



# EXHIBITOR FORM

Please Complete and Fax To: 519 661- 5990

For Information Contact: Janelle Jackson

Tel: 519 661 6200 Toll Free: 1 800 203 1992

Email: [csr@londoncc.com](mailto:csr@londoncc.com)

Function: _____	Date: _____	Booth No: _____
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<b>Company Name:</b> _____ <b>Street Address:</b> _____ <b>Postal/Zip Code:</b> _____ <b>Telephone:</b> _____	<b>Contact Name:</b> _____ <b>City, Province:</b> _____ <b>Email:</b> _____ <b>Fax:</b> _____
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<b>ELECTRICAL SERVICES ORDER FORM – E100</b>	<b>FMS/CS</b>
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<b>A. ELECTRICAL OUTLETS (P.S.T. Exempt)</b>	<b>PRE-ORDER</b>	<b>ON-SITE</b>	<b>Qty.</b>	<b>AMOUNT</b>
1500 watt, 120 V outlet, approx. 15 amps	\$ 65.00	\$80.00		\$
2000 watt, 120 V outlet, approx. 20 amps	\$ 85.00	\$95.00		\$
1500 watt, 120 V outlet with Surge Suppression	\$ 75.00	\$95.00		\$
3600 watt, 120 V outlet, approx. 30 amps	\$ 160.00	N/A		\$
4800 watt, 120 V outlet, approx. 40 amps	\$ 180.00	N/A		\$
<b>Section A Subtotal</b>				<b>\$</b>

<b>B. HYDRO CONNECTIONS (Wired On-Site) ELECTRICAL, LIGHTING &amp; SOUND</b>	<b>PRE-ORDER</b>	<b>ON-SITE</b>	<b>Qty.</b>	<b>AMOUNT</b>
120/208 V 30A 3 phase	\$ 200.00	N/A		\$
120/208 V 60A 3 phase	\$ 325.00	N/A		\$
120/208 V 100A 3 phase	\$ 500.00	N/A		\$
120/208 V 200A 3 phase	\$ 600.00	N/A		\$
120/240 V 50A 1 phase	\$ 250.00	N/A		\$
120/240 V 60A 1 phase	\$ 275.00	N/A		\$
120/240 V 100A 1 phase	\$ 500.00	N/A		\$

<b>SPECIAL ELECTRICAL CONNECTIONS -By Quotation (Please Complete the Following):</b>				
<b>Volts</b>	<b>Amps/Wattage</b>	<b>Phase</b>	<b>24 Hour</b>	<b>LCC Quote</b>
				\$
<b>Section B Subtotal</b>				<b>\$</b>

Subtotal (Section A + Section B)	\$
5 % GST (#R136385242)	\$
8% PST (Section B Subtotal Only)	\$
<b>TOTAL AMOUNT PAYABLE</b>	<b>\$</b>

**SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM**

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____	Name on Card: _____	
Signature: _____		
Date: _____	(Please Print Clearly)	

## ELECTRICAL SERVICES – E100

### CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of the London Convention Centre (LCC).
  2. All equipment **MUST** be approved by an agency **ACCREDITED** by the **STANDARDS COUNCIL OF CANADA** and be acceptable for use by the Electrical Safety Authority (ESA). **UNAPPROVED ELECTRICAL PRODUCTS MAY BE DISPLAYED at TRADESHOWS WHEN "PERMISSION to SHOW" is granted by the ELECTRICAL SAFETY AUTHORITY.** A Nominal fee is charged for this service. **FINES** of UP to \$5000.00 may result for failure to comply with this **REGULATION.** For information, contact the ESA at 1 877 421-2228.
  3. LCC Facility & Maintenance Staff (FMS) are the only technicians authorized to alter floor coverings.
  4. Credit will not be given for connections installed and not used.
  5. It is the exhibitor's responsibility to ensure safe return of rented equipment to LCC FMS.  
**DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
  6. Disputes concerning service must be filed by the exhibitor with LCC FMS Services prior to the close of the show.
  7. Payment Terms:
    - a) Advanced rates apply to orders received up to **10 days prior** to the "move-in time" for the show. Orders received after this time shall be considered as "on-site orders" and shall be subject to the "on-site" rate.
    - b) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
    - c) Only American Express, Mastercard and VISA credit card transactions will be accepted.
    - d) Refunds for overpayment will be processed by LCC FMS within thirty (30) days after the show closing date.
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## EXHIBIT LIGHTING SERVICES ORDER FORM – E101 FMS/CS

Power supply is **NOT INCLUDED** with lighting; please refer to Exhibitor Package to verify if power is extra or included with your booth. If power is extra, please complete the **ELECTRICAL SERVICES ORDER FORM – E100**

PACKAGES	PRE-ORDER	ON-SITE	Qty.	AMOUNT
<b>Single 8' Track Light Stand</b>				
a. With two 75 watt incandescent flood bulb/fixtures	\$ 30.00	\$ 37.50		\$
b. With two 150 watt incandescent flood bulb/fixtures	\$ 35.00	\$ 44.50		\$
<b>Triple Track Unit (2.8' Verticals and 1x10' Horizontal)</b>				
a. With three 75 watt incandescent flood bulb/fixtures	\$ 60.00	\$ 75.00		\$
b. With three 150 watt incandescent flood bulb/fixtures	\$ 65.00	\$ 80.00		\$
PACKAGE ADDITIONS	PRE-ORDER	ON-SITE	Qty.	AMOUNT
75 watt incandescent flood bulb and fixture	\$ 7.00	\$ 9.00		\$
150 watt incandescent flood bulb and fixture	\$ 9.00	\$ 12.00		\$
Subtotal				\$
5 % GST (#R136385242)				\$
8% PST				\$
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$</b>

**SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM**

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____		Name on Card: _____
Signature: _____		
Date: _____		(Please Print Clearly)

# EXHIBITOR FORM

## EXHIBIT LIGHTING SERVICES – E101

### CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of the London Convention Centre (LCC).
2. All equipment **MUST** be CSA approved and be acceptable for use by Electrical Safety Authority (ESA). For information, contact the ESA at 1 877 421-2228.
3. Unless otherwise directed, the LCC Facility & Maintenance Services (FMS) Technicians are authorized to cut floor coverings.
4. Credit will not be given for connections installed and not used.
5. It is the exhibitor's responsibility to ensure safe return of rented equipment to LCC FMS.  
**DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
6. Disputes concerning service must be filed by the exhibitor with LCC FMS Services prior to the close of the show.
7. Payment Terms:
  - a) Advanced rates apply to orders received up to **10 days prior** to the "move-in time" for the show. Orders received after this time shall be considered as "on-site orders" and shall be subject to the "on-site" rate.
  - b) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
  - c) Only American Express, Mastercard and VISA credit card transactions will be accepted.
  - d) Refunds for overpayment will be processed by LCC FMS within thirty (30) days after the show closing date.



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## MATERIAL HANDLING / STORAGE SERVICES ORDER FORM – M102 ES/CS

### A. MATERIAL HANDLING

Full Service Includes: Advance receipt of exhibit materials, movement to booth (not set-up), storage during the show and return to booth for move-out and return to dock for shipment.

**Shipping Information: (Section below must be completed in full for materials to be processed)**

Total Pieces: _____		Total Weight: _____	
Arrival Date: _____		Shipping Date: _____	
Trucking Line: _____		Tracking Number: _____	
Customs Broker: _____	Your On-site Contact: _____		_____
Telephone Number: _____	Telephone Number: _____		_____
Total Weight (rounded up to next hundred pounds): _____ lbs		X \$25.00 per 100 Weight = \$ _____	
<b>Section A Subtotal</b>			<b>\$ _____</b>

### B. SHOW STORAGE SERVICE - Not Applicable if Material Handling Service (A) chosen.

Due to very limited on-site storage, we recommend that small display cases be stored within your booth. If you wish storage service, special arrangements are available at the following rates:

Plastic Display Cases/Cardboard Boxes: _____	(No. of pieces) X \$10.00 per piece =	\$ _____
Wooden Crates and/or Skids: _____	(No of pieces) X \$20.00 per piece =	\$ _____
<b>Section B Subtotal</b>		
<b>\$ _____</b>		
Subtotal (Section A <u>or</u> Section B)		\$ _____
5% GST (#R136385242)		\$ _____
8% PST (Section B Subtotal Only)		\$ _____
<b>TOTAL AMOUNT PAYABLE</b>		<b>\$ _____</b>

**Forklift Hourly Rental - Available by Quotation** Check here if you would like more information

### SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____		Name on Card: _____
Signature: _____		(Please Print Clearly)
Date: _____		

## EXHIBITOR FORM

### MATERIAL HANDLING OR STORAGE SERVICES – M102

#### CONDITIONS & REGULATIONS

1. The London Convention Centre reserves the right to inspect and control all products. Liability for damages to the premises will be charged accordingly. The Centre will not be held responsible for damage or loss of any personal property and equipment left in the Centre prior to, during or following any tradeshow, or for any injury or death resulting from the acts or omissions of exhibitor.
  2. Passenger elevators and escalators are NOT to be used for transporting freight or equipment including easels, chairs, tables etc. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For Load Capacity and dimensions please see Rules & Regulations Document or contact the LCC. All exhibitor materials must be shipped in & out of the Centre through the Loading Dock ONLY.
  3. The LCC restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by the LCC unless the Client is present to accept the same. Written authorization must be obtained from the LCC to make special delivery, pick up and storage arrangements. Fees may apply.
  4. Payment Terms:
    - a) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
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<b>TELEPHONE AND DATA ORDER FORM – T103</b>	<b>FMS/CS</b>
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The following rates include a one-time installation in the location of your choice. Changes to the original placement will be subject to a labour charge.

- ALL LONG DISTANCE CALLS (Including directory assistance) are extra and will be charged at the prevailing rate.
- must be dial an access code of "9" for an outside line.

A. TELEPHONE SERVICES	PRE-ORDER	ON-SITE	Qty.	AMOUNT
Regular Voice Phone	\$ 75.00	\$ 100.00		\$
Regular Voice Phone with Voicemail	\$ 80.00	\$ 105.00		\$
Fax or Modem Line	\$ 75.00	\$ 100.00		\$
Combination Voice / Modem Unit	\$120.00	\$ 145.00		\$

<b>Section A Subtotal</b>	<b>\$</b>
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B. DATA SERVICES	PRE-ORDER	ON-SITE	Qty.	AMOUNT
ISDN Line (NOTE-System Requirements: Must provide own Equipment)	Quote Available	Quote Available		\$
Bell Microlink Line Must be Pre-ordered 30 Days in Advance (Note-System Requirements: Must provide own Equipment)	Quote Available	Unavailable		\$
Bell Microlink (T-1) Line Must be Pre-ordered 45 Days in Advance (Note-System Requirements: Must provide own Equipment)	Quote Available	Unavailable		\$

<b>Section B Subtotal</b>	<b>\$</b>
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C. INTERNET	PRE-ORDER	ON-SITE	Qty.	AMOUNT
High Speed DSL Connection (NOTE-System Requirements: 10 base-T-Ether Net Card or a Twisted Pair RJ-45 Connector)	\$ 125.00	\$ 155.00		\$

<b>Section C Subtotal</b>	<b>\$</b>
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	Subtotal (Section A + B+ C)	\$
	5% GST (#R136385242)	\$
	8% PST (Section A + B)	\$
	<b>TOTAL AMOUNT PAYABLE</b>	<b>\$</b>

**SEE CONDITIONS AND REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM**

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____	Name on Card: _____	
Signature: _____		
Date: _____	(Please Print Clearly)	

# EXHIBITOR FORM

## TELEPHONE AND DATA – T103

### CONDITIONS & REGULATIONS

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  2. Unless otherwise directed, the LCC Facility & Maintenance Services (FMS) Technicians are authorized to cut floor coverings.
  3. Credit will not be given for connections installed and not used.
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## SIGN AND BANNER INSTALLATION ORDER FORM – S104 ES/FMS/CS

Signs and Banners hung from the Ceiling or above three metres on the wall, require rental of the LCC Scissor-lift as well as labour.

SIGN AND BANNER DIMENSIONS	
Height: _____	Length: _____
Width: _____	Weight: _____
Grommets: Yes <input type="checkbox"/> No <input type="checkbox"/>	

SIGN AND BANNER INSTALLATION	PRE-ORDER	ON-SITE	Qty.	AMOUNT
<b>ES</b>	One Installer with Ladder	\$ 35.00/hour	1	\$ 45.00/hour
	Two Installers with Ladder	\$ 70.00/hour	1	\$ 85.00/hour
<b>FMS</b>	One Installer with Scissor-lift	\$ 55.00/hour	1	\$ 70.00/hour
	Two Installers with Scissor-lift	\$ 90.00/hour	1	\$ 105.00/hour
* Heavy Banner Surcharge		\$10 per point x	1	\$
<b>Subtotal</b>				\$
5% GST (#R136385242)				\$
8% PST				\$
<b>TOTAL AMOUNT PAYABLE</b>				\$

**\* NOTE:** Heavy Banners (Over 10lbs. per hanging point) are subject to a hanging surcharge of \$10 per point in addition to the above labour charges

### SEE CONDITIONS AND REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____		Name on Card: _____
Signature: _____		
Date: _____		(Please Print Clearly)

## **EXHIBITOR FORM**

### **SIGN AND BANNER INSTALLATION – S104**

#### **CONDITIONS & REGULATIONS**

1. Unless otherwise directed, the LCC Event Services Team (ES) or Facility & Maintenance Services (FMS) Technicians are authorized to modify Banners and/or Signs as required in order to ensure safe hanging practices are followed.
  2. Disputes concerning service must be filed by the exhibitor with the LCC prior to the close of the show.
  3. Payment Terms:
    - a) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
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<b>CLEANING SERVICES ORDER FORM – C105</b>	<b>ES/CS</b>
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General cleaning of show AISLES (removal of aisle refuse, refuse from aisle containers and daily vacuuming) is provided by the LCC Event Services Team. Cleaning of INDIVIDUAL EXHIBIT BOOTHS is the responsibility of the exhibitor and can be arranged.

### A. CARPET CLEANING

Steam Cleaning	0.30 ¢ /sq. ft. x	Square Feet x	Day =	\$
Specify Date and Time:				
<b>Section A Subtotal</b>				\$

### B. BASIC CLEANING SERVICE

Vacuuming, dusting and emptying refuse containers 100 sq. ft. minimum

Pre Show Cleaning	0.20 ¢ /sq. ft. x	Square Feet x	Day =	\$
Daily Cleaning	0.15 ¢ /sq. ft. x	Square Feet x	Day(s) =	\$
Specify Date (if applicable):				
<b>Section B Subtotal</b>				\$

### C. FULL CLEANING SERVICE

Vacuuming, dusting and emptying refuse containers and exterior cleaning/polishing of windows and/or mirrors 100 sq. ft. minimum

Pre Show Cleaning	0.25 ¢ /sq. ft. x	Square Feet x	Days =	\$
Daily Cleaning	0.20 ¢ /sq. ft. x	Square Feet x	Days =	\$
Specify Date (if applicable):				
<b>Section C Subtotal</b>				\$

Subtotal (Section A + Section B +Section C)	\$
5 % GST (#R136385242)	\$
<b>TOTAL AMOUNT PAYABLE</b>	\$

The above rates are based on **GROSS BOOTH AREA** - Additional charges would be pending for carpets in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date:
Credit Card Number:	Name on Card:	
Signature:		
Date:	(Please Print Clearly)	

Please retain a copy for your records and return original with payment

# EXHIBITOR FORM

## CLEANING SERVICES – C105

### CONDITIONS & REGULATIONS

1. Disputes concerning service must be filed by the exhibitor with the LCC Event Services Team prior to the close of the show.
  2. Payment Terms:
    - a) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
    - b) Only American Express, Mastercard and VISA credit card transactions will be accepted.
    - c) Refunds for overpayment will be processed by LCC FMS within thirty (30) days after the show closing date.
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## FOOD / BEVERAGE SAMPLE DISTRIBUTION REQUEST FORM – F106 ES/CS

The London Convention Centre Corporation has exclusive food and beverage distribution rights within the Centre. The event organiser and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization. The London Convention Centre Corporation will not be responsible for the quality or state of the food or beverage served by an authorized vendor.

GENERAL CONDITIONS
<ol style="list-style-type: none"> <li>1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.</li> <li>2. All items are limited to <b>SAMPLE SIZE</b>:           <ol style="list-style-type: none"> <li>(a) sample or promotional non-alcoholic beverages limited to maximum <b>3oz.</b> / 85g product.</li> <li>(b) sample or promotional alcoholic beverages limited to maximum <b>1oz.</b> / 28g product.</li> <li>(c) sample food items limited to "bite size".</li> </ol> </li> <li>3. Food and/or beverage items used as traffic promoters (i.e., potato chips, coffee, bar service) <b>MUST</b> be purchased from London Convention Centre (see note** below).</li> </ol>

INFORMATION Product(s) you wish to Dispense:

Size of Portion to be Dispensed:

Proposed Method of Dispensing:

Explain Purpose of Offering Samples:

LCC OFFICE USE ONLY – Above Approved by LCC Management:		
<table style="width:100%"> <tr> <td style="width:50%; border-top: 1px solid black; border-bottom: 1px solid black;">Executive Chef / Director of Event Services</td> <td style="width:50%; border-top: 1px solid black; border-bottom: 1px solid black;">Date of Approval</td> </tr> </table>	Executive Chef / Director of Event Services	Date of Approval
Executive Chef / Director of Event Services	Date of Approval	

\*\*Please complete the following method of payment only if you require food & beverage preparation from the London Convention Centre

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express    Expiry Date:	
Credit Card Number:	Name on Card:
Signature:	(Please Print Clearly)
Date:	

# EXHIBITOR FORM

## FOOD AND/OR BEVERAGE SAMPLE DISTRIBUTION – F106

### CONDITIONS & REGULATIONS

1. The London Convention Centre Corporation has exclusive food and beverage distribution rights within the Centre. The event organiser and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization – SEE REVERSE
  2. **The London Convention Centre Corporation will not be responsible for the quality or state of the food or beverage served by an authorized vendor.**
  3. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
  4. All items are limited to SAMPLE SIZE:
    - (a) sample or promotional non-alcoholic beverages limited to maximum **3oz.** / 85g product.
    - (b) sample or promotional alcoholic beverages limited to maximum **1oz.** / 28g product.
    - (c) sample food items limited to "bite size".
  5. Food and/or beverage items used as traffic promoters (i.e., potato chips, coffee, bar service) **MUST** be purchased from London Convention Centre
  6. All materials and equipment supplied remain the property of the London Convention Centre (LCC).
  7. Payment Terms:
    - a) Payments must accompany all Food & Beverage Orders. No Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be discontinued. No exceptions please.
    - b) Only American Express, Mastercard and VISA credit card transactions will be accepted.
    - c) Refunds for overpayment will be processed by LCC Sales & Catering Department within thirty (30) days after the show closing date.
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Function: _____	Date: _____	Booth No: _____
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<b>Company Name:</b> _____ <b>Street Address:</b> _____ <b>Postal/Zip Code:</b> _____ <b>Telephone:</b> _____	<b>Contact Name:</b> _____ <b>City, Province:</b> _____ <b>Email:</b> _____ <b>Fax:</b> _____
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## POST SHOW SHIPPING & PACKING ORDER FORM – P107 ES/CS

All USA Shipments must have a completed Commercial Invoice attached and require a broker for clearance. Please note that some couriers will act as brokers.

**A. SHIPPER INFORMATION:** To ensure that your packages are shipped to you in a timely manner, please complete the following information and bring your packages to the Convention Centre **Loading Dock** for shipment. If the package(s) is properly taped, labelled, waybill completed and courier contacted, no additional charges will apply.

Date of Shipment: _____	No. of Pieces: _____
Transport Company: _____	Account No.: _____
<b>Courier Services: (Please choose one and include account No.)</b>	
<input type="checkbox"/> Purolator - Account No.: _____	<input type="checkbox"/> Collect
<input type="checkbox"/> Fed Ex - Account No.: _____	<input type="checkbox"/> UPS – Account No.: _____
<input type="checkbox"/> Other (please specify company): _____	Account No.: _____
<input type="checkbox"/> I have prepared the packages for shipment, completed courier slips and called courier for pickup. (Affix this form to your package and bring to loading dock).	
<input type="checkbox"/> I require the London Convention Centre to prepare, label and ship the packages on my behalf. (Go to Section B.)	

**B. SHIPPING CHARGES:** The following charges apply for all shipments that are processed by the London Convention Centre. Please note that the charges below do not included the actual courier charges. **All orders must have the method of payment filled out before they will be processed.**

<b>Shipping Within Canada</b> Processing charge	\$10.00	(+ Actual Courier Charges)	\$
Per Unit to prepare (taping, label, etc.)	\$3.00/unit	x	= \$
<b>Shipping to the USA</b> Processing Charge	\$20.00	(+ Actual Courier Charges)	\$
Per Unit to prepare (taping, label, etc.)	\$3.00/unit	x	= \$
<b>Skids</b> – To supply skid	\$10.00	x	= \$
To shrink wrap skid	\$20.00	x	= \$

<b>OFFICE USE ONLY:</b>	Subtotal of Shipping Charges	\$
	5 % GST (#R136385242)	\$
	<b>TOTAL AMOUNT PAYABLE</b>	<b>\$</b>

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____	Name on Card: _____	
Signature: _____		
Date: _____	(Please Print Clearly)	

## **EXHIBITOR FORM**

### **POST SHOW SHIPPING & PACKING - P107**

#### **SHIPPING ADDRESS INFORMATION**

Please complete the information below only if the shipping address is different than the address noted on the front of this form.

<b>Company Name:</b>	<b>Contact Name:</b>
<b>Street Address:</b>	<b>City, Province:</b>
<b>Postal/Zip Code:</b>	<b>Email:</b>
<b>Telephone:</b>	<b>Fax:</b>



# EXHIBITOR FORM

Please Complete and Fax To: 519 661- 5990

For Information Contact: Janelle Jackson

Tel: 519 661 6200 Toll Free: 1 800 203 1992

Email: [csr@londoncc.com](mailto:csr@londoncc.com)

Function: _____	Date: _____	Booth No: _____
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<b>Company Name:</b> _____ <b>Street Address:</b> _____ <b>Postal/Zip Code:</b> _____ <b>Telephone:</b> _____	<b>Contact Name:</b> _____ <b>City, Province:</b> _____ <b>Email:</b> _____ <b>Fax:</b> _____
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## SECURITY SERVICES ORDER FORM – S108

**ES/CS**

### EVENT INFORMATION

<input type="checkbox"/> High Risk: Proactively identify problem clients and situations and take the necessary action to avoid incidents. Representatives of licensed security company are authorized to perform searches, body frisks, remove problem guests, restrict admittance to intoxicated guests and other actions necessary to ensure the enjoyment of the other guests and to ensure that incidents are avoided. (Including Wet & Dry)	<b>\$18/hr</b>
<input type="checkbox"/> Low Risk: Security personnel maintains a stationary position, watching equipment and/or products, check convenor badges upon entry/exit to event, etc.	<b>\$16/hr</b>

### REGISTERED SECURITY COMPANY

Security Personnel will be dressed in security attire so that they are easily visible to staff and guests.

Date	#	x Rate/hour	Hours				Responsibility
			From: _____	<input type="checkbox"/> pm <input type="checkbox"/> am	To: _____	<input type="checkbox"/> pm <input type="checkbox"/> am	
			From: _____	<input type="checkbox"/> pm <input type="checkbox"/> am	To: _____	<input type="checkbox"/> pm <input type="checkbox"/> am	
			From: _____	<input type="checkbox"/> pm <input type="checkbox"/> am	To: _____	<input type="checkbox"/> pm <input type="checkbox"/> am	

**PLEASE COMPLETE IN FULL** - The Convention Centre will forward the above arrangements directly to the Security Company to confirm arrangements on your behalf.

<b>Client Name:</b> _____ (PLEASE PRINT CLEARLY)	<b>Client Signature:</b> _____ <b>Date:</b> _____
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### OFFICE USE ONLY

<b>Location of Event:</b> _____	<b>Estimated Attendance:</b> _____
<b>Type of Event:</b> <input type="checkbox"/> Social <input type="checkbox"/> Conference/Tradeshow <input type="checkbox"/> Meeting <input type="checkbox"/> Other: _____	
<b>Upon arrival at LCC please report to:</b> <input type="checkbox"/> Event Services <input type="checkbox"/> Event Convenor <input type="checkbox"/> Other: _____	

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____		Name on Card: _____  (Please Print Clearly)
Signature: _____		
Date: _____		

**Please retain a copy for your records and return original with payment**

# EXHIBITOR FORM

## SECURITY - S108

### CONDITIONS & REGULATIONS

1. Please contact the London Convention Centre for the complete LCC Security Policy.
2. Please note: High Risk Security Coverage requires that the registered security personnel be onsite one half hour prior to the start of the event and shall remain onsite until one half hour after the event ends.
3. Twenty-four hour security for the building perimeter is provided. The LCC may stipulate the Client arrange security, at the Client's expense, depending on the size and the type of event. All security arrangements are subject to approval by the LCC's management. The Client is responsible for all loss and damage to personal property or equipment.



# EXHIBITOR FORM

Please Complete and Fax To: 519 661- 5990

For Information Contact: Janelle Jackson

Tel: 519 661 6200 Toll Free: 1 800 203 1992

Email: [csr@londoncc.com](mailto:csr@londoncc.com)

Function:	Date:	Booth No:
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Company Name: _____	Contact Name: _____
Street Address: _____	City, Province: _____
Postal/Zip Code: _____	Email: _____
Telephone: _____	Fax: _____

<b>MECHANICAL CONNECTIONS ORDER FORM – M110</b>	<b>FMS/CS</b>
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**MECHANICAL CONNECTION**

Product:  Water  Air  Drainage

Size of connection: \_\_\_\_\_

Volume Required (If Applicable): \_\_\_\_\_

Pressure Required (If Applicable): \_\_\_\_\_

Other Requirements, please describe below:

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For the availability and the costs of your requirements please call or fax this form to the London Convention Centre.

**London Convention Centre Use Only**

<b>CHARGE</b>	
	<b>Subtotal</b> \$
	5 % GST (#R136385242) \$
	8% PST (Section B Subtotal Only) \$
	<b>TOTAL AMOUNT PAYABLE</b> \$

For availability and the costs of your requirements please call or fax this form to the London Convention Centre.  
**SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM**

<b>METHOD OF PAYMENT:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express			Expiry Date:
Credit Card Number:		Name on Card:	
Signature:		(Please Print Clearly)	
Date:			

## EXHIBITOR FORM

### MECHANICAL CONNECTIONS - M110

#### CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of the London Convention Centre (LCC).
  2. **All equipment MUST be CSA approved and be acceptable for use by the appropriate governing body. For information please contact the Canadian Standards Authority at 1 800-463-6727, or [www.csa.ca](http://www.csa.ca).**
  3. Unless otherwise directed, the LCC Facility & Maintenance Services (FMS) Technicians are authorized to cut floor coverings.
  4. Credit will not be given for connections installed and not used.
  5. It is the exhibitor's responsibility to ensure safe return of rented equipment to LCC FMS.  
**DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
  6. Disputes concerning service must be filed by the exhibitor with LCC FMS Services prior to the close of the show.
  7. Payment Terms:
    - a) Advanced rates apply to orders received up to **10 days prior** to the "move-in time" for the show. Order received after this time shall be considered as "on-site orders" and shall be subject to the "on-site" rate.
    - b) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
    - c) Only American Express, Mastercard and VISA credit card transactions will be accepted.
    - d) Refunds for overpayment will be processed by LCC FMS within thirty (30) days after the show closing date.
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