coming from all corners of the planet. This event is included with your registration.

2- *Eco-Show* - Tuesday, May 12, 19:00-22:30, Biodôme de Montréal

One Sun, One Earth. A major presentation on water, earth and human fraternity, with numerous artists depicting the Congress theme through their art. This is an Eco-Show: Zero Carbon, Zero Waste, Green Communications, etc.

3- *Closing Session & Cocktail* - Wednesday, May 13, 15:30-19:00, Palais des congrès de Montréal

Information to come.

Tickets for the activities listed above can be purchased. Prices and registration information will be available on the Congress website by the end of March.

SECTION 3 EXHIBITION

Exhibition Management

JPdL Montréal Inc. is the official Exhibition Manager of the 5th World Environmental Education Congress exhibition. JPdL Montréal Inc. is eager to make the exhibition as successful as possible for all exhibitors; therefore, each exhibitor who signs an official space rental contract for the exhibition agrees to conform to the rules and regulations in this manual. These regulations apply to all representatives, employees and/or guests of all exhibitors. We thank you in advance for your cooperation.

Exhibition Suppliers

Exhibition Management

JPdL MONTRÉAL INC.
1555 Peel Street, Suite 500
Montréal (Québec) Canada H3A 3L8
Bob Charette : prc@jpdL.com
Tel.: (514) 714-8766 - Fax: (514) 287-1248

Venue

PALAIS DES CONGRÈS DE MONTRÉAL
1001, place Jean-Paul Riopelle
Montréal (Québec) Canada H2Z 1M2
Metro Place d'Armes

Shipping address (no delivery before move-in date):
163 St-Antoine Street West
Montréal (Québec) Canada H2Z 1X8

Official Decorator

CLARKSON-CONWAY GES CANADA MONTREAL
800 de la Gauchetière West, Suite 1165
Montréal (Québec) H5A 1K6
Carol Silas : CSilas@ges.com
Tel.: (514) 861-9694, ext.12 - Fax: (514) 392-1577

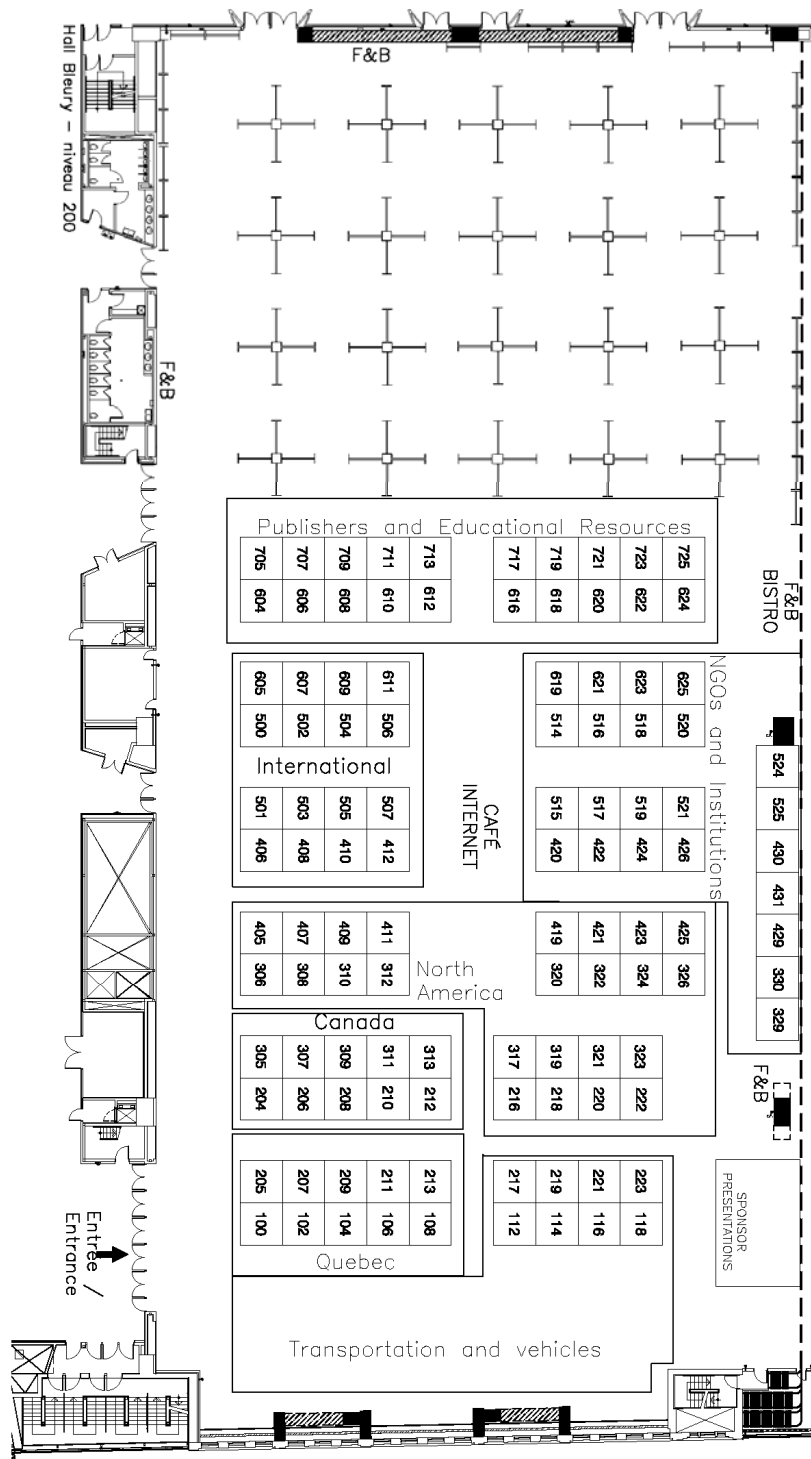
Official Customs Broker & Transportation provider

LIVINGSTON EVENT LOGISTICS
276 St-Jacques Street W., Suite 818
Montréal (Québec) H2Y 2G4
Glen Anderson: ganderson@livingstonintl.com (transportation)
Tel.: (514) 987-2700, ext. 22 - Fax: (514) 849-3446
John Santini: jsantini@livingstonintl.com (customs)
Tel.: (514) 987-2700, ext. 24 - Fax: (514) 849-3446

Audio-Visual Equipment

AVW TEL-AV
2056 32ND Avenue
Montreal (Québec) H8T 3H7
Pierrette Lafon: lafon@avwtelav.com
Tel.: (514) 631-1821, ext. 317 - Fax: (514) 631-6727

Exhibition Floor Plan



Exhibition Schedule

Move In & Set up	Sunday, May 10	11:00-16:00
Exhibition Hours of Operation	Sunday, May 10	18:00-20:00
Exhibition Hours of Operation	Monday, May 11	8:00-19:00
Exhibition Hours of Operation	Tuesday, May 12	8:00-19:00
Exhibition Hours of Operation	Wednesday, May 13	8:00-16:00
Dismantling & Move Out	Wednesday, May 13	16:00-23:00

Set-up & Dismantling

Set-up Schedule

Sunday, May 10, from 11:00 until 16:00

All exhibit booths must be set up and excess products and packaging materials removed no later than 16:00 on Sunday, May 10. Failure to do so may result in the removal of materials at exhibitor's own expense.

Please note that all truck deliveries must use the 163 St-Antoine West entrance. No vehicles will be allowed to park longer than the time needed to unload.

Dismantling Schedule

Wednesday, May 13, from 16:00 until 23:00

Dismantling of booths and exhibit materials may not begin before 16:00 on Wednesday, May 13.

Everything must be removed from the Exhibit Hall by 23:00 on Wednesday, May 13.

Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials will be charged for the materials removal. Failure to observe this rule, including early dismantling, will result in a CAD \$850.00 fine and may jeopardize the exhibitor's space assignments or right to exhibit at future conferences.

Exhibition Hall Activities

The exhibition will be held in room 210. The following activities are designed to attract continuous traffic flow amongst exhibitors and maximize exhibitors' exposure:

- Welcome Reception on Sunday, May 10, from 18:00 to 20:00
- Morning and afternoon coffee breaks on Monday, May 11; Tuesday, May 12 and Wednesday, May 13.
- Poster sessions on Monday and Tuesday, from 17:00 to 19:00. A bar will be open during these hours.
- Internet Café
- The Congress Crossroads Passport is the official exhibition guide. It will contain a list of booths, the exhibition plan, a schedule of the activities taking place in the exhibition hall and boxes to be stamped* by exhibitors to encourage delegates to visit a maximum of exhibit booths. Delegates who visit at least half of the exhibition booths, including the congress sponsors booths, will be eligible to win a trip for one week for two to a destination outside North America.

*Rubber stamps will be provided to Exhibitors by the congress.

Rental

Exhibit Cost

Non-commercial booth, early bird special	\$ 700 CAD prior to March 1, 2009
Non-commercial booth, regular	\$ 1000 CAD from March 1, 2009
Commercial booth, early bird special	\$ 1000 CAD prior to March 1, 2009
Commercial booth, regular	\$ 1250 CAD from March 1, 2009
Booking of a vehicle space, early bird special	\$ 2450 CAD prior to March 1, 2009
Booking of a vehicle space, regular	\$ 3000 CAD from March 1, 2009

Included in Exhibit Space Cost

- Booth space of 3m x 3m (10ft x10ft), 9 square meters (100 square feet)
- 3 side pipe and drape booth (colour TBD)
- 1 skirted table with 2 chairs
- Booth identification sign *
- 5 exhibition floor only passes
- Storing of boxes during exhibition
- Aisle cleaning following move-in time and daily during exhibition dates
- Listing of your organization in the final program
- Listing of your organization in the Congress Crossroads Passport
- General security in exhibition hall



Standard Drape Booth Package

* The booth identification sign will be provided in the language of your choice. Any translation of the booth title must be provided by the Exhibitor. The booth title must not exceed 25 characters. Please return the [acknowledgement form](#) with this information.

Not Included in Exhibit Space Cost

- Congress registration
- Rental of rigid booth structure or any additional furniture
- Phone, modem line and electrical outlets
- Material handling and transportation of your exhibit material
- Booth cleaning
- Booth carpet
- Individual booth security
- Any other exhibit services

Exhibit Booths Description

Height

No standard in-line exhibit (9 square meters booth space) may exceed eight feet in height at the back. Products designed to stand on the floor may extend above 4 feet, but must be positioned as close to the back wall as possible. Every effort should be made to avoid blocking the view of adjoining exhibitors. Exhibition Management should be consulted before the final booth plans are approved.

Width

The maximum width of the exhibit including side rails may not exceed the width of floor space purchased. It is recommended that the structure be 3 inches less than the width of the booth.

Exposed Surfaces

Any portion of the exhibit that is visible to an attendee must be finished or suitably decorated according to the rules and regulations. The Exhibition Management reserves the right to decorate any non-compliant surfaces at the expense of the exhibitor.

Support

Booth structures must be self-supporting. Nails, screws, pressure sensitive tapes, or any other defacing materials, are not permitted on building floors and walls.

Sign Location

Absolutely no signs or graphics may be placed outside the booth area. All signs, posters, and graphics must be professionally lettered. Exhibition Management reserves the right to change or remove signs (at exhibitor's expense), which are not in compliance with the

overall high quality of the exhibition. Large signs may require a Fire Retardant Certificate.

Lighting

The use of flashing or rotating lights in an exhibit is prohibited if such lights are distracting to those outside the booth area. Booth lighting must not interfere with exhibits or personnel in nearby areas.

Carpet

The booth does not include carpet. But please take note that the aisles of the Exhibition Hall are carpeted (colour TBD).

Space Assignment

Assignment of space to exhibitors is based on a first come, first served basis. The 5th World Environmental Education Congress will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening.

The assignment of booths is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or cancelled by the Exhibitor except upon written request and with the subsequent written approval of the Exhibition Management. The Exhibition Management reserves the right to reassign exhibitor space or to modify floor plan for the overall benefit of the exhibition.

Payment Requirements and Cancellation Charges

Exhibitors must respect the terms of payment specified in the contract they approved. Exhibitors shall not be admitted on the show premises unless the amounts due to the 5th World Environmental Education Congress are settled.

All cancellations must be made in writing and will be based on the following schedule of refunds:

- Space reductions are considered cancellations and are subject to cancellation fees.
- Before March 1, 2009 - 50% of total booth cost will be refunded.
- After March 1, 2009 - No refunds.
- "No-show" Exhibitors will receive no refund.

It is understood that 5WEEC reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed.

Default in Occupancy

Failure to occupy contracted space does not relieve an exhibitor of any obligation, financial or otherwise.

Exhibit Badges for Booth Personnel only

We invite you to register now using the online registration form available on the [Congress official website](#) under the Registration and Accommodation section.

Each 10'x10' booth space gets five (5) Exhibition floor only passes. This pass includes participation to the activities taking place on the exhibition floor such as the Welcome Reception on May 10 from 18:00 to 20:00 and the Poster Sessions on May 11-12 from 17:00 to 19:00. Additional Exhibition floor only passes are available for an extra cost of \$75.00 per pass.

Read carefully the section below as it gives you the passwords you will be required to enter in the online registration system to:

- register your **5 Exhibition floor only passes** * for your staff and/or guests
Password: showfloor
- get **additional exhibition floor only passes** at \$75.00
Password: extrapass09

* Names for personnel badges must be given by April 17th, 2009. Exhibitor company name badges will be available for collection from the Exhibitors Desk, at the entrance of the Exhibition Hall.

A full congress registration can be purchased at \$200 off the current rate offered on your registration category (applicable discount valid for one person per booth only). Full conference registration includes: Congress sessions, material, coffee breaks, welcome reception and access to the exhibition and poster sessions. To obtain the discounted rate (\$200 off your registration category) for your full congress registration as an exhibitor please get in touch with our Congress Representative by email at 5weec@jpdL.com or by phone at (514) 287-1070 ext. 235.

Hotel Information

A large number of rooms, within a broad range of categories, have been booked throughout the city of Montréal for Congress participants and their guests.

Make your reservation online as soon as possible to secure your accommodation at preferred rates. Most hotels are within a walking distance from the Palais des congrès de Montréal or close to a subway or bus stop.

A list of Congress hotels by rate based on single and double occupancy is available on the [Congress official website](#). Click on the Accommodations link under the Registration and Accommodation section to access the online hotel reservation system. Note that this system will also allow you to come back at a later time to view, modify or cancel your hotel booking.

If you have questions or experience issues with the online hotel reservation system, please contact the Congress Secretariat by email at 5weec@jpdl.com or by phone at (514) 287-1070 ext. 235 for assistance.

Cleaning & Maintenance

The cleaning of aisles is included in the space rental agreement. If you wish to hire booth-cleaning services, please fill in the *Booth Cleaning Order Form* in Section 5.

Telecommunications

To receive telecommunications services, each exhibitor must have made a requisition to the Palais des congrès de Montréal. Please fill in the *Telecommunications Services Order Form* in section 5.

Food Services

Food and bar services are provided exclusively by the firm of **Capital Traiteur Montréal** Inc. Exhibitors may not serve beverages or food onto the premises from outside caterers. Please fill in the *Food Services Order Form* in Section 5 or contact André Pelland from Capital Traiteur at 514-871-3111 or at andre.pelland@congresmtl.com.

Sign Installation

If you require sign installation services, please fill in the *Sign Installation Order Form* in section 5.

All installations are subject to approval by the Palais des congrès de Montréal. Their chief of operations will recommend changes according to the weight and/or dimension of the sign(s) to install. Additional fees may apply.

Individual Booth Security

If you wish to hire booth-security services, please fill in the *Security Services Order Form* in section 5.

Audio-visual & Computers

If you require audiovisual equipment, notebook computers, desktop computers and/or printers at your booth, please fill in the *AVW TELAV Order form* in section 5.

For audiovisual rigging services, each exhibitor must have made a requisition to the Palais des congrès de Montréal. Please fill in the *Audiovisual Installation Order Form* in section 5.

Electricity

To receive electrical services for booths, each exhibitor must make a requisition to the Palais des congrès de Montréal. Please fill in the *Electrical Services Order Form* in Section 5.

- An outlet cannot be shared with another booth or exhibit. The exhibitor or company that ordered the power will be charged for the power supplied to other booths as well as for the electrical power originally ordered.
- The Palais' Master Electrician may refuse any connection not complying with Palais standards.
- All wiring and other electrical installation, motors, etc. must be approved by the Palais Master Electrician.
- In the event of inspection or repair, the electrical wiring of pre-fabricated booths should be accessible at all times. All wiring on booths or display fixtures must meet applicable Codes.
- Electrical appliances or systems with special characteristics presenting requirements beyond the Provincial conditions must be identified by the exhibitor with Building Management of the Palais des congrès de Montréal.
- Any cancellation of requisition for electrical services during floor marking will be billed at 50% of the regular price for the service ordered.

Transportation

Livingston Event Logistics has been appointed the official freight forwarder/transportation provider for the 5th World Environmental Education Congress at the Palais des congrès de Montréal and can take care of these formalities on your behalf.

Should you be shipping goods to this event and require assistance please contact the following person:

Glen Anderson

Tel.: (514) 987-2700, ext. 22 - Fax: (514) 849-3446

E-mail: ganderson@livingstonintl.com

Customs Clearance for International Shipments

Goods imported into Canada by exhibitors for the purpose of display will be admitted temporarily free of duties and taxes, but subject to a deposit equal to the duties and taxes normally levied on them.

Livingston Event Logistics has been appointed the official customs broker and can take care of these formalities on your behalf. Their Canada Bound Customs and Shipping Guide, containing all necessary customs forms and examples for their completion, is available on their website: www.mend.com/html/exhibitors.html. Forms are also available in Section 5 of this Manual.

Should you be shipping goods to this event and require customs clearance assistance please contact the following person:

John Santini

Tel.: (514) 987-2700, ext. 24 - Fax: (514) 849-3446

E-mail: jsantini@livingstonintl.com

Hand carrying or private vehicle

For exhibitors who will be arriving by plane or in a private vehicle with their goods, it is necessary that you notify Livingston six weeks in advance so that the proper documentation (PAPS) can be prepared for the appropriate border crossing.

Prior to shipping your goods, please fax all appropriate customs documents to their office at 514-849-3446.

Advance Warehousing

All materials may be sent in advance and should be scheduled to arrive at the address indicated below no later than one week prior to the move-in day.

For domestic and international shipments, goods should be consigned to:

5th World Environmental Education Congress
(Insert Exhibiting Company's Name and Booth Number here)
c/o Reimer Roadway
c/o Clarkson-Conway Inc.
1725 Chemin St-François
Dorval, Québec, H9P 2S1
Canada

Direct to Show Site Shipments

For shipments being delivered directly to the show site on move-in day, please label as follows:

(Be advised that no deliveries will be accepted at Palais des congrès de Montréal before the move-in date.)

5th World Environmental Education Congress
(Insert Exhibiting Company's Name and Booth Number here)
c/o Palais des congrès de Montréal
c/o Clarkson-Conway Inc.
163 St-Antoine Street West
Montreal, Québec H2Z 1X8
Canada

Freight Handling/ Drayage Services

Freight handling/ drayage services should be contracted to ensure proper delivery of the materials to the designated booth from the advance warehouse or the shipping dock of the Palais des congrès de Montréal. CLARKSON-CONWAY GES has been appointed the official freight handling/ drayage services provider and can make all necessary arrangements for you.

Freight handling/ drayage service includes:

- Delivery of freight to booth from advance warehouse or receiving dock of exhibition venue
- Removal of empty containers
- Storage of empty containers during the exhibition
- Return of empty containers to the booth at the end of the exhibition
- Return repacked material to receiving dock for pick up

Please refer to the CLARKSON-CONWAY GES Freight Handling/Drayage Service Order Form, as the costs for this service will be charged to the Exhibitor.

SECTION 4 REGULATIONS

Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, services etc. not manufactured, promoted or distributed by the Exhibitor in the regular course of his business except upon prior written consent of the 5th World Environmental Education Congress.

Booth Activities

Exhibitors wishing to incorporate an audience-gathering demonstration or other audience-participation activities as part of their display must submit their written plans for approval to the Exhibition Management by **April 17, 2009**. In general, activities involving an audience in front of a narrator or performer, or the use of mobile robots will be allowed only within peninsula or island configurations.

All activities by exhibitors or others must be confined within exhibit areas or demonstration rooms. Sufficient space must be provided within the limits of the exhibit area and so arranged that persons watching demonstrations and other activities be contained within the area, rather than in the aisle.

It is strictly against the rules to distribute or leave literature, or to carry signs or posters, or to display materials or signs in the aisles of the exhibition hall, the lounges or the registration area.

Sounds in Exhibit

Public address systems, sound projections, tape decks, and other sound producing and/or amplifying devices may be used in booths, provided they meet applicable safety regulations, are installed in a workman-like manner and do not create a distraction in nearby booths. Use of a compressor-limiter in public address equipment is encouraged to assure continuous adherence to this rule.

Moving Display

Moving displays, motion pictures, slide projectors, television screens, oscillographs, etc., may be operated when positioned so as not to attract or create a crowd in the aisles, or in another exhibitor's adjacent booth.

Security

Exhibitors are requested to use common sense precautions at all times to ensure that all company personnel wear their identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the exhibition management office immediately. Any stolen or lost items are the sole responsibility of each exhibitor. Security staff will be on duty to ensure that all persons entering the venue have a name/company name badge. Any persons without a badge will not be admitted to the venue.

Access to the Premises

Exhibition Management reserves the right to deny admission to the show to any exhibitor, exhibitor's employee or to any visitor who is deemed to be inebriated or behaving in a manner which hinders the smooth running of the show. For security purposes, all exhibitors and their personnel must leave the premises immediately after the visitors. Any minor work or maintenance must be carried out during the hour preceding opening time.

Fire Safety Regulations

All displays and exhibit materials must conform to Federal, Provincial, and Local fire laws. Please note that this document relates to the main regulations of the City of Montréal Fire and Security Department. For any other situation not presented in this document, please address your requests or questions to the Production Department of the Palais des congrès de Montréal (514-871-8122).

A) Materials for booth decoration or display

1. **Draperies, curtains, decorative materials including dried flowers, cotton, styrofoam, paper and cardboard of less than 1/8 inch (3 mm), textiles, netting and plastic materials**, must comply with the CAN/ULC-S109-M Standard for Flame Tests of Flame-Resistant Fabrics and Films, or be **fireproofed** with **Gardex**.
2. It is not necessary to fireproof fabrics, paper and other combustible materials intended for sale. Only one sample or piece of useful length may be displayed. Each sample must be in a different shade, texture and quality.
3. **Cardboard boxes and crates** empty of merchandise should be clearly identified and will be picked up only by employees of the Palais des congrès de Montréal, then stacked based on availability of storage space reserved for this purpose. It is forbidden to store these materials on the side, the back or inside the booth.

4. **Natural trees** are permitted if they are potted with their roots and watered on a daily basis.

5. **Helium cylinders** are permitted if they are firmly secured by chain to a cart.

B) Flame retardant treatments

The exhibitor or exhibitor's supplier is responsible for renewing flame retardant treatments when needed to ensure that materials pass the match flame test NFPA-701, *Fire Tests for Flame-resistant Textiles and Films*. The Security Department of the Palais des congrès de Montréal reserves the right to conduct this test at any time to ensure fire retardant efficiency.

C) Prohibited materials

Unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal, **it is forbidden to use the materials on the following list:**

- Softwood trees or branches
- Straw
- Peat
- Jute
- Polypropylene / polymer (coroplast) except if the surface used corresponds to 10% or less of the total surface of the stand
- Fabrics in cellulose acetate
- Straw shavings
- Packing chips
- *Sono tube*

D) Construction and placement of booths

1. Booths and displays should be installed and operated without obstructing:
 - Access to any exit or visibility of any exit ;
 - The width of any exit ;
 - The visibility of any exit sign ;
 - Access to fire fighting equipment.
2. No part of an object displayed should extend to an aisle or corridor designated as such.
3. Booths of Wood constructions should be a nominal thickness of more than ¼ inch (6 mm) or be **fireproofed with Gardex**.
4. The minimum width of aisles serving public exhibits and displays is 10 feet (3 m).
5. The minimum width of aisles serving booths and exhibit displays at trade shows is 8 feet (2.4 m).
6. Any installation with a ceiling, rigid roof, membrane, fabrics or any other material of which surface is more than 300 square feet must be equipped with

automatic sprinklers or obtain the approval of the Security Department of the Palais des congrès de Montréal.

7. The stages for services, shows or speech (training course) of more than 300' square feet can not be used as shelter for a person or storage place of flammable material. Should this happen, the installation of sprinklers is mandatory.

8. A minimum clearance of 18 inches (45 cm) is required under the sprinkler heads.

E) Ignition sources

1. Unless there is a **regulator** or control device to eliminate risk of fire or explosion, it is forbidden to produce **open flames, sparks or heat** using an ignition device or during an activity. The proposed control device must be submitted to the Security Department of the Palais des congrès de Montréal for approval.

2. **Use of candles and paraffin lamps** are subject to a request for approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder ideally exceeding 1.5 inches (3.8 cm) the height of the flame, so that the flame does not accidentally enter into contact with combustible materials (tablecloths, etc.). It is forbidden to use vegetable oil as fuel.

3. **Performances featuring fire-eaters or use of pyrotechnic devices** are prohibited, unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal.

The Security Department of the Palais des congrès de Montréal or the Montréal Fire and Security Department may, at any time, refuse any installation that does not comply with their requirements.

Fire, Safety & Health Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized Federal, Provincial and Local governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Exhibition is held.

Liability & Insurance

The exhibitor agrees that the 5th World Environmental Education Congress and their representatives shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, the 5th World Environmental Education Congress and their representatives from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by Exhibitor or its employees or representatives. Exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the Exhibition from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space. **It is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.**

Unions

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the 5th World Environmental Education Congress facility or with authorized contractors employed by the 5th World Environmental Education Congress.

Interpretation of Rules & Penalties

Exhibition Management shall have sole and final authority as to the interpretation of these rules and their application. In the event of violations, Exhibition Management shall have the authority to establish penalties, including removal from the current show or exclusion from future shows.

Amendments to Rules & Regulations

Exhibition Management reserves the right to amend these rules and regulations, or to make additions thereto. Under unusual circumstances, and at its own discretion, Exhibition Management may also make specific exceptions to, or changes in, the rules without necessarily establishing a precedent or applying the modification beyond the specific case involved.

Planning Checklist

The following checklist is provided as a guide to assist you in ensuring all important operational items are acted upon and deadlines are met.

Deadline	Items for Actions
Upon receipt	Return acknowledgement form
Feb 27, 2009	Registration, early bird rate
March 1, 2009	Full payment of exhibit stand
April 17, 2009	Provide names for personnel badges
See order forms	Services order forms completed and returned to the Palais des congrès de Montréal with payment, advance rates
April 24, 2009	Services order forms completed and returned to GES Canada with payment, advance-order savings
April 24, 2009	Services order forms completed and returned to Livingston Event Logistics with payment

SECTION 5 EXHIBIT SERVICES FORMS

Official Decorator (Clarkson Conway Inc. / GES Canada)

Payment Policy and Authorization
Freight Handling / Drayage Service Order Form
Request for Rental of Furniture
Request for Rental of Modular Furniture
Request for Rental of Specialty Furniture
Request for Rental of Exhibit
Request for Labour Service
Request for Rental of Plants and/or flowers
Request for Graphics

Palais des congrès de Montréal (Convention Centre)

Audiovisual Installation
Electrical Services
Telecommunications Services
Sign Installation
Booth Cleaning
Security Services
Food Services

Miscellaneous

Livingston Customs and Transportation
Livingston Shipment
Audio-Visual and Computer Form (AVW TELAV)



Services d'expositions
Exposition Services

800 de la Gauchetière Ouest, Suite 1165
Montréal, Québec, Canada H5A 1K6
Tél. 514.861.9694
Fax 514.392.1577
gesexpo.ca

5th World Environmental Education Congress
May 10-14, 2009
Palais des congrès de Montréal

Dear Exhibitor,

We are pleased to hear that you will be participating in the above event. Our goal is to help ensure your show participation is a success.

Please review the attached documents in which you will find all the necessary information for a successful event. Included are the forms for the many services that Clarkson-Conway Inc. (GES CANADA) provides. To ensure efficient service, please return the appropriate forms, **no later than April 24th, 2009.**

To benefit from advance-order savings, your forms must be returned to our office by the deadline mentioned above.

We accept **Visa, MasterCard** and **American Express** credit cards as well as company cheques. Personal cheques, however, must be certified. **All prices are in Canadian Dollars.**

CLARKSON-CONWAY INC. (GES CANADA) requires full payment in advance of show set-up. To avoid any inconvenience, we request that you fill out the form entitled "Payment Policy and Authorization". This form secures your advance order and may be used on-site to facilitate additional requirements, labour or any last minute changes to your order.

Exhibiting in a tradeshow can be complicated. For assistance or additional information, please contact Clarkson-Conway Inc. (GES CANADA) Customer Service at (514) 861-9694.

We look forward to serving you.
Sincerely,

THE CLARKSON-CONWAY INC. (GES CANADA) TEAM



Clarkson-Conway

**Services d'expositions
Exposition Services**

800 de la Gauchetière Ouest, Suite 1165
Montréal, Québec, Canada H5A 1K6
Tél. 514.861.9694
Fax 514.392.1577
gesexpo.ca

**IMPORTANT
INFORMATION**

**5th World Environmental
Education Congress
May 10-14, 2009
Palais des congrès de Montréal**

LOCATION

The location of the Exhibit Hall is at the **Palais des congrès de Montréal, Rooms 210 A - H.**

EXHIBITOR SET UP

Sunday May 10th, 2009 11:00am – 4:00pm

SERVICE DESK

Clarkson-Conway Inc. (GES CANADA) will have a customer service representative on-site during the hours stated below. This service will assist those exhibitors who may require additional booth furnishings.

Sunday May 10th, 2009 11:00am – 4:00pm

OPENING AND CLOSING EXHIBIT HOURS

Sunday May 10th, 2009 6:00pm (opening)
Wednesday May 13th, 2009 4:00pm (closing)

EXHIBITOR TEARDOWN

Wednesday May 13th, 2009 4:00pm – 11:00pm

BOOTH DECORATION

(*) Each 10' x 10' booth space includes the following:

- 8' high background and 3' high side dividers in **blue** flameproof drapes
- (1) One 6'Lx30"Hx24"W table with **blue** skirt
- (2) Two grey side chairs
- (1) One 7"x44" identification sign

() These furnishings are approved by show management and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.*

"SPECIAL MODULAR BOOTH"- \$750.00 CDN

Please refer to the attached information/order form.

CARPET

Please note that the exhibition area is NOT carpeted. It is the exhibitor's responsibility to supply floor covering for their exhibit space.

ELECTRICITY, INTERNET AND TELECOMMUNICATIONS

For electrical, internet and/or telecommunication requirements please complete the forms provided to you by the **Palais des congrès de Montréal** and return the completed forms directly to them.

ADDITIONAL FURNISHINGS

In the event that you require additional furnishings or any other services, please complete the appropriate forms attached and promptly return them to us by **April 24th, 2009** to benefit from advance-order savings.

INSTALLATION AND DISMANTLING OF BOOTHS

If you have your own booth and wish to use our labour services, please ensure efficient service by completing the appropriate order form before **April 24th, 2009**.

SECURITY MEASURES

It is forbidden to stand on chairs, tables or other rented equipment. Clarkson-Conway Inc. (GES CANADA) will not be responsible for injuries caused by improper use of the furniture.

CUSTOMS BROKER / LOGISTICS / TRANSPORTATION

Livingston Event Logistics is the official Customs Broker / Logistics & Transportation provider. Please refer to the enclosed order forms and information pages.

MATERIALS HANDLING, STORAGE & DELIVERY

Clarkson-Conway Inc. (GES CANADA) is the official Moving, Handling and Drayage contractor. Please refer to the attached Information Bulletins and order forms.

PAYMENT & PRICING

Clarkson-Conway Inc. (GES CANADA) requires payment in full at the time services are ordered. Payment must be guaranteed for all advance and exhibition hall orders. Furthermore, Clarkson-Conway Inc. (GES CANADA) requires that you provide a credit card authorization with your initial order. Please complete the attached "payment policy and authorization" form.

Please note: In order to receive your tax exemption a copy of your non profit tax exemption certificate must be included with your order.

All prices are in Canadian Dollars.

In order to benefit from the discounted pricing please return all forms by **April 24th, 2009**.

For more information or assistance, please contact Clarkson-Conway Inc. (GES CANADA) Customer Service at (514) 861-9694

THE CLARKSON-CONWAY INC. (GES CANADA) TEAM

HAVE A GREAT SHOW!

 GES CANADA Clarkson-Conway	Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca	PAYMENT POLICY AND AUTHORIZATION	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal
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Company		Name	
Street		Tel.: ()	Fax: ()
City, Province	Postal Code	Email	Booth #
On-Site Representative			
Name:		Cell:	

Payment for Services

Clarkson-Conway Inc. (GES CANADA) requires payment in full at the time services are ordered. Payment must be guaranteed for all advance and exhibition hall orders. **Furthermore, Clarkson-Conway Inc. (GES CANADA) requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and freight handling, not covered by your initial payment.** It is the responsibility of the exhibitor to advise the Clarkson-Conway Inc. (GES CANADA) on-site representatives of any problems with any of their orders. No credits will be issued after the closing of the show. **All prices are in Canadian Dollars.**

Show site Representative

Your show site representative must be made aware of this payment policy.

Discount Prices

To qualify for rebate pricing, orders must be received with payment on or before the rebate price deadline date **(April 24th, 2009).**

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Clarkson-Conway Inc. (GES CANADA) reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exemptions

In order to receive your tax exemption a copy of your non profit tax exemption certificate must be included with your order.

Adjustments and Cancellations

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

Method of Payment

Clarkson-Conway Inc. (GES CANADA) accepts MasterCard, Visa, American Express, certified cheque* (if received 2 weeks prior to show move-in date) and bank wire transfer. Purchase orders are not considered payment.

☐ Cheque
 ☐ Bank transfer (see bank details below)
 ☐ Credit card (see below)

CREDIT CARD CHARGE AUTHORIZATION:

Charge to: ☐ Mastercard ☐ Visa ☐ American Express

exp.:

Cardholder's Signature _____

Please Print clearly the following information:

Cardholder's name: _____

Cardholder's billing address (if differs from above) : _____


BANK WIRE TRANSFER INFORMATION:

Clarkson-Conway Inc. (GES CANADA) c/o Canadian Imperial Bank of Commerce 1155 Blvd. René-Lévesque, West Montreal, Quebec H3C 3E2 Account # 00001-010-24-08414 Telephone # 1-800-324-7542 SWIFT CIBC CATT	<p>To properly credit your account, send the following information to the Clarkson-Conway Inc. (GES CANADA) address listed on the order forms.</p> <ul style="list-style-type: none"> Exhibiting company name, show name and booth number Date and amount of transfer <p>Bank and country where transfer originated</p>
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*Exhibitors will be charged a \$25.00 fee for returned NSF checks.

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening. Items delivered and cancelled after move-in begins will be charged at **50% of the original price.**
ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
NOTICE: We reserve the right to adjust any orders calculated incorrectly.

 GES CANADA Clarkson-Conway	Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca	SHIPPING AND DRAYAGE INFORMATION PAGE	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal
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****CLARKSON-CONWAY INC. (GES CANADA) HAS BEEN SELECTED AS THE OFFICIAL DRAYAGE CONTRACTOR****

- DUE TO THE LACK OF STORAGE FACILITIES AT THE EXHIBITION SITE, ADVANCE SHIPMENTS MUST BE SENT TO THE WAREHOUSE.
- **ALL SHIPMENTS MUST BE PREPAID BY THE SHIPPER. ALL SHIPPING WAYBILLS MUST BE MARKED "BILL TO SHIPPER" (INCLUDING CHARGES FOR SHIPPING, DUTIES AND TAXES).**
- ALL SHIPMENTS ORIGINATING OUTSIDE CANADA MUST BE CLEARED THROUGH CUSTOMS.
- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- COMMON CARRIERS (OVER THE ROAD FREIGHT LINES) DO NOT MAKE DELIVERIES ON SATURDAYS OR SUNDAYS UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE.
- ALL SHIPMENTS BY FREIGHT, RAIL, MOTOR FREIGHT OR AIR MUST BE PREPAID AND MADE ON A STRAIGHT BILL OF LADING DETAILED TO SHOW NUMBER OF PIECES, WEIGHT, CLASSIFICATION, AND CARRIER.
- IN ORDER TO ENSURE ORDERLY AND EXPEDITIOUS HANDLING OF EXHIBIT MATERIAL IN AND OUT OF THE SHOW, IT IS SUGGESTED THAT LOCAL EXHIBITORS ARRANGE ALL MOVEMENT OF EXHIBIT MATERIAL THROUGH CLARKSON-CONWAY INC. WHO WILL HAVE PRIORITY AT THE UNLOADING AREA AT ALL TIMES.
- A SERVICE DESK WILL BE MAINTAINED DURING THE INSTALLATION AND DISMANTLING OF THE EXHIBITION FOR EXPEDITING FREIGHT, TAKING ORDERS FOR OUTGOING SHIPMENTS AND PREPARING BILLS OF LADING.
- SHIPMENTS LEFT ON-SITE AFTER **2300 Wednesday, May 13th, 2009** WILL BE TRANSFERRED TO A STORAGE WAREHOUSE. CHARGES RELATING TO SUCH HANDLING AND SHIPPING ARE THE RESPONSIBILITY OF THE EXHIBITOR.
- IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CONFIRM RETURN-SHIPING ARRANGEMENTS WITH CLARKSON-CONWAY INC. (GES CANADA)
- CLARKSON-CONWAY INC. (GES CANADA) EMPLOYEES ARE COVERED BY WORKER'S COMPENSATION INSURANCE.
- FOR RATES PLEASE REFER TO THE ENCLOSED "ORDER FOR FREIGHT HANDLING/DRAYAGE SERVICE" FORM.

FREIGHT HANDLING / DRAYAGE SERVICE INCLUDES:

- DELIVERY OF FREIGHT TO BOOTH FROM ADVANCE WAREHOUSE OR RECEIVING DOCK OF EXHIBITION VENUE
- REMOVAL OF EMPTY CONTAINERS
- STORAGE OF EMPTY CONTAINERS DURING THE EXHIBITION
- RETURN OF EMPTY CONTAINERS TO THE BOOTH AT THE END OF THE SHOW
- RETURN REPACKED MATERIAL TO RECEIVING DOCK FOR PICK UP. **(NOTE: YOUR ON-SITE REPRESENTATIVE MUST HAVE A DULY COMPLETED WAYBILL TO ACCOMPANY THE REPACKED MATERIAL. ONCE YOUR ON-SITE REPRESENTATIVE HAS REPACKED THE MATERIAL AND LABELLED EACH CONTAINER, HE/SHE MUST THEN CALL THE TRANSPORTER TO ARRANGE FOR THE PICK UP).**

 Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca	ORDER FOR FREIGHT HANDLING / DRAYAGE SERVICE	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal
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Company		Name	
Street		Tel.: ()	Fax: ()
City, Province	Postal Code	Email	Booth #
On-Site Representative			
Name:		Cell:	

****PLEASE MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER", AS FOLLOWS****

SHIPMENTS TO ADVANCE WAREHOUSE WEEC 2009 (INSERT BOOTH # HERE) (INSERT EXHIBITING COMPANY NAME HERE) C/O CLARKSON-CONWAY INC. REIMER ROADWAY WAREHOUSE 1725 CHEMIN ST-FRANÇOIS DORVAL, QUEBEC, CANADA, H9P 2S1	SHIPMENTS DIRECT TO SHOW SITE WEEC 2009 (INSERT BOOTH # HERE) (INSERT EXHIBITING COMPANY NAME HERE) C/O CLARKSON-CONWAY INC. C/O PALAIS DES CONGRÈS DE MONTRÉAL 163 ST-ANTOINE WEST (LOADING DOCK) MONTRÉAL, QUÉBEC, CANADA, H2Z 1H2
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METHOD OF CALCULATION:

- ROUND UP WEIGHT TO THE NEXT 100 LBS
 EXAMPLE: 265 LBS = 300 LBS (300 ÷ 100 = 3) 3 X **[RATE]** = \$_____ OR MINIMUM FEE, WHICHEVER IS GREATER
- INVOICING WILL BE BASED ON ACTUAL WEIGHT, AS INDICATED ON THE INBOUND BILL OF LADING

RATES AND DEADLINE SHIPPING DATES:

- A) ADVANCE SHIPMENTS TO WAREHOUSE TO ARRIVE BETWEEN: April 20th – May 4th, 2009**
 WE WILL SHIP _____ LBS AT **\$69.00** PER 100 LBS. (MINIMUM \$138.00 PER SHIPMENT) = \$_____
- B) DIRECT TO SHOW SITE TO ARRIVE BETWEEN: 1100 - 1600 Sunday May 10th, 2009**
 WE WILL SHIP _____ LBS AT **\$64.00** PER 100 LBS. (MINIMUM \$128.00 PER SHIPMENT) = \$_____
- C) SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE**
 WE WILL SHIP _____ LBS AT **\$84.00** PER 100 LBS. (MINIMUM \$168.00 PER SHIPMENT) = \$_____
- D) CHARGES FOR *SMALL PACKAGES* WHOSE TOTAL SHIPMENT IS LESS THAN 50 LBS. AT **\$40.00**** = \$_____
 PLEASE INDICATE IF SHIPMENT(S) WILL BE **SHIPPED IN ADVANCE** ☐ **OR DIRECT TO SHOW SITE** ☐

INFORMATION ON SHIPMENTS – PLEASE COMPLETE WITH AS MUCH INFORMATION AS YOU HAVE AVAILABLE:

CUSTOMS BROKER:		
ORIGIN OF SHIPMENT:	DELIVERING CARRIER:	
NO. OF SHIPMENTS:	SHIPPING DATE:	APPROXIMATE ARRIVAL DATE:
TRACKING NO.:	SIZE OF LARGEST PIECE:	WEIGHT OF LARGEST PIECE:
NO. OF CONTAINERS PER SHIPMENT;	WEIGHT OF EACH SHIPMENT;	

Signature:	Date:	Amount	\$
		GST 5% R100992197	\$
		Sub total	\$
		QST 7.5% 1000169915	\$
		TOTAL	\$

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening.
ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
NOTICE: We reserve the right to adjust any orders calculated incorrectly.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of GES CANADA Exposition Services/Clarkson-Conway Inc. in its sole discretion. Upon participation of any GES/CCI show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once GES/CCI has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to GES/CCI or its subcontractors on behalf of an Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14.

1. GES CANADA Exposition Services/Clarkson-Conway Inc. and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES/CCI or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES/CCI and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES/CCI and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES/CCI or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES/CCI and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES/CCI in time to obtain the proper equipment.

4. GES/CCI and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES/CCI and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES/CCI and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by GES/CCI hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES/CCI and its subcontractors do not provide for full liability if loss or damage occur. It is agreed that if GES/CCI or its subcontractors are found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitor's or from negligence, active or otherwise, by GES/CCI, its subcontractors or their employees.

7. GES/CCI and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential

damages, which may include, but are not limited to any actual or potential or assumed loss of profits or revenues, loss of use of equipment or products or for any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. Claims for loss or damage must be submitted to GES/CCI by the close of the show. GES/CCI will not be bound to honour any claim or action brought against GES/CCI or its subcontractors more than sixty (60) days after the date of the incident.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES/CCI and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES/CCI or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES/CCI or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES/CCI and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES CANADA Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES CANADA and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of materials from the show site, GES/CCI shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES/CCI assumes no liability as a result of such re-routing or handling.

13. Dry and Cold Storage Exhibitor stores products at its own risk. GES/CCI assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with GES/CCI or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES/CCI for material handling services or any other services provided by GES/CCI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES/CCI prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES/CCI or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

Chaises / Chairs

0503



Chaise tissu gris
Side chair grey fabric

0504



Fauteuil tissu gris
Armchair grey fabric

0502-5



Fauteuil "Déco" noir
"Deco" armchair black

0502



Fauteuil aluminium
Aluminium armchair

Tabourets / Stools

0511



Tabouret champignon
Mushroom stool

0512



Tabouret de bar noir
Black bar stool

0512-Z



Tabouret chrome "Z"
"Z" chrome stool

0514



Tabouret tissu gris
High stool grey fabric

Tables / Tables

0521



Table à café
Coffee table 30" x 18"H

0523



Table 30" x 30"H

0527 A30



Table carrée aluminium
Square aluminium table 24" x 30"H

0527 A40



Table ronde aluminium
Round aluminium table 24" x 43"H

0553
0551



Table avec jupe
Draped table 72" x 30" x 30"H

Table avec jupe
Draped table 48" x 30" x 30"H

Disponible 42" haut / Available 42" high

Comptoirs, présentoirs, divers

Counters, displays, miscellaneous

Comptoirs, bureau / Counters, Desk

0614-06



Bureau
Desk 40" x 20" x 30" H

0651-CC-06



Comptoir courbé,
portes coulissantes
Curved counter with
sliding doors 40" x 32" X 40"H

0651-06



Comptoir, portes coulissantes
Counter with sliding doors 40" x 20" x 40"H

0650-06



Comptoir vitrine
Showcase counter 40" x 20" x 40"H

Présentoirs / Displays

0532



Chevalet
Tripod easel 61" H

0632-A



Porte affiche
Sign holder 60" H

0654-0



Présentoir vitrine
Showcase 40" x 20" x 80"H
20" de large aussi disponible / 20" wide also available

0621



Présentoir vitrine
Showcase 20" x 20" x 80"H
40" de large aussi disponible / 40" wide also available

Divers / Miscellaneous

0608



Boîte de tirage pour table
Raffle cube for table 12" x 12" x 12"H

0606-06



Boîte de tirage
Raffle Box 18.5" x 18.5" x 40"H

0661



Présentoirs
Display Units
Dimensions disponibles sur demande
Dimensions available upon request

0532-A



Support à brochure
Literature rack 9" x 55"H

 <p>Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca</p>	DEMANDE DE LOCATION DE MEUBLES REQUEST FOR RENTAL OF FURNITURE	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal Date butoir pour prix escomptés: 24 avril 2009 Discounted price deadline: April 29th, 2009
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Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	Télécop./Fax: ()
Ville/City, Province	Code postal/Postal Code	Courriel / Email	
		No. de stand/Booth #	

TABLES					
Qté Qty.	No.	Description	Prix escompté Discounted Price	Prix régulier Regular price	TOTAL
	0527-A40	Table de cocktail 43"h 43"H cocktail table	96.00	134.00	
	0527-A30	Table carré en aluminium (24" x 30") Aluminium square table (24" x 30")	79.00	111.00	
	0521	Table à café (blanche) 18"h x 30") Coffee table (white) 18"h x 30")	52.00	73.00	
	0523	Table 30" de diamètre, 30"H blanche 30" diameter, 30"H white table	72.00	101.00	

**TABLES D'ÉTALAGE DRAPÉES (3 CÔTÉS) /
DRAPED (3 SIDES) DISPLAY TABLES**
Svp sélectionner couleur de jupes ci-dessous / Please select skirt colour below

	0551	4'L avec volant 30"ht / 4'L draped 30"H	70.00	98.00	
	0553	6'L avec volant 30"ht / 6'L draped 30"H	79.00	111.00	
	0541	4'L avec volant 42"ht / 4'L draped 42"H	93.00	130.00	
	0542	6'L avec volant 42"ht / 6'L draped 42"H	99.00	138.00	
	0549	Volant-4 ^{ème} côté/4 th side draped (30"H)	22.00	30.00	
	0547	Volant-4 ^{ème} côté/4 th side draped (42"H)	26.00	36.00	

☐ rouge / red
 ☐ bleu / blue
 ☐ vert / green
 ☐ or / gold
 ☐ Noir/black
☐ blanc / white
 ☐ Bourgogne / burgundy (42"h: non disponible / not available)

ACCESSOIRES / ACCESSORIES

	0534	Corbeille à papier Waste paper basket	14.00	19.00	
	0693-4	Panneau d'affichage 4' X 8' 4' X 8' Poster Panel	101.00	141.00	
	0632-A	Chevalet pour enseigne (dbl face) Sign holder (dbl-sided)	45.00	64.00	
	0532	Chevalet trépieds Tripod Easel	37.00	53.00	
	0282-A	Lumière Arm-Clamp Spotlight	37.00	53.00	

PRÉSENTOIRS / STANDS

	0532-A	Floor Stand Literature Rack / Présentoir à littérature	84.00	118.00	
	MTS	Magazine Table Stand / présentoir à magazines pour table (single-tier Plastic Holder) 9.25"L X 10.75"H	17.00	24.00	
	PTS	Pamphlet Table Stand / présentoir pour brochures (pour table) (single-tier plastic holder) 6.75"L X 7.75"H	15.00	22.00	
	BTS	Brochure table stand / présentoir pour brochures (pour table) (single-tier plastic holder) 4.25"L X 7.75"H	8.50	11.50	
	DTS	Diskette-size table stand (single-tier plastic holder) 4.25"L X 3.75"H	7.50	10.50	

Directives / Instructions:	Montant / Amount	\$
	TPS / GST 5%	\$
	R100992197	\$
	Total Partiel / Sub total	\$
	TVQ / QST 7.5%	\$
Signature:	Date:	TOTAL \$

CHAISES / CHAIRS					
Qté Qty.	No.	Description	Prix escompté Discounted price	Prix Régulier Regular price	TOTAL
	0504	Fauteuil (tissu gris) Arm chair (grey fabric)	43.00	61.00	
	0503	Chaise (tissu gris) Side chair (grey fabric)	36.00	50.00	
	0510	Chaise steno Steno chair	54.00	74.00	
	0512	Tabouret de bar (chrome / noir) Bar stool (chrome / black)	36.00	50.00	
	0514	Tabouret avec dos (tissu gris) Stool with back (grey fabric)	61.00	84.00	
	0502	Chaise en chrome Chrome chair	54.00	74.00	
	0502.5	Chaise deco (noire) Deco chair (black)	54.00	74.00	

TAPIS / CARPET
*Seuls les tapis de grandeur spéciale sont agencés dans la couleur et aux joints
Only the cut & lay carpets match on colour and seams.*
COULEUR DE TAPIS VOIR CI-DESSOUS / COLOUR OF CARPET SEE BELOW

	0576	10' x 10' Tapis standard/Standard carpet	150.00	210.00	
	0577	10' x 20' Tapis standard/Standard carpet	300.00	420.00	
	0579	10' x 30' Tapis standard/Standard carpet	450.00	630.00	

**TAPIS GRANDEUR SPÉCIALE – CARPET CUT & LAY SIZES
POUR TOUTES AUTRES DIMENSIONS / FOR ALL OTHER SIZES**

	0578	$\frac{X}{\text{COULEUR VOIR PLUS BAS / COLOUR SEE BELOW}} = \frac{\text{pi ca/sq.ft.}}{\text{p.c./s.f.}}$	2.00/ p.c./s.f.	2.80/ p.c./s.f.	
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☐ rouge / red
 ☐ bleu / blue
 ☐ vert / green
 ☐ or / gold
 ☐ noir / black
☐ Bourgogne / burgundy
 ☐ gris / grey

SOUS-TAPIS -PLASTIQUE / UNDER PADDING - VISQUEEN

	0564	Recouvrement de plastique (pi ca) Visqueen covering (sq.ft.)			
		0 à/to 300	0.54	0.74	
		301 à/to 1000	0.42	0.59	
	0564-B	Sous-Tapis (pi ca) Underpadding (sq.ft.)	1.08	1.55	

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening. Items delivered and cancelled after move-in begins will be charged at **50% of the original price.**
ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
NOTICE: We reserve the right to adjust any orders calculated incorrectly.

 Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca	DEMANDE DE LOCATION DE MOBILIER MODULAIRE REQUEST FOR RENTAL OF MODULAR FURNITURE		5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal Date butoir pour prix escomptés: 24 avril 2009 Discounted price deadline: April 29th, 2009


Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	
Ville/City, Province		Télécop./Fax: ()	
Code postal/Postal Code		Courriel / Email	No. de stand/Booth #

Qté. Qty.	No.	DESCRIPTION	Prix escompté Discounted price	Prix régulier Regular price	Total
	0603	Table de présentation Display table (26" x 58" x 30" h.)	145.00	204.00	
	0606-06	Boîte de tirage (métal noir / panneau noir) Raffle box (black aluminium / black panel) (18.5" x 18.5" x 40" h.)	93.00	130.00	
	0650-06	Comptoir vitrine Showcase counter (20" x 40" x 40" h.)	225.00	315.00	
	0651-06	Comptoir Counter (20" x 40" x 40" h.)	160.00	222.00	
	0621	Rayonnage (avec éclairage) Showcase (with lighting) (20" x 20" x 79" h.)	356.00	498.00	
	0654-0	Rayonnage (ouvert sur les 4 côtés) Showcase (open on 4 sides) (20" x 40" x 70" h.)	470.00	660.00	
	0657	Rayonnage (tablettes ajustables droites/straight adjustable shelves) <input type="checkbox"/> Display stand (tablettes ajustables à angle/angled adjustable shelves) <input type="checkbox"/>	182.00	255.00	
	0659	Vitrine avec néon (Alimentation électrique extra) Showcase with fluorescent light (Electricity Extra)	274.00	383.00	
	0681	Tablette inclinée / Melamine angled shelf	23.00	31.00	
	0682	Tablette droite / Melamine straight shelf			
	651-CC-06	Comptoir courbé blanc White curved counter	239.00	334.00	
	0614	Bureau aluminium (blanc) Aluminium desk (white) (40" x 20" x 30"h)	146.00	205.00	
CUBE 18" x 18"	0661-20H 0661-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	94.00	131.00	
CUBE 18" x 40"	0662-20H 0662-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	114.00	161.00	
CUBE 26" x 26"	0663-20H 0663-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	109.00	152.00	
CUBE 40" x 40"	0664-20H 0664-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	147.00	207.00	

Directives / Instructions:		Montant / Amount	\$
		TPS / GST 5% R100992197	\$
		Total Partiel / Sub total	\$
		TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL	\$

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening. Items delivered and cancelled after move-in begins will be charged at **50% of the original price.**
ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
NOTICE: We reserve the right to adjust any orders calculated incorrectly.

 <p>Services d'expositions Exposition Services</p> <p>800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6</p> <p>Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca</p>	<p align="center">DEMANDE DE LOCATION D'AMEUBLEMENT DISTINCTIF</p> <p align="center">REQUEST FOR RENTAL OF SPECIALTY FURNITURE</p>	<p align="center">5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal</p>
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Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: () ()	Télécop./Fax: () ()
Ville/City, Province	Code postal/Postal Code	Courriel / Email	No. de stand/Booth #

Qté. Qty.	No.	DESCRIPTION	Prix régulier Regular price	Total
	30CM-2	Lutrin / Lectern	83.00	
	30CM-3	Fauteuil conférence, cuir noir / Conference black leather chair	108.00	
	30CM-4	Fauteuil de réunion, cuir noir / Sled base black leather meeting chair	62.00	
	30CM-5	Table de conférence 4' x 8' (aussi en 4' x 6') / 4' x 8' conference table (also in 4' x 6')	191.00	
	30EC-1	Tabouret bistro / Cafe bar stool	52.00	
	30EC-2	Table Cocktail / Walk up bar table	113.00	
	30EC-3	Tabouret ergonomique / Ergonomic bar stool	83.00	
	30EC-4	Tabouret euro / Euro stool	97.00	
	30EC-7	Fauteuil en cuir / Leather lounge chair	340.00	
	30EC-8	Canapé en cuir / Leather sofa	567.00	
	30EC-9	Causeuse en cuir / Leather 2 seater	448.00	
	30EC-10	Table à café / Coffee table	228.00	
	30EC-11	Table de coin / End table (avec compartiment / center storage)	180.00	
	30EC-12	Chaise Bahia / Bahia chair	62.00	
	30EC-13	Fauteuil Gama / Gama chair	77.00	
	30EC-14	Table bar Bikini / Bikini bar table	138.00	
	30EC-15	Tabouret Florence / Florence stool	138.00	
	30EC-16	Table Bikini, 29" haut / Bikini 29" high table	102.00	
	30HS-2	Fauteuil traditionnel / Traditional chair	352.00	
	30HS-3	Causeuse traditionnelle / Traditional two seat sofa	578.00	
	30HS-4	Lampe classique / Classic lamp	125.00	
	30HS-5	Table de coin / End table	102.00	
	30HS-6	Table à café / Coffee table	155.00	
	30HS-7	Fauteuil tissu gris / Grey fabric chair	138.00	
	30HS-9	Causeuse tissu gris / Grey 2 seater sofa	210.00	
	30HS-10	Lampe noire / Black lamp	67.00	
	30HS-11	Table de coin 24" x 24" (aussi en chêne moyen) / 24" x 24" end table (also in medium oak)	67.00	
	30HS-12	Table à café 24" x 48" (aussi en chêne moyen) / 24" x 48" coffee table (also in medium oak)	97.00	
	30SM-1	Fauteuil wingback / Traditional wingback chair	287.00	
	30SM-2	Fauteuil, bois et tissu / Traditional wood armed chair	227.00	
	30SM-3	Bahut et huche 20" x 72" (placage bois) / Credenza/hutch 20" x 72" (wood veneer)	674.00	
	30SM-4	Bureau exécutif 36" x 72" (placage bois) / Executive desk 36" x 72" (wood veneer)	674.00	
	30SM-11	Bibliothèque 72" (disponible en 48") / 72" bookcase (available in 48")	96.00	
	30SM-12	Meuble d'ordinateur 20" x 36" / 20" x 36" computer stand	113.00	
	30SM-13	Bureau de réception "L" 30" x 60" x 40" / "L" shaped manager's desk 30" x 60" x 40"	204.00	
	30SM-14	Fauteuil exécutif / Manager's chair	96.00	

Directives / Instructions:		Montant / Amount	\$
		TPS / GST 5% R100992197	\$
		Total Partiel / Sub total	\$
		TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL	\$

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original. **PAIEMENT ANTICIPÉ EXIGÉ** Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage. **AVIS:** Nous nous réservons le droit de modifier toute commande calculée incorrectement.

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening. Items delivered and cancelled after move-in begins will be charged at **50% of the original price.** **ADVANCE PAYMENT REQUIRED** Company cheques will be accepted up to two (2) weeks prior to show move-in date. **NOTICE:** We reserve the right to adjust any orders calculated incorrectly.

	Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca	TURN KEY SPECIAL	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal
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Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	Télécop./Fax: ()
Ville/City, Province	Code postal/Postal Code	Courriel / Email	No. de stand/Booth #

SPECIAL \$750.00*

The **SPECIAL MODULAR BOOTH PACKAGE** INCLUDES:

- Velcro compatible panels available in six colours: black, blue, burgundy, grey, red, hunter green OR in white OR maple fibrex **COLOUR CHOICE** _____
- 2.5m (8') high x 3m (10') wide background with 2.5m (8') high sides extending 1m from the backwall and 91.5cm (3') high side dividers for the remaining 2m in Velcro compatible, or white or maple fibrex panels
- One fascia with company name (logo at additional charge)
- One 3m x 3m(10'x10') grey carpet
- One track of 3 (150 watt each) spotlights (**electrical outlet not included**)
- One (1) furniture package **A** _____ **B** _____ **C** _____

A

1 -# 523 ROUND WHITE TABLE
2 - # 503 GREY SIDE CHAIRS



B

1 - #651 WHITE COUNTER
1 - #512 BAR STOOL



C

1 – 6' TABLE DRAPED BLUE
2 – # 503 GREY SIDE CHAIRS



You may order additional items. Please refer to the attached order forms.

TEXT FOR FASCIA _____

There will be an extra charge for all special work; logo, trade mark, special lettering, etc. A quotation will be supplied upon request. Please refer to the attached protocol before transmitting the artwork.

☐ YES – ADDITIONAL ARTWORK WILL BE REQUIRED ☐ NO – WE WILL NOT ORDER ADDITIONAL ARTWORK

Amount	\$750.00
GST 5% R100992197	\$37.50
Sub total	\$787.50
QST 7.5% 1000169915	\$59.06
TOTAL	\$846.56

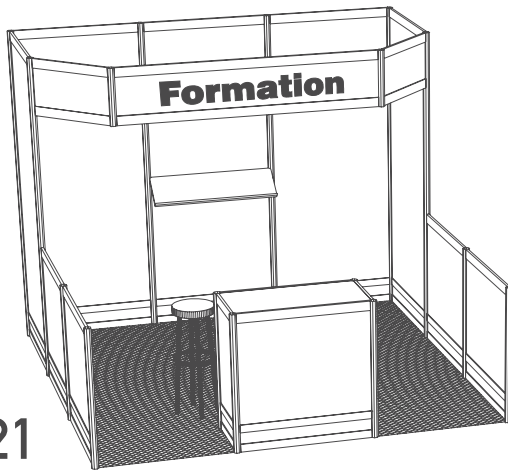
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INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

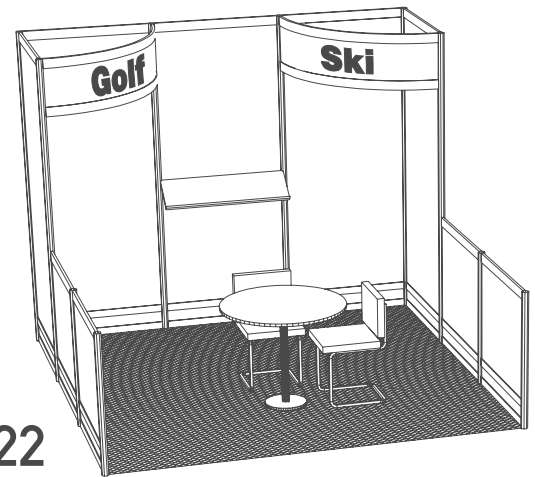
CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening. Items delivered and cancelled after move-in begins will be charged at **50% of the original price.**
ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
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Location de stand / Exhibit Rental

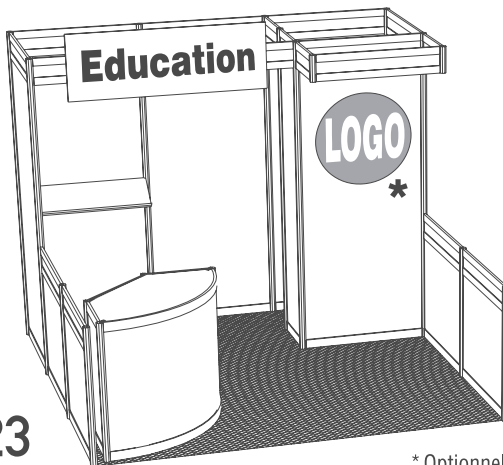
3 m x 3 m (10' x 10')



MB- 21

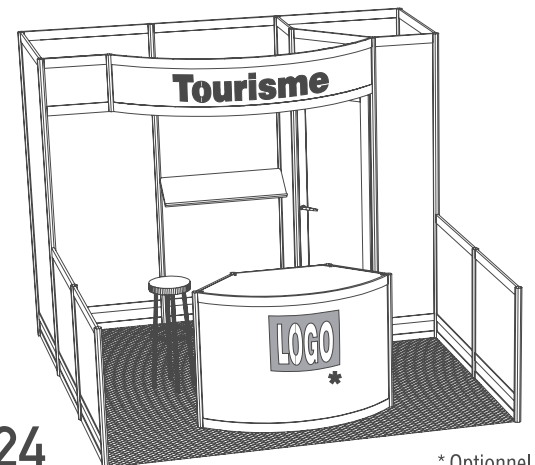


MB- 22



MB- 23

* Optionnel
Optional



MB- 24

* Optionnel
Optional

Choix de couleurs de panneaux / Choice of panels



Noir / Black Gris / Grey Blanc / White Rouge / Red Bleu / Blue Vert / Green Bourgogne / Burgundy

Optionnel / Optional



Hêtre / Beech Acajou / Mahogany Érable / Maple Perforé / Pegboard Rainuré / Slatted



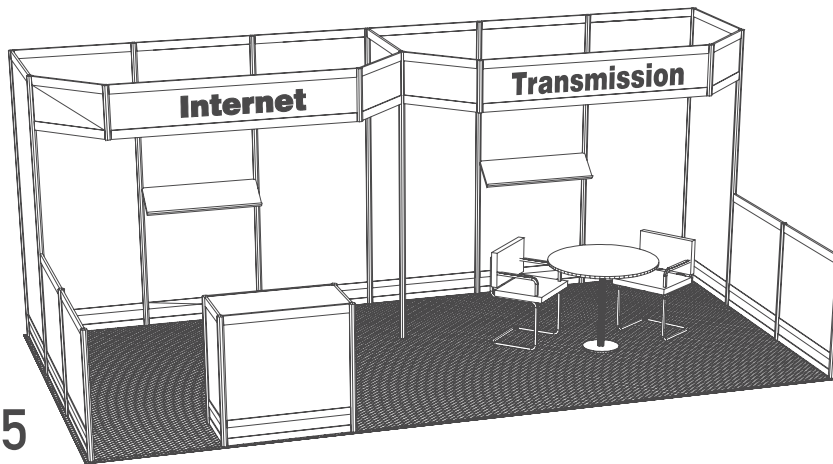
Services d'expositions Exposition Services

800 de la Gauchetière Ouest, Suite 1165
Montréal, Québec, Canada H5A 1K6

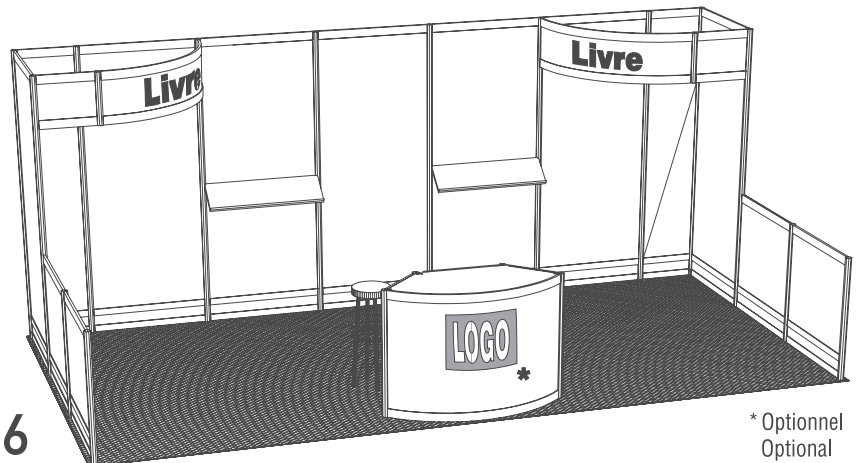
Tél. 514.861.9694
Fax 514.392.1577
gesexpo.ca

POUR COMMANDER: Complétez le formulaire «Location de stand»

TO ORDER: Complete the "Exhibit Rental Order Form"

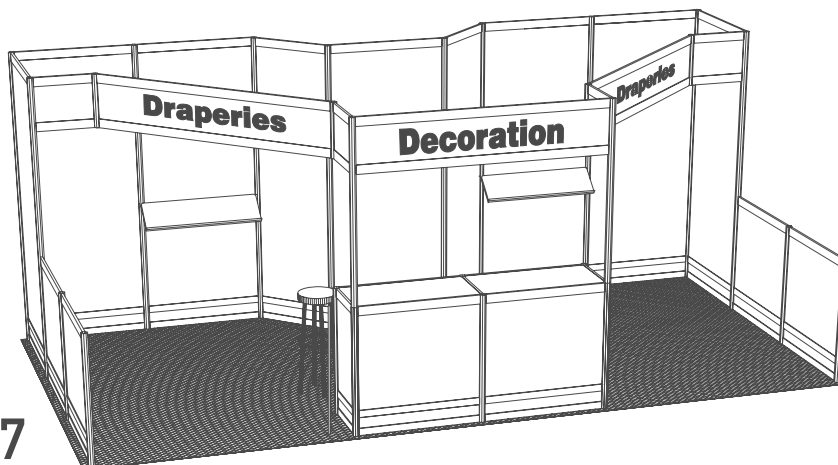


MB- 25



MB- 26

* Optionnel
Optional



MB- 27



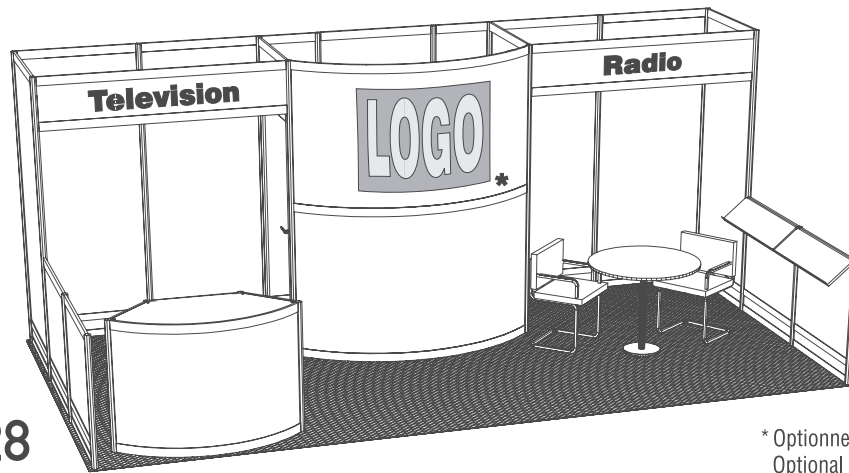
Services d'expositions
Exposition Services

800 de la Gauchetière Ouest, Suite 1165
Montréal, Québec, Canada H5A 1K6

Tél. 514.861.9694
Fax 514.392.1577
gesexpo.ca

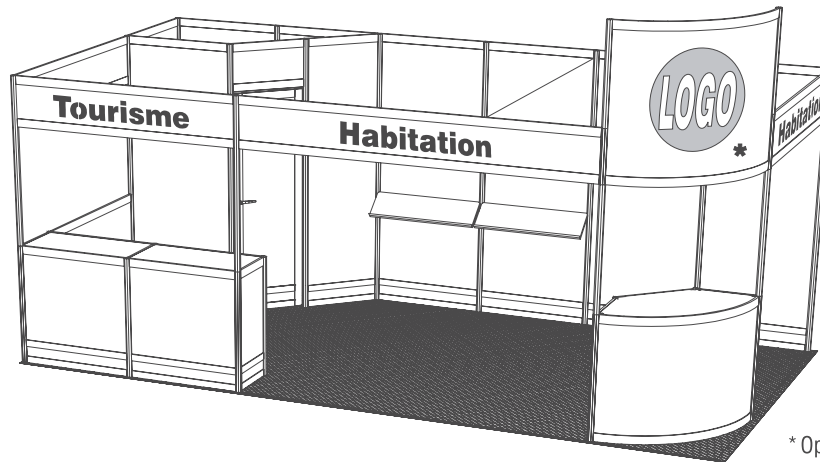
Location de stand / Exhibit Rental

3 m x 6 m (10' x 20')



MB- 28

* Optionnel
Optional



MB- 29

* Optionnel
Optional

Choix de couleurs de tapis
Choice of carpet colours



Noir / Black Gris / Grey Rouge / Red Bourgogne / Burgundy



Vert / Green Or / Gold Bleu / Blue



**Services d'expositions
Exposition Services**

800 de la Gauchetière Ouest, Suite 1165
Montréal, Québec, Canada H5A 1K6

Tél. 514.861.9694
Fax 514.392.1577
gesexpo.ca

 <p>Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca</p>	<p align="center">DEMANDE DE LOCATION DE STANDS D'EXPOSITION</p> <p align="center">REQUEST FOR RENTAL OF EXHIBIT</p>	<p align="center">5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal</p> <p>Date butoir pour prix escomptés: 24 avril 2009 Discounted price deadline: April 29th, 2009</p>
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Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	Télécop./Fax: ()
Ville/City, Province	Code postal/Postal Code	Courriel / Email	No. de stand/Booth #

CHOIX DE LA COULEUR DES PANNEAUX / CHOOSE YOUR PANEL COLOUR

VELCRO	<input type="checkbox"/> Noir / black	<input type="checkbox"/> Gris / grey	<input type="checkbox"/> Rouge / red
	<input type="checkbox"/> Bleu / blue	<input type="checkbox"/> Vert / green	<input type="checkbox"/> Bourgogne / burgundy
FIBREX	<input type="checkbox"/> Blanc / white	<input type="checkbox"/> Érables / maple	<input type="checkbox"/> Noir / black

CHOIX DE LA COULEUR DU TAPIS / CHOOSE YOUR CARPET COLOUR

☐ Noir / black
 ☐ Gris /grey
 ☐ Rouge / red
 ☐ Bourgogne / burgundy
 ☐ Vert / green
 ☐ Or / gold
 ☐ Bleu / blue

TEXTE DE L'ENSEIGNE (S.V.P. inscrire le texte en lettres moulées) / TEXT FOR SIGN (Please print or type)

	2 ^{ème} enseigne s'il y a lieu / 2 nd sign if required
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# du modèle / Model #	Description	Prix escompté / Discounted price	Prix régulier / Regular price	Total
MB- 21	1 comptoir, 1 tabouret, 1 corbeille à papier et éclairage * 1 counter, 1 bar stool, 1 waste paper basket and lighting*	859.00	1 203.00	
MB- 22	1 table, 2 chaises, 1 corbeille à papier et éclairage * 1 table, 2 chairs, 1 waste paper basket and lighting*	933.00	1 307.00	
MB- 23	1 comptoir courbe, 1 tabouret, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 waste paper basket and lighting*	1 029.00	1 440.00	
MB- 24	1 comptoir courbe, 1 tabouret, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 waste paper basket and lighting*	1 125.00	1 575.00	
MB- 25	1 comptoir, 1 tabouret, 1 table, 2 chaises, 1 corbeille à papier et éclairage * 1 counter, 1 bar stool, 1 table, 2 chairs, 1 waste paper basket and lighting*	1 360.00	1 960.00	
MB- 26	1 comptoir courbe, 1 tabouret, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 waste paper basket and lighting*	1 400.00	1 975.00	
MB- 27	2 comptoirs, 1 tabouret, 1 corbeille à papier et éclairage * 2 counters, 1 bar stool, 1 waste paper basket and lighting*	1 586.00	2 220.00	
MB- 28	1 comptoir courbe, 1 tabouret, 1 table, 2 chaises, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 table, 2 chairs, 1 waste paper basket and lighting*	1 878.00	2 629.00	
MB- 29	2 comptoirs, 1 comptoir courbe, 2 tabourets, 1 corbeille à papier et éclairage * 2 counters, 1 curved counter, 2 bar stools, 1 waste paper basket and lighting*	2 069.00	2 896.00	

* Prise électrique non-incluse / electrical outlet not included.

Directives / Instructions:		Montant / Amount	\$
		TPS / GST 5%	\$
		R100992197	\$
		Total Partiel / Sub total	\$
		TVQ / QST 7.5%	\$
		1000169915	\$
Signature:	Date:	TOTAL	\$

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, **prior** to show opening. Items delivered and cancelled after move-in begins will be charged at **50% of the original price.**
ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
NOTICE: We reserve the right to adjust any orders calculated incorrectly.

 <p>Services d'expositions Exposition Services</p> <p>800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6</p> <p>Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca</p>	<p>DEMANDE DE SERVICE DE MAIN-D' ŒUVRE</p> <p>REQUEST FOR LABOUR SERVICE</p>	<p>5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal</p>
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Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	
Ville/City, Province		Télécop./Fax: ()	
Code postal/Postal Code		Courriel / Email	No. de stand/Booth #

Si un plan n'est pas indiquée, toute commande à l'avance sera retardée jusqu'à ce que l'exposant se présente au comptoir de services sur le site même de l'exposition.

Tarifs de main-d'oeuvre:

Temps régulier: **64.00 \$** /homme-heure (minimum d'une heure par homme)
Lundi au Vendredi entre 8h00 et 16h00

Temps supplémentaire: **96.00 \$** /homme-heure (minimum d'une heure par homme)
Lundi au Vendredi 16h00 à 18h00 et
Samedi et Dimanche 8h00 à 16h00

Temps double: **128.00 \$** /homme-heure (minimum d'une heure par homme)
Lundi au Vendredi après 18h00
Samedi et Dimanche après 16h00 + jours fériés

Autorisation de travail: Les demandes de services et de main-d'oeuvre commandées par les entrepreneurs de services ou autres, doivent être approuvées par l'exposant au moyen d'une lettre d'autorisation. Le paiement des services et de la main-d'oeuvre demeure la responsabilité de l'exposant.

Nous désirons réserver les services de main-d'oeuvre selon l'horaire suivant:

	Nbre d'hommes	Date	Heure	Durée approx.
Main-d'oeuvre pour monter				
Main-d'oeuvre pour démonter				

Veuillez indiquer le plan choisi;

☐ **Plan A "Attendez l'exposant" - Celui-ci doit superviser le travail**

L'heure du début des travaux ne peut être garantie que lorsque la main d'oeuvre est réservée pour le début de la journée de travail, soit à compter de 8h00. Il est important que l'exposant se présente au comptoir de services pour prendre en charge les hommes réservés. Il est aussi important de se présenter au comptoir de services une fois le travail accompli. *Tout le travail est effectué sous la supervision de l'exposant.*

Nom du représentant

☐ **Plan B "Agissez sans la présence de l'exposant"**

Selon ce choix, tout le travail est effectué sous la supervision du personnel de Clarkson-Conway Inc. (GES). Ce service vous fait gagner temps et argent en permettant à votre personnel de vaquer à d'autres occupations.

Nous chargeons 25% du total de la facture de main-d'oeuvre pour ce service additionnel (minimum 50\$)
Pour que nous puissions effectuer le travail exigé, sans la supervision de votre représentant, veuillez cocher les cases appropriées.

- | | |
|---|---|
| <input type="checkbox"/> Unité complète | <input type="checkbox"/> Directives de montage dans la caisse |
| <input type="checkbox"/> Nombre de caisses | <input type="checkbox"/> Directives de montage ci-incluses |
| <input type="checkbox"/> Photos ci-incluses | <input type="checkbox"/> Directives spéciales ci-incluses |

Directives pour l'expédition à la fermeture de l'exposition:

If a plan of service is not indicated, no order will be assigned until exhibitor's representative reports to the service desk on show site.

Labour rates:

Straight time: **\$ 64.00** /per man hour (one hour minimum per man)
Monday – Friday 8H00 – 16H00

Overtime: **\$ 96.00** /per man hour (one hour minimum per man)
Monday – Friday 16H00 – 18H00
Saturday / Sunday : 8H00 – 16H00

Double time: **\$128.00** / per man hour (one hour minimum per man)
Monday – Friday after 18H00
Saturday – Sunday after 16H00 + holidays

Work authorization: Labour and Services ordered on behalf of exhibitors by display builders or other parties must be authorized in a letter from exhibitors. Payment for all labour and services will be the responsibility of the exhibitor.

We will require labour according to this schedule:

	No. of men	Date	Time	Approx. hours
Labour to set-up				
Labour to dismantle				

Please indicate service desired;

☐ **Plan A "Do not proceed" - Exhibitor will supervise.**

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. It is important that the exhibitor representative check in at the service desk to pick up men ordered. Also, it is important for the representative to check men out at the service desk upon completion of the work. *All work is done under the supervision of the exhibitor representative.*

Representative's name

☐ **Plan B "O.K. to proceed" - Exhibitor need not be present.**

All work is done under the direction of Clarkson-Conway Inc. (GES) personnel. This service saves the expense and loss of productive time of your own personnel.

Our charge for this additional service is 25% of your total labour bill (\$50 minimum)
In order to complete work without your representative present, we must have the information below completed.

- | | |
|--|---|
| <input type="checkbox"/> Self-contained unit | <input type="checkbox"/> Set-up plans in crate |
| <input type="checkbox"/> Number of crates | <input type="checkbox"/> Set-up plans attached |
| <input type="checkbox"/> Photos attached | <input type="checkbox"/> Set-up instructions attached |

Shipping instructions for close of show:

Directives / Instructions:		Montant / Amount	\$
		Plan B + 25% (minimum \$50)	\$
		TPS/GST 5% R100992197	\$
		Total Partiel / Sub-total	\$
		TVQ/QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL	\$

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

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ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
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*Embellissez
votre stand avec
des fleurs...*

*Make your
stand bloom with
flowers...*



A)



B)



C)



Arrangements floraux professionnels

Contactez notre service
à la clientèle pour tout
arrangement floral qui vous
intéresse !

D)



E)



F)




Professional Floral Arrangements

Contact our client
service department
for any floral arrangement
which interests you.

GES
CANADA

Clarkson-Conway

Téléphone: 514-861-9694
Télécopieur/fax: 514-392-1577

 Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca	DEMANDE DE LOCATION DE PLANTES ET / OU FLEURS REQUEST FOR RENTAL OF PLANTS AND / OR FLOWERS	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal Date butoir pour prix escomptés: 24 avril 2009 Discounted price deadline: April 29th, 2009

Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	Télécop./Fax: ()
Ville/City, Province	Code postal/Postal Code	Courriel / Email	No. de stand/Booth #

Qté. Qty.	No.	Description	Prix escompté Discounted price	Prix régulier Regular price	TOTAL
	0110	Plantes tropicales (3' à 5'ht) Tropical plants (3' to 5'H)	65.00	83.00	
	0111	Chrysanthèmes (jaune / blanc ou mauve) Potted chrysanthemums (yellow / white or mauve)	37.00	48.00	
	0112	Azalées Azaleas	62.00	79.00	
	0113	Fougères Ferns	62.00	79.00	
	0114	Arrangement de fleurs coupées fraîches Fresh cut flower arrangement	A.E.D.	T.B.D.	
	0114-A	<u>Arrangement tropical vase</u> : Oiseaux de paradis, Lys orange, Roses orange, Branche de Salix Torturosa, Verdures Exotiques <u>Tropical Floral Arrangement</u> : Birds of Paradise, Tiger lilies, Orange Roses, Curly Willow branches, Exotic greens	173.00	225.00	
	0114-B	<u>Arrangement Orchidée Monochromatique</u> : Fleurs d'orchidée cymbidium, Orchidées Dandrobium, mousse verte, légumes variés <u>Orchid Arrangement</u> : Cymbidium Orchids, Dandrobium Orchids, Green Moss, Greens	99.00	128.00	
	0114-C	<u>Arrangement branche de Cymbidium</u> : Branche cymbidium, branches Salix Torturosa, grosse feuille exotique dans pot en hauteur <u>Cymbidium Branch Arrangement</u> : Cymbidium Orchid branch, Curly Willow, large Exotique leaves in pot	173.00	225.00	
	0114-D	10 tulipes françaises dans un vase clair 10 French Tulips in vase	144.00	187.00	
	0114-E	<u>10 Lys Calla Blanc</u> : Lys Calla, branches, grosses feuilles exotiques dans un vase cylindre <u>10 White Large Calla Lily</u> : White Calla Lily, Large Exotic greens, Curly Willow in cylinder vase	183.00	239.00	
	0114-F	<u>Arrangement Protea</u> : Protea au centre, Lys Calla en hauteur croisés, Chrysanthème d'Hollande lime, verdure variée exotique. <u>King Protea Arrangement</u> : King Protea in middle, Yellow Calla, Lime Holland mums, Exotic greens	127.00	165.00	
<input type="checkbox"/> Demandez au fleuriste de visiter notre stand pour demande très spéciale			<input type="checkbox"/> Ask the florist to visit our booth for very special arrangements.		

Directives / Instructions:		Montant / Amount	\$
		TPS / GST 5% R100992197	\$
		Total Partiel / Sub total	\$
		TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL	\$

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
AVIS: Nous nous réservons le droit de modifier toute commande calculée incorrectement.

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ADVANCE PAYMENT REQUIRED Company cheques will be accepted up to two (2) weeks prior to show move-in date.
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Graphics Department COMPUTER DATA EXCHANGE PROTOCOL

Transport:

CD-ROM & DVD (IBM or Macintosh), e-mail, FTP (complete information available upon request).

Platforms:

PC & Macintosh. All type (fonts) must be converted to curve or outline, or you must supply fonts (screen and printer).

File formats :

- High Resolution PDF
- Vector file : .EPS, .AI, .CDR
- Bitmap files (TIF, JPG, BMP, PSD) must be at 100 d.p.i. at final size
(a good tip: work with 400 d.p.i. files as usual, but at 25% of the final size of your sign).

Supported colour mode is CMYK

Always send a printed proof with all the Pantone color correspondance. For E-Mails and the FTP Users, be sure to include a detailed PDF copy with all the Pantone color correspondance with your file.

Office Programs, logos and or graphics used for your WEB site are useless to produce large format printing.

Supported programs:

Coreldraw X3, Photoshop CS3, Illustrator CS3, Adobe Acrobat (PDF high resolution)

DO NOT FORGET TO INDICATE THE SOURCE AND NAME OF YOUR FILES (COREL, PHOTOSHOP, ILLUSTRATOR, ETC.)

N.B. Quark XPress is not standard for trade show graphics, save your file as PDF (high resolution).

If you have any questions, please do not hesitate to contact us,
we will do our best to make your life easier.



Atelier graphique Graphics Department Site FTP Site

Le site FTP est accessible via votre navigateur Internet à l'adresse suivante:

<http://ftp.gesexpo.ca>

User name: **gesmontreal**

Password: **graphics2007**

Nous prévenir par courriel à l'adresse suivante : **anormand@ges.com**
lorsque vos documents auront été déposés.

Si vous avez des questions, n'hésitez pas à communiquer avec nous.

FTP site is accessible via your web browser.


<http://ftp.gesexpo.ca>

User name: **gesmontreal**

Password: **graphics2007**

Send us an email at : **anormand@ges.com**
when your files are deposited.

If you have any questions, please do not hesitate to contact us.

 <p>Services d'expositions Exposition Services 800 de la Gauchetière Ouest, Suite 1165 Montréal, Québec, Canada H5A 1K6 Tél. 514.861.9694 Fax 514.392.1577 gesexpo.ca</p>	DEMANDE DE PRODUCTION GRAPHIQUE REQUEST FOR GRAPHICS	5th World Environmental Education Congress May 10-14, 2009 Palais des congrès de Montréal Date butoir pour prix escomptés: 24 avril 2009 Discounted price deadline: April 29th, 2009
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Compagnie/Company		Nom/Name	
Rue/Street		Tél. /Tel.: ()	Télécop./Fax: ()
Ville/City, Province	Code postal/Postal Code	Courriel / Email	No. de stand/Booth #

Prix pour dimensions standards / Prices for standard sizes

Modèle d'affiche. Veuillez cocher: ☐ Vertical ☐ Horizontal
Check type of sign required:

No.	Qté. Qty.	Dimension / Size	Prix escompté Discounted price	Prix régulier Regular price
		8 ½" X 11"	27.00	37.00
0903		7" X 11"	32.00	44.00
0904		11" X 14"	37.00	52.00
		11" X 20"	42.00	60.00
0905		14" X 22"	47.00	67.00
		7" X 44"	47.00	67.00
		20" X 22"	59.00	81.00
0906		22" X 28"	69.00	97.00
		26 ½" X 36"	79.00	111.00
0908		40" X 60"	239.00	334.00

AUTRES TYPES D'AFFICHAGE / OTHER SIGN PRODUCTS
* Impressions couleur grand format / Wide format colour prints
* Bannières / Banners
* Affiches pour boîtes lumineuses / Backlit signage
* Traitement infographique / Computerized graphic services
* Sur / On : foamcore, plexiglass, PVC, masonite, etc...
Prix sur demande / Pricing on request.

Texte et disposition de l'affiche (en caractères d'imprimerie ou dactylographié)
*** Une couleur et caractère (style et dimension) par enseigne**

Text and layout of sign (print or type)
*** One colour and font per standard sign**

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Les prix actuels tiennent compte des conditions suivantes:

Current prices are based on the following:

1. Jusqu'à dix (10) mots sur fond blanc.
2. Des frais de 1.00\$ pour chaque mot additionnel.
3. Frais supplémentaires pour toutes demandes spéciales (logos, marque de commerce, lettrage spécial, etc.). Devis fourni sur demande.
4. Toutes les commandes passées durant la période de montage seront majorées de 25% sur les prix avant le montage. Commandez tôt et épargnez.
5. Tous les prix ci-dessus seront assujettis à toutes les taxes de ventes.

1. Up to ten (10) words on white card background.
2. Each additional word is \$1.00
3. Extra charge on all special work (logo, trade mark, special lettering, etc.) Quotation supplied upon request.
4. Orders received during the move-in will be charged 25% over the Pre-show prices. Order early and save.
5. Above prices are subject to all applicable sales taxes.

Directives / Instructions:		Montant / Amount	\$
		TPS / GST 5% R100992197	\$
		Total Partiel / Sub total	\$
		TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL	\$

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5th World Environmental Education Congress (13412)
Palais des congrès de Montréal
From 2009/05/11 to 2009/05/14

ORDER FORMS KIT
1ST AVRIL 2009 / 31ST MARS 2010



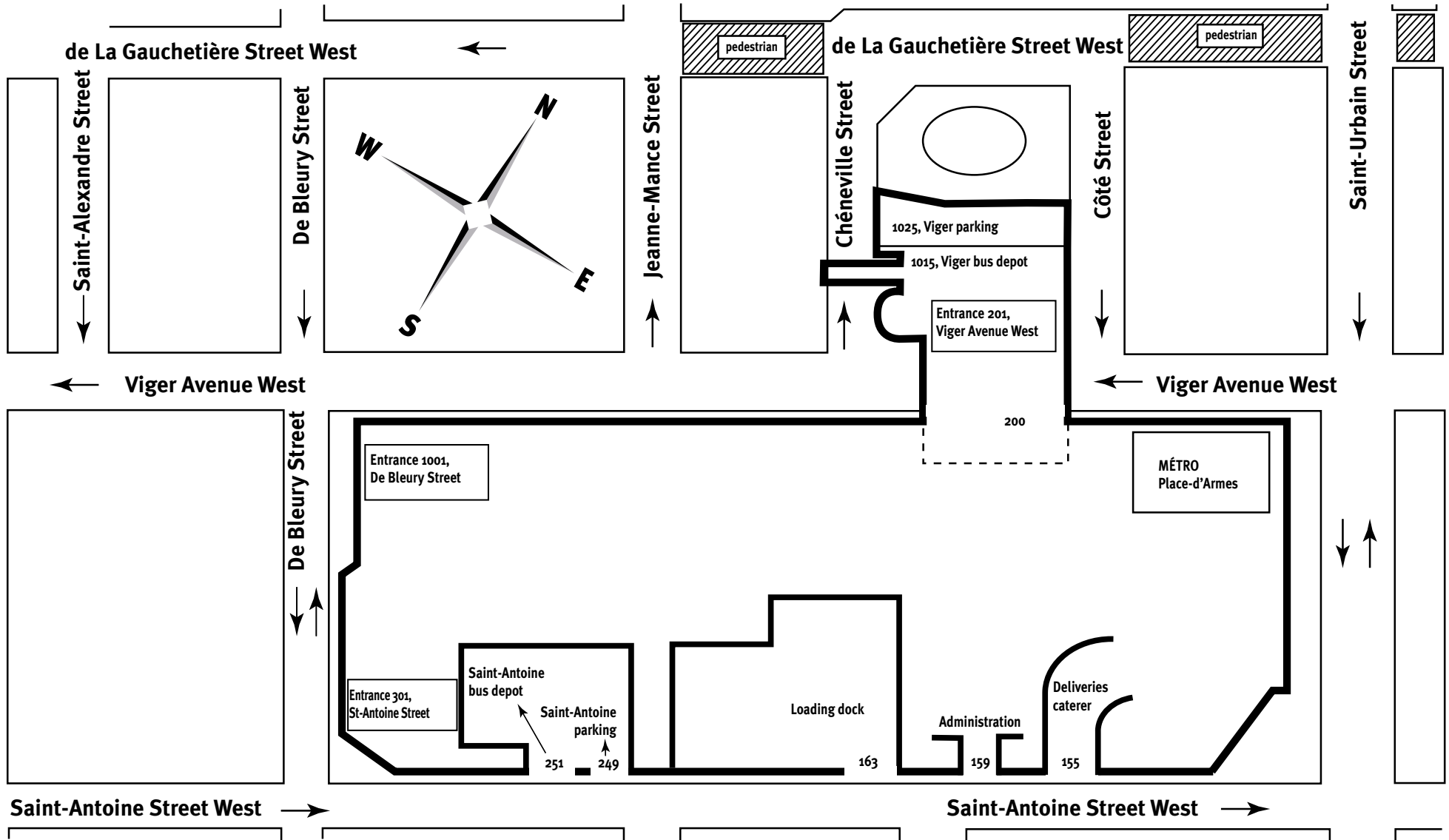
Orders

Audiovisual
Electrical services
Telecommunications services
Sign installation
Booth cleaning
Security services
Food services

Street Access Plan



Palais des congrès de **Montréal**



**Please complete and return by email or fax.
Phone orders are not accepted.**

Event: 5th World Environmental Education Congress (13412) World Environmental Education Association			
Activity dates: 2009/05/11 to 2009/05/13		Room n°. and/or Booth n°.	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:
Authorized signature :		Date:	
We have read and accept the conditions on pages 1 & 2 of this order form			

REGULATION REGARDING THE USE OF PREMISES AND EQUIPMENT FOR ALL AUDIO VISUAL INSTALLATIONS:

The Regulation regarding the use of premises and equipment for all audio visual installations at the Palais des congrès de Montréal (RÉG 52-01) serves to ensure a safe environment for our clients, prevent any damage to the building and equipment during audio visual set up and dismantling operations and to standardize the positioning of rigging points for stage and audio visual installations.

MANDATORY PLAN VALIDATION

All installations are conditional upon validation of plans. Non-compliance with this regulation could result in delays and extra charges, or even interrupt a set-up. Palais technical advisors will provide you with expert assistance in validating rigging plans. Any plan that does not comply with Palais specifications is subject to change.

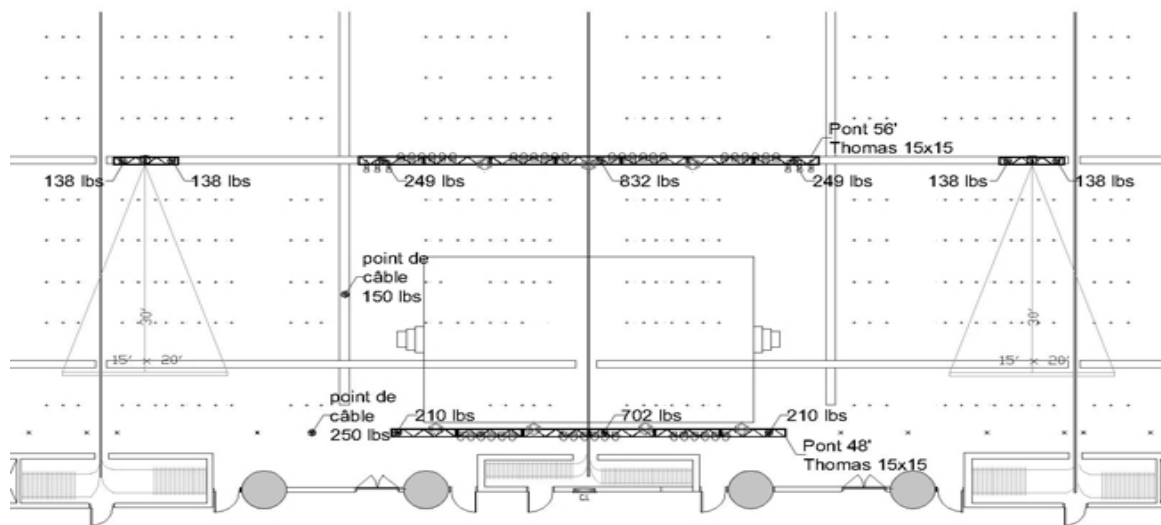
DEADLINES AND RATES

Validation is free if the plan is received at least fifteen (15) calendar days before the start of the event. Afterward, charges of \$ 75 / hour will apply. The validated plan will be returned to you within five (5) working days. Palais technical advisors are available to design plans at the same hourly rate.

ACCEPTED PLAN FORMATS

For compatibility purpose, use « Autocad » format (.dwg or .dxf). Otherwise, please provide us with the measurements to scale. Palais master plans are available on demand at no charge.

For more information, please contact our technical advisors at 514 871-5871 (toll free: 1 888 871-5871).



Information that must appear on the plan:

- Rigging points in the room (reflective ceiling)
- Positions of motors and chain hoists
- Positions of trusses and all suspended structures
- Note : no truss section shall have unsupported ends
- Types of equipments used (sound, lighting, etc.)
- The total load of the suspended structure
- The load by rigging point in pound or kilogram
- A notice if the structural load is not evenly distributed
- Rigging point required for cable pick for cables over 22,7 kg (50 lbs)

Note :
concentrated loads must be positioned

This plan is included as an example only

Continuation on page 2...

Please complete and return by email or fax.
Phone orders are not accepted.

PRICES IN EFFECT FROM APRIL 1 ST , 2009 TO MARCH 31 ST , 2010	At least 15 days before rigging points set up	Less than 15 days before rigging points set up	AMOUNT
Plan validation (mandatory)	No charge	\$ 75,00 / hour	=
Plan design	\$ 75,00 / hour	\$ 75,00 / hour	=
Changes to plan	\$ 75,00 / hour	\$ 75,00 / hour	=

PRICES IN EFFECT FROM APRIL 1 ST , 2009 TO MARCH 31 ST , 2010	HOUR / UNIT	At least 10 days before rigging points set up	Less than 10 days before rigging points set up	AMOUNT
RIGGING POINTS All anchor points will be installed exclusively by Palais technicians or one of its representatives at 514 871-5871 (toll free: 1 888 871-5871).				
3608-001	Minimum charge for all rigging order	x	\$ 360,00	\$ 450,00 =
3608-002	From 1 to 24 rigging points	x	\$ 90,00 / unit	\$ 113,00 / unit =
3608-003	From 25 to 50 rigging points	x	\$ 85,00 / unit	\$ 106,00 / unit =
3608-004	51 rigging points and over	x	\$ 80,00 / unit	\$ 100,00 / unit =
24A305021030	Chain hoist 50 kg (1 000 lbs)	x	\$ 25,00 / day	\$ 25,00 / day =
24A305021010	Chain hoist 900 kg (2 000 lbs)	x	\$ 25,00 / day	\$ 25,00 / day =
35E061000010	Motorized chain hoist 900 kg (2 000 lbs)	x	\$ 125,00 / day	\$ 125,00 / day =
21211-001	Sling	x	\$ 5,00 / day	\$ 5,00 / day =
21211-002	Shackle	x	\$ 5,00 / day	\$ 5,00 / day =

LIFTING EQUIPMENT This service is available for other lifting orders.				
3608-006	Scissor lift with operator – Monday to Friday 07:30 – 23:30 (normal hours). Minimum charge: one (1) hour.	x	\$ 108,00 / hour	\$ 135,00 / hour =
3608-005	Scissor lift with operator – after hours, weekends and holidays Minimum charge: one (1) hour. A two (2) hour charge may apply for a single order.	x	\$ 130,00 / hour	\$ 163,00 / hour =
3600-057	“Genie” Personnel lift operated, picked up and brought back to loading docks by client. Two (2) hours minimum charge. Maximum of \$ 300,00 per day. According to availability of lift(s).	x	\$ 52,00 / hour	\$ 65,00 / hour =

Orders placed after the beginning of set up will be subject to approval and additional fees. ↓

ADVANCED PAYMENT REQUIRED Payment required with order form. Payment reception date determines pricing used.		AMOUNT :	=
Telephone : 514 871-5871 Toll free : 1 888 871-5871 Fax : 514 868-6622 infotechno@congresmtl.com	Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	FEDERAL TAX (5%) :	=
		SUB TOTAL :	=
		PROVINCIAL TAX (7,5%) :	=
		TOTAL :	=

Cheque (CAD or USD) ☐ Pay to the order of **Société du Palais des congrès de Montréal**

Credit Card  ☐ MasterCard  ☐ Visa  ☐ American Express  ☐ Diner's Club

Card no. - - - Expiration date (MM/YY) /





Cardholder :

Cardholder's signature :

All prices are quoted in Canadian Dollars. Prices and conditions are subject to change without prior notice. GST : R121570600 – PST : 1006 388 422

ELECTRICAL SERVICES – ORDER FORM – Page 1 of 2

Please complete and return by email or fax.
Phone orders are not accepted.

Event: 5th World Environmental Education Congress (13412) World Environmental Education Association							
Activity dates: 2009/05/11 to 2009/05/13			Booth n°:				
Company:			Telephone:				
Contact name:			Fax:				
Address:			E-mail:				
City:		Prov./State:		Country:			
Postal/Zip Code:							
Authorized signature :				Date:			
We have read and accept the conditions on pages 1 & 2 of this order form							
PRICES IN EFFECT FROM APRIL 1 ST , 2009 TO MARCH 31 ST , 2010			Anticipated price up to 2009/04/29		Regular price		
DESCRIPTION		QUANTITY			AMOUNT		
3500-106	15 amperes / 120 volts / 1,500 watts	x	\$ 111,00	\$ 139,00	=		
3500-110	15 amperes / 208 volts / 1 phase	x	\$ 224,00	\$ 280,00	=		
3500-111	15 amperes / 208 volts / 3 phases	x	\$ 224,00	\$ 280,00	=		
3500-112	20 amperes / 120 volts / 1 phase	x	\$ 165,00	\$ 206,00	=		
3500-113	20 amperes / 208 volts / 1 phase	x	\$ 304,00	\$ 380,00	=		
3500-116	30 amperes / 208 volts / 1 phase	x	\$ 369,00	\$ 461,00	=		
3500-117	30 amperes / 208 volts / 3 phases	x	\$ 369,00	\$ 461,00	=		
3500-129	60 amperes / 208 volts / 3 phases	x	\$ 461,00	\$ 576,00	=		
3500-132	100 amperes / 208 volts / 3 phases	x	\$ 659,00	\$ 824,00	=		
3500-135	101 to 200 amperes / 208 volts / 3 phases	x	\$ 856,00	\$ 1 070,00	=		
3500-138	400 amperes / 208 volts / 3 phases	x	\$ 1 187,00	\$ 1 484,00	=		
3500-102A	Double quartz 300-watt floods on stand	x	\$ 103,00	\$ 129,00	=		
		x			=		
		x			=		
ATTENTION: Orders and final plan must be received at least before 2009/04/29. Any order placed after this date will be charged at Regular price.							
Orders placed after the beginning of set up will be subject to approval and additional fees.							
ADVANCED PAYMENT REQUIRED Payment required with order form. Payment reception date determines pricing used.			AMOUNT : =				
Telephone : 514 871-5871 Toll free : 1 888 871-5871 Fax : 514 868-6622 infotech@congresmtl.com			Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2				
			FEDERAL TAX (5%) :			=	
			SUB TOTAL :			=	
			PROVINCIAL TAX (7,5%) :			=	
TOTAL :			=				
Cheque (CAD or USD) <input type="checkbox"/>		Pay to the order of Société du Palais des congrès de Montréal					
Credit Card  <input type="checkbox"/> MasterCard		 <input type="checkbox"/> Visa		 <input type="checkbox"/> American Express			
				 <input type="checkbox"/> Diner's Club			
Card no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Expiration date (MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>			
Cardholder :							
Cardholder's signature :							
Calculate your electrical needs; specify the kind of material you would like to plug in (see explanation page 2(a)):							

All prices are quoted in Canadian Dollars. Prices and conditions are subject to change without prior notice. GST : R121570600 – PST : 1006 388 422

Continuation on page 2...

Please complete and return by email or fax.
Phone orders are not accepted.

Sample plan to be provided	Dimensions of your booth: _____	Your booth #: _____
SPECIAL REQUIREMENTS OR BOOTH OF 20 x 20 ft AND OVER		
<ul style="list-style-type: none"> • If a plan is not included, the service will be placed at the discretion of the Palais' Master Electrician (ex. 10 x 10 ft) • Indicate your booth dimensions (plan required for 20 x 20 ft and over) • Indicate electrical outlet positioning • Indicate adjacent booth or aisle 	Adjacent booth or aisle n° _____ <div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; position: relative;"> <div style="position: absolute; top: -20px; left: 50%; transform: translateX(-50%);">Adjacent booth or aisle n° _____</div> <div style="position: absolute; bottom: -20px; left: 50%; transform: translateX(-50%);">Adjacent booth or aisle n° _____</div> </div>	Adjacent booth or aisle n° _____
Scale: 1 square = 2 ft ² Please indicate if a different scale is used: 1 square = _____		

TERMS AND CONDITIONS

- Prices quoted are in effect for the duration of the event. Other services are available, prices upon request.
- **An outlet cannot be shared with another booth or exhibit.** Power rented by the exhibitor or by a supplier on behalf of an exhibitor or by any customer is for the use of the booth or the exhibit only. **The exhibitor or company that ordered the power will be charged for the power supplied to other booths as well as for the electrical power originally ordered.**
- The client is responsible for the rented material during the event, including during set-up and dismantling, and will be charged for any breakage, damage, loss or stolen material lent by the Palais.

(a) How to calculate your electrical needs:

- Lighting: Check the wattage on your lamps and multiply by the number to be installed.

Equipment: Read the ratings from the specification stickers attached to each unit (power, voltage, wattage and phase).

All electrical outlets will be placed at the discretion of the Palais's electrician if no information is included with the initial order. If a special positioning is required or **for any booth of 20 x 20 ft and over**, you must provide a final positioning of electrical outlets plan or the drawing above in order to benefit of the anticipated price.

(b) Labour fee: Applied to changes, re-positioning of electrical outlets during set up and special requirements. Minimum fee of one (1) hour. To be billed after provision of services (current labour rates).

- For rooms on the fifth floor, except 517, additional fees may apply for electrical installation.
- Any electrical connection from the ceiling will be subject to a 20% increase charge and are subject to approval by the Palais' Master Electrician.
- Connections from outlets to equipment must be performed by Palais personnel and may include additional labour and equipment pricing.

Cancellations, complaints:





- Cancellation placed during set up will be billed at 50% of the cost.
- No refund will be issued for outlets or lights installed and not used during the event.
- Any complaint for installation fees must be placed before the exhibition's closure.

Voltage, amperage:

Voltage is 120, 208 and 600 V (60 Hz). Other voltages are available upon request.





- For 200 Amps & over: the cost does not include wiring required for hook-up which will be supplied and installed by the client in a safe manner.
- To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.
- All dimmers must be three-phased.
- The Palais' Master Electrician may refuse any connection not complying with Palais standards.
- All wiring and other electrical installation, motors, etc. must be approved by the Palais Master Electrician.
- All motors over 1/3 HP, provided by the exhibitor, must have a MAGNETIC STARTER AND MANUAL DISCONNECT SWITCH.
- Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage.
- For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor.
- The Palais des congrès de Montréal is not responsible for voltage fluctuations or power failure caused by temporary conditions.

Please complete and return by email or fax.
Phone orders are not accepted.

Event: 5th World Environmental Education Congress (13412) World Environmental Education Association					
Activity dates: 2009/05/11 to 2009/05/13			Booth n°:		
Company:			Telephone:		
Contact name:			Fax:		
Address:			E-mail:		
City:		Prov./State:		Country:	
				Postal/Zip Code:	
Authorized signature :				Date:	
We have read and accept the conditions on pages 1 & 2 of this order form					
PRICES IN EFFECT FROM APRIL 1 ST , 2009 TO MARCH 31 ST , 2010			Anticipated price up to 2009/04/29		AMOUNT
DESCRIPTION			QUANTITY		
TELEPHONY Long distance calls required <input type="checkbox"/> Yes <input type="checkbox"/> No					
4000-001	Telephone line ⁽¹⁾ (equipment included)	X	\$ 209,00	\$ 261,00	=
4000-002	Credit card / debit card line, fax line ⁽¹⁾ and modem line ⁽¹⁾	X	\$ 178,00	\$ 223,00	=
4000-009	ISDN line (BRI) ⁽¹⁾	X	\$ 262,00	\$ 328,00	=
INTERNET					
SHARED LINK Including access to our network and 1 drop location. Additional cost per computer using the network.					
4001-032	Internet link – DHCP regular speed – shared up to 1 Mbps	X	\$ 395,00	\$ 494,00	=
4001-033	High-speed Internet link DHCP – shared up to 3 Mbps	X	\$ 610,00	\$ 763,00	=
4001-034	Ultra high-speed Internet link DHCP – shared up to 7 Mbps	X	\$ 917,00	\$ 1 146,00	=
4001-045	Additional Internet access per computer	X	\$ 27,00	\$ 34,00	=
4001-046	Additional drop same location	X	\$ 52,00	\$ 65,00	=
4001-047	Additional drop other location	X	\$ 209,00	\$ 261,00	=
DEDICATED LINK Including: access to our network and 1 drop location					
4001-020	Internet link T1 (1,54 Kbps)	X	\$ 1 737,00	\$ 2 171,00	=
4001-058	Additional drop same location	X	\$ 36,00	\$ 45,00	=
4001-047	Additional drop other location	X	\$ 209,00	\$ 261,00	=
WIRELESS INTERNET					
4001-024	Wireless Internet Access is for one (1) computer, non transferable. Other packages available. No order form to complete. Payment on-site by credit card through the portal or technical service desk.		\$ 345,00 / event	\$ 345,00 / event	\$ 345,00 / event
ATTENTION: Orders and final plan must be received at least before 2009/04/29. Any order placed after this date will be charged at Regular price. Orders placed after the beginning of set up will be subject to approval and additional fees. (1) Up to \$ 20,00 long distance calls included per line. Other services available. For further information please contact our technical advisor 514 871-5871 (toll free 1 888 871-5871) or infotechno@congresmtl.com					
ADVANCED PAYMENT REQUIRED Payment required with order form. Payment reception date determines pricing to be used.				AMOUNT : =	
Telephone : 514 871-5871		Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2		FEDERAL TAX (5%) : =	
Toll free : 1 888 871-5871				SUB TOTAL : =	
Fax : 514 868-6622				PROVINCIAL TAX (7,5%) : =	
infotechno@congresmtl.com				TOTAL : =	
Cheque (CAD or USD) <input type="checkbox"/>		Pay to the order of Société du Palais des congrès de Montréal			
Credit Card  <input type="checkbox"/> MasterCard		 <input type="checkbox"/> Visa		 <input type="checkbox"/> American Express	
				 <input type="checkbox"/> Diner's Club	
Card n°. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Expiration date (MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Cardholder :					
Cardholder's signature :					
LABOUR Labour fees apply to all special requests. One (1) hour minimum charge.					
4006-001	Monday to Friday – 07:30 to 23:30				\$ 61,50 / hour
4006-002	Monday to Friday – 23:31 to 07:29				\$ 92,25 / hour
4006-003	Weekends & holidays				\$ 123,00 / hour
All prices are quoted in Canadian Dollars. Prices and conditions are subject to change without prior notice. GST : R121570600 – PST : 1006 388 422					
Continuation on page 2...					

SIGN INSTALLATION – ORDER FORM

Please complete and return by email or fax.
Phone orders are not accepted.

Event: 5th World Environmental Education Congress (13412) World Environmental Education Association					
Activity dates: 2009/05/11 to 2009/05/13			Booth n°:		
Company:			Telephone:		
Contact name:			Fax:		
Address:			E-mail:		
City:		Prov./State:		Country:	
				Postal/Zip Code:	
Authorized signature :				Date:	
We have read and accept the conditions of this order form					
PRICES IN EFFECT FROM APRIL 1 ST , 2009 TO MARCH 31 ST , 2010 Please calculate two (2) hours minimum. One (1) hour for installation and one (1) hour for dismantle.			NUMBER OF HOURS	Anticipated price up to 2009/04/29	Regular price
					AMOUNT
3600-001-003-004	Lift equipment with operator From Monday to Friday – 07:30 to 23:30 (normal hours)	x	\$ 108,00	\$ 135,00	=
3600-047-048-050	Lift equipment with operator – After hours, weekends, holidays.	x	\$ 130,00	\$ 163,00	=
NO MERCHANDISE WILL BE ACCEPTED BEFORE THE DATE RESERVED BY THE PROMOTER Installation services supplied by the Palais are provided during set-up and dismantling days. Minimum charge of one (1) hour. All installations are subject to approval by the Palais des congrès de Montréal. Our chief of operations will recommend changes according to the weight and/or dimension of the sign to install, additional fees may apply. Exclusive Services: The Palais des congrès de Montréal is the exclusive provider for electricity, plumbing, telecommunication, cleaning, audiovisual rigging, handling and sign installation services.					
SHIPPING NO MERCHANDISE WILL BE ACCEPTED BEFORE THE DATE RESERVED BY THE PROMOTER. All shipments must be sent to: Palais des congrès de Montréal 163, rue Saint-Antoine Ouest Montréal (Québec) H2Z 1H2					
IMPORTANT: Write clearly the name of the event, room number, name of the exhibitor and booth number. (Write the dimensions, weight of the signs and number of rigging points if required).					
QUANTITY AND DESCRIPTION		OFFICIAL CARRIER		DATE	
				SET UP TIME	
Orders placed after the beginning of set up will be subject to approval and additional fees.					
ADVANCED PAYMENT REQUIRED Payment required with ordered form. Payment reception date determines pricing used.				AMOUNT : =	
Telephone : 514 871-5871 Toll free : 1 888 871-5871 Fax : 514 868-6622 infotechno@congresmtl.com		Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2		FEDERAL TAX (5%) : = SUB TOTAL : = PROVINCIAL TAX (7,5%) : = TOTAL : =	
Cheque (CAD or USD) <input type="checkbox"/>		Pay to the order of Société du Palais des congrès de Montréal			
Credit Card  <input type="checkbox"/> MasterCard		 <input type="checkbox"/> Visa		 <input type="checkbox"/> American Express	
				 <input type="checkbox"/> Diner's Club	
Card n° <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Expiration date (MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Cardholder :					
Cardholder's signature :					
All prices are quoted in Canadian Dollars. Prices and conditions are subject to change without prior notice. GST : R121570600 – PST : 1006 388 422					

SECURITY SERVICES – ORDER FORM

**Please complete and return by email or fax.
Phone orders are not accepted.**

Event: 5th World Environmental Education Congress (13412) World Environmental Education Association			
Activity dates: 2009/05/11 to 2009/05/13		Location or Booth n ^o :	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:

Authorized signature :

Date:

We have read and accept the conditions of this order form

PRICES IN EFFECT FROM APRIL 1st, 2009 TO MARCH 31st, 2010

A 4 hour fee per attendant for cancellation within 24 hours or less before the working shift is applicable.

				Anticipated price up to 2009/04/29	Regular price	AMOUNT
SECURITY AGENT 3680-001	Please use 24 hours format	Number of hours(1)	Number of agents	\$ 25,00	\$ 31,00	
YYYY-MM-DD	From To	Minimum 4 hrs				
		x	x			=
		x	x			=
		x	x			=
		x	x			=
		x	x			=
		x	x			=
SUPERVISOR 3680-002	Please use 24 hours format	Number of hours (1)	Number of supervisors	\$ 26,00	\$ 33,00	
YYYY-MM-DD	From To	Minimum 4 hrs	1 : 3 agents			
		x	x			=
		x	x			=

(1) A minimum of four (4) hours is charged per scheduled time.

20% increase of hourly rate on holidays

For promoters: it is important to specify the desired location(s) in assigning security guards. Please use the plans on our Web site to locate your security agents. Please use one order form per location.

For exhibitors: It is important to specify the appropriate booth number.

Our Chief of Security will recommend any suggestions or changes if needed

AGENTS' FUNCTION (indicate probable known threats, demonstration, etc.).

EXTINGUISHER RENTAL

The client is responsible of the rented material during all the event, including set-up and dismantling, and will be charged an additional \$ 41,00 if the material is not returned to the Palais des congrès de Montréal.

EXTINGUISHER : 3680-003	Number required :	x	\$ 41,00	=
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ADVANCED PAYMENT REQUIRED

Payment required with order form. Payment reception date determines pricing used.

Telephone : 514 871-5871 Toll free : 1 888 871-5871 Fax : 514 868-6622 infotechno@congresmtl.com	Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	AMOUNT :	=
		FEDERAL TAX (5%) :	=
		SUB TOTAL :	=
		PROVINCIAL TAX (7,5%) :	=
		TOTAL :	=

Cheque (CAD or USD) ☐ Pay to the order of **Société du Palais des congrès de Montréal**





Credit Card  ☐ MasterCard  ☐ Visa  ☐ American Express  ☐ Diner's Club

Card n^o. - - - Expiration date (MM/YY) /

Cardholder :

Cardholder's signature :

All prices are quoted in Canadian Dollars. Prices and conditions are subject to change without prior notice. GST : R121570600 – PST : 1006 388 422

Event: 5th World Environmental Education Congress (13412) World Environmental Education Association			
Activity dates: 2009/05/11 to 2009/05/13		Booth n°:	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:
Authorized signature :		Date:	
We have read and accept the conditions of this order form			
PRICES IN EFFECT FROM APRIL 1ST, 2009 TO MARCH 31ST, 2010	PRICE	QUANTITY	TOTAL
Attendant fee (minimum of 4 hrs)	\$ 35,00 / hour	x	=
Espresso machine	\$ 135,00 / day	x	=
Espresso	\$ 2,90	x	=
Cappuccino	\$ 3,65	x	=
Paper cups (1 000 units of 24-oz.)	\$ 265,00	x	=
Coffee, tea, herbal teas (disposable)	\$ 14,75 / L	x	=
Coffee, tea, herbal teas (chinaware)	\$ 17,00 / L	x	=
Popcorn machine	\$,135,00 / day	x	=
Popcorn (50 lb)	\$ 95,00	x	=
Salt (1 lb)	\$ 3,50	x	=
Butter (30 lb)	\$ 200,00	x	=
Basket - Chips <input type="checkbox"/> Pretzels <input type="checkbox"/>	\$ 13,65 / each	x	=
Bowl of peanuts - Salted <input type="checkbox"/> Non salted <input type="checkbox"/>	\$ 16,80 / each	x	=
Napkins (3000 units)	\$ 100,00	x	=
Regular ice cream	\$ 2,70 / each	x	=
Croissants	\$ 3,05 / each	x	=
Muffins	\$ 3,00 / each	x	=
Danish, apple turnovers, chocolate croissants	\$ 3,15 / each	x	=
Assorted mini French pastries	\$ 5,20 / 2 units	x	=
Tray of petit fours	\$ 13,00 / doz.	x	=
Assorted mini pastries	\$ 13,50 / doz.	x	=
Assorted mini cookies	\$ 12,50 / doz.	x	=
Regular cookies 1 oz <input type="checkbox"/> and 2 oz <input type="checkbox"/>	\$ 1,13 / each and \$ 2,00 / each	x	=
Tray of crudités and dip (minimum of 20 people)	\$ 3,90 / person	x	=
Assorted sandwiches on Kaiser and baguette	\$ 9,00 / each	x	=
Assorted deluxe sandwiches	\$ 9,25 / each	x	=
Tray of Québec cheeses (minimum of 5 lbs)	\$ 46,20 / lb	x	=
Tray of sliced fresh fruits (minimum of 20 people)	\$ 4,75 / person	x	=
Fresh fruits basket	\$ 62,00 / each	x	=
Assorted fruit juices	\$ 4,00 / each	x	=
Vegetable or tomato juice	\$ 3,65 / each	x	=
Assorted soft drinks	\$ 4,00 / each	x	=
Mineral water	\$ 4,00 / each	x	=
Local beers	\$ 6,25 / each	x	=
Imported beers	\$ 6,75 / each	x	=
Date and time desired for the service:			
The management of Banquet Services at Capital Traiteur Montréal Inc. offers a range of services to booths during the exhibition. If you would like suggestions or information regarding booth receptions, please contact the sales office at Capital Traiteur Montréal Inc. (below). Capital Traiteur inc. is the exclusive caterer therefore no beverages and/or food may be brought into the premises by the promoter or the promoter's exhibitors, participants or suppliers.			
ADVANCED PAYMENT REQUIRED		AMOUNT :	
Payment required with order form. Payment reception date determines pricing used.		=	
Telephone: 514 871-3111 Fax: 514 875-1300 cmonaco@congresmtl.com capital@congresmtl.com	Capital Traiteur Montréal inc. 159, rue Saint-Antoine Ouest, 4e étage Montréal (Québec) H2Z 2A7		ADMINISTRATION 15 % :
			FÉDÉRALE TAX (5 %) :
			SUB TOTAL :
			PROVINCIAL TAX (7,5 %) :
		TOTAL :	
Cheque (CAD or USD) <input type="checkbox"/> Capital Traiteur Montréal inc.			
Credit card  <input type="checkbox"/> MasterCard  <input type="checkbox"/> Visa  <input type="checkbox"/> American Express  <input type="checkbox"/> Diner's Club			
Card n°: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Expiration date (MM/YY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Cardholder :			
Cardholder's signature			
All prices are quoted in Canadian Dollars. Prices and conditions are subject to change without prior notice. GST : R121570600 – PST : 1006 388 422			

LIVINGSTON CUSTOMS AND TRANSPORTATION SERVICES

LIVINGSTON has been appointed as official customs broker and transportation provider for **5th World Environmental Education Congress**. Livingston Event Logistics has developed the most dependable network of transportation services expressly designed for convention and trade show traffic. For all customs and shipping needs, we recommend that you deal directly with Livingston. They will advise on how best to ship goods and will assist exhibitors in the completion of customs documents. For your convenience, you may download all forms from their website: www.livingstonintl.com.

FOR CUSTOMS INQUIRIES PLEASE CONTACT

Mr. John Santini

jsantini@livingstonintl.com

Tel: 514-987-2700 ext. 24

Fax: 514-849-3446

Cell: 514-466-0680 (24hrs)

FOR TRANSPORTATION INQUIRIES PLEASE CONTACT

Mr. Glen Anderson

ganderson@livingstonintl.com

Tel: 514-987-2700 ext. 22

Fax: 514-849-3446

Cell: 514-240-7499 (24hrs)

HAND CARRYING or PRIVATE VEHICLE

For exhibitors who will be arriving by plane or in a private vehicle with their goods, it is necessary that you notify Livingston six weeks in advance so that the proper documentation (PAPS) can be prepared for the appropriate border crossing.



Prior to shipping your goods, please fax all appropriate customs documents to their office at **514-849-3446**.

A Livingston representative will be on-site from move-in to move-out for your convenience.

ALL SHIPMENTS MUST BE LABELED AS FOLLOWS

For direct to SHOW SITE SHIPMENTS goods can only arrive on move in date/uncrated material/ van line & air freight

Exhibitor's Name and Booth:

C/O: Palais des congrès de Montréal
c/o Livingston Trade Shows

5th World Environmental Education Congress

163 St. Antoine Street West
Montreal, Qc H2Z 1X8
Canada

Please notify Livingston for Customs Clearance 514-987- 2700

For shipments to ADVANCE WAREHOUSE crated material / common carrier

Exhibitor's Name and Booth:

C/O Reimer/Roadway C/O Livingston Trade Shows

5th World Environmental Education Congress

1725 Chemin St Francois
Dorval, Qc H9P 2S1
Canada

Please notify Livingston for Customs Clearance 514-987-2700

Order Form

Customs and
Transportation Services



The original of this form must be completed to ensure Customs Clearance.
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Livingston Event Logistics services for: (please check one)

☐ Customs Clearance and Transportation
(Shipment Order Form Required)

☐ Customs Clearance Only

☐ Transportation Only
(Shipment Order Form Required)

Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

U.S. Tax # or U.S. IRS Identification:

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

It Consists Of (# of Cartons, etc.):

Weight: ☐ lbs ☐ kgs

Rep At The Event:

Staying At (Hotel):

Tel:

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

Ship Via:

☐ Common Carrier

☐ Our Company Vehicle

☐ Van Line Service

☐ Air Freight Service

Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:

☐ Visa

☐ MasterCard

☐ American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: _____

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

Alternative methods of payment are bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

This document was completed by (Please print full name):

Title:

Date:

Order Form

Customs and
Transportation Services



The original of this form must be completed to ensure Customs Clearance.
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Livingston Event Logistics services for: (please check one)

☒ Customs Clearance and Transportation
(Shipment Order Form Required)

☐ Customs Clearance Only

☐ Transportation Only
(Shipment Order Form Required)

Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

U.S. Tax # or U.S. IRS Identification: 10-9999999

Event Name: International Computing Event

Facility Name: Event Facility Event Date/s: Apr 14/07 - Apr 17/07 Booth #: 234

Shipment Date: Apr 3/07 From (City, State): Chicago, IL Carrier Name: Livingston Event Logistics

It Consists Of (# of Cartons, etc.): 11 Weight: 300 ☒ lbs ☐ kgs

Rep At The Event: Joe Smith Staying At (Hotel): Anywhere Place Tel: 416-555-1234

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago Province / State: IL Postal/Zip: 66666-6666

Name: Sandy Smith Tel: 708-555-1212 Fax: 708-555-2222

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

Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to: ☒ Visa ☐ MasterCard ☐ American Express

Cardholder Name: Joe Smith Title: Accounting Manager

Card Account Number: 123456789012 Expiry Date: 12/09

Cardholder's Signature:

Joe Smith

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

Alternative methods of payment are bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago Province/State: IL Postal/Zip: 66666-6666

Name: Joe Smith Tel: 708-555-1200 Fax: 708-555-1201

This document was completed by (Please print full name): Joe Smith

Title: Accounting Manager Date: March 14, 2007



CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

Page of/de

1 Vendor (Name and Address) /Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		
		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no 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) No sale involved		
		6 Country of Transhipment / Pays de transborderment N/A		
		7 Country of Origin of Goods Pays d'origine des marchandises	If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? YES <input type="checkbox"/> OUI NO <input checked="" type="checkbox"/> NON		9 Condition of Sales 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		
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement		
11 No. of Pkgs. Nbre. De Coils	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
XI.1 Total Number of Pieces / Nombre total de pièces				
18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>		16 Total Weight / Poids total		17 Invoice Total Total de la facture
		Net N/A	Gross / Brut	
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) Name: Tel: Fax:		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Name: Tel: Fax:		
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) N/A		22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>		
23	24	25		



CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of/de 1

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC Distributing Company 125 Elm Street Chicago, IL 66666-6666		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada 4/3/1999		
4 Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC Distributing Company / Booth 234 International Computing Event c/o Event Facility 100 Anywhere Street Toronto, ON M7W 2P6		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 10-9999999		
		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) No sale involved		
		6 Country of Transshipment / Pays de transbordement N/A		
		7 Country of Origin of Goods Pays d'origine des marchandises USA	If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.	
		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignment, location de marchandises, etc.) No sale involved		
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? YES <input type="checkbox"/> OUI NO <input checked="" type="checkbox"/> NON		8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada Mendelssohn, Chicago, IL		
10 Currency of Settlement / Devises du paiement USD				
11 No. of Pkgs. Nmbre. De Coills	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	
			15 Total	
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets)	1	\$5000.00	\$5000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature	1000	\$0.10	\$100.00
1 pc	Carton - Plastic Key Chains	50	\$0.50	\$25.00
1 pc	Carton - Books	50	\$1.00	\$50.00
3 pcs	Crates - Computers (Certificate of Registration Attached)	3	\$1000.00	\$1000.00
2 pcs	Crates - Computer Monitors (Certificate of Registration Attached)	2	\$500.00	\$1000.00
XI.1 Total Number of Pieces / Nombre total de pièces 11				
18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale <input type="checkbox"/>		16 Total Weight / Poids total		17 Invoice Total Total de la facture \$9,175.00
		Net N/A	Gross / Brut 300 lbs	
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) Name: Tel: Fax:		20 Originator (Name and Address) Expéditeur d'origine (Nome et adresse) ABC Distributing Company Name: Joe Smith 125 Elm Street Tel: 708-555-1212 Chicago, IL Fax: 708-555-1201 66666-6666		
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) N/A		22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>		
23	24	25		

Shipment Order Form

Customs and
Transportation Services

Tel: (514)987-2700
Toll Free: (800)665-4628
Fax: (514)849-3446



To obtain a quotation for Livingston Event Logistics Transportation Services, please complete this form and fax to (514)849-3446.

Section 1 Pick-Up Information

Shipper:

Address:

City: State: Zip:

Contact: Tel: Fax:

Hours of Operation: Dock: ☐ Yes ☐ No Lift Gate Required: ☐ Yes ☐ No

Inside Pick-Up: ☐ Yes ☐ No Pick-Up Date: To Arrive By:

Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.		Length	Width	Height		Per Piece
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	

Total Weight:

Section 3 Event Information

Event Name:

Event Location:

Consignee / Exhibitor Name: Booth #:

Address:

- Upon receipt of this completed form, Livingston Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (514)849-3446.
- All quotations provided by Livingston Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.

Shipment Order Form

Customs and
Transportation Services
Tel: (514)987-2700
Toll Free: (800)665-4628
Fax: (514)849-3446



To obtain a quotation for Livingston Event Logistics Transportation Services, please complete this form and fax to (514)849-3446.

Section 1 Pick-Up Information

Shipper: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

State: IL

Zip: 66666

Contact: Joe Smith

Tel: 708-555-1212

Fax: 708-555-2222

Hours of Operation: 9:00 am - 5:00 pm

Dock: ☒ Yes ☐ No

Lift Gate Required: ☐ Yes ☒ No

Inside Pick-Up: ☐ Yes ☒ No

Pick-Up Date: April 3/07

To Arrive By: April 9/07

Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.		Length	Width	Height		Per Piece
7	Crates	@ Dimensions Each:	22	13	18	@ Weight Each:	27 lbs
4	Cartons	@ Dimensions Each:	12	12	12	@ Weight Each:	28 lbs
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	

Total Weight: 301 lbs

Section 3 Event Information

Event Name: International Computing Event

Event Location: Event Facility

Consignee / Exhibitor Name: ABC Distributing Company

Booth #: 234

Address: 100 Anywhere Street


Toronto, ON

M7W 2P6

- Upon receipt of this completed form, Livingston Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (514)849-3446.
- All quotations provided by Livingston Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.

COMPANY:	_____	SHOW NAME:	5e WEEC (World Environmental Education Congress)	
STREET:	_____	LOCATION:	Montreal Congress Center	
CITY:	_____	BOOTH #:	_____	
PROV / STATE:	_____	INSTALLATION DATE:	05-09-2009	TIME: _____
E-MAIL:	_____	EXHIBIT START DATE:	05-10-2009	TIME: _____
PHONE:	_____	EXHIBIT END DATE:	05-13-2009	TIME: _____
ORDERED BY:	_____	CONTACT ON-SITE:	_____	
PO #:	_____	STAYING AT:	_____	PHONE: _____

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE		TOTAL
FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS				
	17" LCD FLAT SCREEN MONITOR (3:4 RATIO, 1280 x 1024)	\$240.00		
	20" LCD FLAT SCREEN MONITOR (3:4 RATIO, 1280 x 1024)	\$360.00		
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$750.00		
	37" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$1,050.00		
	42" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1024 x 1024, VIDEO, SPEAKERS)	\$1,350.00		
	45" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,800.00		
	50" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, SPEAKERS)	\$2,100.00		
	65" PLASMA FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$3,000.00		
	FLAT SCREEN MONITOR FLOOR STAND	\$150.00		
	LCD PROJECTOR (1024 x 768, 2500 LUMENS)	\$1,050.00		
COMPUTERS				
	All computers come with 10/100 Ethernet, Windows and Office software			
	STANDARD DESKTOP COMPUTER (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$260.00		
	PERFORMANCE DESKTOP COMPUTER (P4, 2.4GHZ, 512RAM, 40GB HD, DVD R/W, 17" LCD MONITOR)	\$325.00		
	NOTEBOOK COMPUTER (P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$325.00		
COMPUTER ACCESSORIES				
	COLOUR INKJET PRINTER	\$150.00		
	LASER PRINTER - B & W, 15 PPM	\$200.00		
	LASER PRINTER - B & W, 25 PPM (NETWORKABLE)	\$300.00		
	DESKTOP SPEAKERS - PAIR	\$50.00		
	ETHERNET 10/100 8 PORT SWITCH	\$50.00		
VIDEO PLAYERS & MONITORS				
	DVD PLAYER - MULTIZONE	\$225.00		
	VHS PLAYER	\$180.00		
	VHS COMBO UNIT WITH 20" MONITOR	\$360.00		
	20" LCD FLAT SCREEN MONITOR (3:4 RATIO)	\$360.00		
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO)	\$750.00		
	37" LCD FLAT SCREEN MONITOR (16:9 RATIO)	\$1,050.00		
	28" CRT VIDEO RECEIVER/MONITOR	\$225.00		
	53" VIDEO PROJECTION CABINET (3:4 RATIO, VIDEO, SPEAKERS)	\$1,050.00		
VIDEO ACCESSORIES				
	VIDEO CART WITH SKIRT	\$60.00		
	VIDEO CART WITH SKIRT (WHEN USING PERSONAL EQUIPMENT)	\$90.00		
	6 FT TRIPOD SCREEN	\$150.00		
AUDIO EQUIPMENT				
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$105.00		
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$405.00		
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$825.00		
	WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)	\$390.00		
OTHER				
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!			

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX; USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:			
CREDIT CARD #:	_____		DELIVERY & PICKUP: \$75		
EXPIRY:	_____		LABOUR - SETUP/DISMANTLE:		
	_____		LABOUR - ADDITIONAL:		
AUTHORIZED SIGNATURE:	_____		SUB-TOTAL:		
NAME ON CREDIT CARD:	_____	IF PST EXEMPT ENTER # BELOW	PROVINCIAL SALES TAX: 7.5%		
DATE:	_____		GST or HST: 5%		
			PST EXEMPTION: \$0.00		
			TOTAL:		

For further information, please contact:	Pierrette Lafon lafon@avwtelav.com	514-631-1821 # 317 PH 514-631-6727 FAX
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INSTRUCTIONS FOR USE

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
- 2 Orders received less than 5 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by an AVW-TELAV representative.
Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 AVW-TELAV is not responsible for any equipment performance problems caused by customer's software.