

**INTERNATIONAL
COUNCIL OF SHOPPING
CENTERS**

JANUARY 23-24, 2012

Exhibitor Manual

Table of Contents

LOCATION:

Phone: 1(800) 606-8244

DATES:

23	9 30	5 00
24	9 00	3 00

BOOTH SIZE:

BOOTH EQUIPMENT:

SIGNAGE:

MOVE OUT:

The dismantling of your booth before 3:00pm, or the failure to provide a booth presence during official Deal Making hours may cause you to forfeit your booth space in 2012.

MORE INFORMATION:

Mathew Santos

VENDOR CHECKLIST

SERVICE	DEADLINE	REQUIRED	DATE COMPLETED
MOVE-IN REQUIREMENTS QUESTIONNAIRE / LANGE	Nov 25		
FIRE SAFETY REPLY – LANGE	Dec 17		
INSURANCE – SERVICE CONTRACTOR	Dec 17		
CUSTOMS BROKER / LIVINGSTON	Dec 17		
MATERIAL HANDLING	Dec 16		
BOOTH CLEANING/ LANGE	Dec 16		
STORAGE	Dec 16		
ELECTRICAL / LANGE	Dec 16		
RENTAL DISPLAYS / GOODKEY SHOW SERVICES	Jan 2		
I&D LABOUR / GOODKEY SHOW SERVICES	Jan 2		
FURNITURE, CARPETS, ETC. / GOODKEY SHOW SERVICES	Jan 2		
SIGNS / GOODKEY SHOW SERVICES	Jan 2		
PLANTS / GOODKEY SHOW SERVICES	Jan 2		
ADVANCE SHOW RECEIVING / LANGE	Jan 3		
AFTER SHOW RECEIVING / LANGE	Jan 3		
TRANSPORTATION / LANGE	Jan 3		
EXHIBITOR – SERVICES MANUAL SURVEY – LANGE	Jan 9		

SHOW SUPPLIERS

TRANSPORTATION

ADVANCE WAREHOUSE & STORAGE

MATERIAL HANDLING/DRAYAGE

EMPTY CONTAINER STORAGE

SHOW SERVICES

CUSTOMS BROKER

rperrot@livingstonintl.com

ELECTRICAL SERVICES

BOOTH CLEANING

MOVE-IN/MOVE-OUT AND SHOW HOURS

2	11 00	6 00
3	7 00	9 30
3	9 30	5 00
4	9 00	3 00
4	3 00	7 00

SHIPMENT OF EXHIBITS

DELIVERIES

PROCEDURE

29 1

NO VEHICLES ARE TO BE LEFT ON SITE OVERNIGHT

CUSTOMS - GENERAL INFORMATION

Exception - Printed material and advertising matter

Helpful Hint:

U.S.A. EXHIBITORS

EMPTY CONTAINER STORAGE

MATERIAL REMOVAL FORM

PARKING INFORMATION

MATERIALS REMOVAL FORM
ICSC

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ICSC

RULES AND REGULATIONS

EXHIBIT GUIDELINES

No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, will be permitted in the Exhibit Hall.

Any objectionable practices by either Exhibitors or official suppliers should be reported immediately to Show Management.

CARE OF FACILITY PROPERTY

MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES

SOLICITING, SAMPLES & SOUVENIRS

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

STORAGE

ANIMALS

10 2012

INSURANCE

LIABILITY

SMOKING PROHIBITED

SHOW POLICY REGARDING SERVICE CONTRACTORS & INDEPENDENT CONTRACTORS

SIGNS AND BANNERS

SAFETY MEASURES

ADDITIONAL PROHIBITED BOOTH ACTIVITIES

NOISE, LIGHT AND ODOUR RESTRICTIONS

SECURITY IN THE EXHIBIT HALL

Exhibitors wanting to remove any goods or items from the Exhibit Hall – During Show Hours must obtain an Exhibit Materials Release Form from the Registration Desk, and present this signed form, along with proper identification to security when removing goods from the Hall.

GENERAL LIABILITY

FIRE REGULATIONS

PROMOTIONAL INFORMATION

The names and logotypes of the ICSC are proprietary trademarks for the exclusive use of the ICSC and may not be printed, used or displayed for any purpose without the express written permission of the ICSC.

ICSC

FIRE REGULATIONS FOR EXHIBITORS

PROHIBITED MATERIALS, PROCESSES, EQUIPMENT AND BOOTH CONFIGURATIONS

MATERIALS, PROCESSES AND EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

ACCEPTABLE BOOTH CONFIGURATION

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ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

INTERIOR FINISHES AND FURNISHINGS

LIMITATIONS:

NOTE:

OBSTRUCTIONS:

PORTABLE SPOTLIGHTS

PROCEDURES DURING SET-UP AND DISMANTLING OF SHOWS

CEILING SUSPENDED ITEMS

EMERGENCY PROCEDURES

3965 Nashua Drive, Mississauga, ON L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

**MOVE-IN REQUIREMENTS QUESTIONNAIRE
 INTERNATIONAL COUNCIL OF SHOPPING CENTRE
 CHATEAU WHISTLER RESORT
 JANUARY 23 – 24, 2012**

PLEASE TYPE OR PRINT

TO BE RETURNED BY MAIL OR FAX BEFORE NOVEMBER 25, 2011

EXHIBITING COMPANY:	CONTACT NAME:	BOOTH #(S):
PHONE #:	FAX #:	
CARRIER:	CUSTOMS BROKER (IF APPLICABLE):	COUNTRY OF ORIGIN:
ESTIMATED TIME REQUIRED TO SET UP EXHIBIT:	HRS.	MINS.
PREFERED SET-UP DAY:	TIME:	
EXHIBIT WILL BE SET UP BY: OFFICIAL DISPLAY CO.: _____ EXHIBITOR STAFF: _____ OTHER: _____ IF OTHER PLEASE SPECIFY BELOW:		
DISPLAY COMPANY:	CONTACT NAME:	PHONE:
		FAX:

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

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

	# OF PIECES	WEIGHT	DIMENSIONS OF LARGEST PIECE LENGTH X WIDTH X HEIGHT	WEIGHT OF LARGEST PIECE	CARRIER
CRATED GOODS					
UNCRATED GOODS					
DISPLAY MATERIAL					
SPECIAL MATERIAL					
TOTAL					
PLEASE INDICATE TYPE OF DELIVERY VEHICLE: TRAILER _____ 5-TON _____ CUBE VAN _____ OTHER _____					

PLEASE COMPLETE THIS FORM AND RETURN TO:

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive

Mississauga, ON L4V 1P3

OR

FAX (905) 362-1285



LANGE

OFFICIAL SHOW CARRIER LANGE TRANSPORTATION

- ▶ **WE CAN HANDLE CRATED AND UNCRATED SHIPMENTS** - our trucks are equipped with air-ride suspension and complete logistics, to strap and secure your material. We can also blanket wrap your material if required.
- ▶ **PRIORITY MOVE-IN AT THE SHOW** - your material will be delivered early, so when you arrive everything will already be in your booth.
- ▶ **NO OVERTIME CHARGES** for work performed, even for evening and weekend deliveries or show pick-ups.
- ▶ **FLEXIBLE PICK-UP SCHEDULE** - we can pick up goods when you want - call us for details.
- ▶ **A SUPERVISOR AT OUR ON-SITE SERVICE DESK** will be able to deal with any questions that may arise regarding move-in or move-out at the show. We will also provide free shrink wrap, tape, completed bills of lading and shipping labels for all exhibitors that ship with Lange.

A 1-800 number accessible across North America ensures you deal with one office and contact person at all times.

FOR MORE INFORMATION CONTACT US AT:

(905) 362-1290 or 1-800-668-5687

or COMPLETE OUR FORM ON THE REVERSE

TRANSPORTATION ORDER FORM

ICS121

PICK UP INFORMATION	PICK-UP DATE:	PICK-UP TIME:	MAIN INTERSECTION:	CONTACT NAME:	
	PICK-UP COMPANY NAME AND ADDRESS:			PHONE #:	
				FAX #:	
	LOADING DOCK AT PICK-UP: Y N	TRACTOR TRAILER CAN FIT: Y N	BLANKETS/STRAPS: Y N		E-MAIL:
	# OF PIECES:	WEIGHT:	DIMENSIONS:		
SPECIAL INSTRUCTIONS:					

SHOW INFORMATION	INTERNATIONAL COUNCIL OF SHOPPING CENTRE	CHATEAU WHISTLER RESORT	JANUARY 23 – 24, 2012
	EXHIBITING COMPANY:	SHOW SITE CONTACT:	BOOTH #:
	MOVE IN DATE:	MOVE IN TIME:	MOVE OUT DATE:

DELIVERY AFTER SHOW	DELIVERY DATE:	MAIN INTERSECTION:	CONTACT NAME:	
	SHIP TO NAME AND ADDRESS:		PHONE #:	
			FAX #:	
	LOADING DOCK AT DELIVERY: Y N	TRACTOR TRAILER CAN FIT: Y N	BLANKETS/STRAPS: Y N	
	E-MAIL:	# OF PIECES:	WEIGHT:	DIMENSIONS:
SPECIAL INSTRUCTIONS:				

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

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

SIGNED: _____ **PRINT:** _____ **TITLE:** _____

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD VISA

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ PURCHASE ORDER #: _____

ADDRESS: _____ CITY: _____

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

ALL CUSTOMERS WITHOUT AN ESTABLISHED ACCOUNT WITH LANGE MUST PREPAY BY CREDIT CARD OR CHEQUE

CUSTOMER SIGNATURE: _____ **PRINT:** _____ **TITLE:** _____

3965 Nashua Drive, Mississauga, ON L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

ADVANCE SHOW RECEIVING ORDER FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTRE
CHATEAU WHISTLER RESORT
JANUARY 23 – 24, 2012

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

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

SHIPPING INFORMATION (WAREHOUSE)

EXHIBITING COMPANY:		CONTACT NAME:		PHONE #:	BOOTH # (S):
				FAX #:	
CARRIER SHIPPING TO LANGE:		EXPECTED SHIPPING DATE: MTH DAY YEAR		EXPECTED ARRIVAL DATE: MTH DAY YEAR	
PRO #:					
# OF PIECES:	WEIGHT:	CUSTOMS BROKER (IF APPL.):		SHOW MOVE-IN DATE: 01 MTH 22 DAY 2012 YEAR	
SHIPMENTS RECEIVED ON OR BEFORE: JANUARY 04, 2012		SHIPMENTS RECEIVED AFTER: JANUARY 04, 2012			
WEIGHT	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	TOTAL
MINIMUM CHARGE (OF 599 LBS.)	\$145.00	\$170.00	\$180.00	\$225.00	
600 – 3000 LB.	\$27.00/CWT	\$28.00/CWT	\$33.00/CWT	\$34.00/CWT	
OVER 3000 LB.	\$26.00/CWT	\$27.00/CWT	\$32.00/CWT	\$33.00/CWT	
8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL					
FREIGHT RECEIVED AT THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%					
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL PICK-UP, CUSTOMS, ETC.				SUBTOTAL	
ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND – ADD 30% TO SUBTOTAL					
CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER				12% HST	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED HST #R124 192 220				TOTAL	

ORDERS MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA
 CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
 AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____
 ADDRESS: _____ CITY: _____
 PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

SEE REVERSE SIDE FOR SHIPPING ADDRESS

ADDRESS TO SHIP MATERIAL TO:

**YOUR "EXHIBITING COMPANY NAME" HERE
INTERNATIONAL COUNCIL OF SHOPPING CENTRES
BOOTH #
LANGE TRANSPORTATION C/O
GOODKEY SHOW SERVICES LTD.
105 – 5898 TRAPP AVENUE
BURNABY, BC
V3N 5G4**

PHONE (905) 362-1290

FAX (905) 362-1285

CONDITIONS

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

PRE-SHOW SHIPPING

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

LIABILITY

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

SHIPMENT WEIGHTS

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

**3965 Nashua Drive, Mississauga, ON L4V 1P3
(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285**

**AFTER SHOW WAREHOUSE ORDER FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTRE
CHATEAU WHISTLER RESORT
JANUARY 23 – 24, 2012**

SHOW SITE WILL NOT STORE FREIGHT AFTER SHOW. FOR THIS SERVICE, COMPLETE ONE FORM FOR EACH SHIPMENT.

- | | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1. SHIP TO & STORE MATERIALS IN OUR WAREHOUSE UP TO 10 DAYS AFTER SHOW. | 3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS. |
| 2. GOODS LEFT IN WAREHOUSE AFTER 10 DAYS WILL BE SUBJECT TO A DAILY STORAGE CHARGE. | 4. FORWARD MATERIALS VIA EXHIBITORS CARRIER COD (EXHIBITOR MUST ARRANGE PICK-UP). |

SHIPPING INFORMATION (WAREHOUSE)

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #(S)
		FAX #:	
CARRIER PICKING UP FROM LANGE:		EXPECTED PICK-UP DATE: MTH DAY YEAR	
SHIP MATERIALS FROM LANGE WAREHOUSE TO:			
# OF PIECES:	WEIGHT:	CUSTOMS BROKER (IF APPL.):	SHOW MOVE-OUT DATE: 01 MTH 24 DAY 2012 YEAR

WEIGHT	ORDERS RECEIVED ON OR BEFORE: JANUARY 04, 2012		ORDERS RECEIVED AFTER: JANUARY 04, 2012		TOTAL
	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	CRATED, BOXED, SKIDDED AND MACHINERY	LOOSE MATERIAL	
MINIMUM CHARGE (OF 599 LBS.)	\$145.00	\$170.00	\$180.00	\$225.00	
600 – 3000 LB.	\$27.00/CWT	\$28.00/CWT	\$33.00/CWT	\$34.00/CWT	
OVER 3000 LB.	\$26.00/CWT	\$27.00/CWT	\$32.00/CWT	\$33.00/CWT	
8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL					
FREIGHT RETURNED TO THE WAREHOUSE PRIOR TO RECEIPT OF ORDER AND/OR IMPROPERLY LABELLED – ADD 25%					
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL DELIVERY, CUSTOMS, ETC.					SUBTOTAL
ORDERS TRAVELLING TO DESTINATIONS OUTSIDE OF CANADA OR TRAVELLING IN BOND:					ADD 30% TO SUBTOTAL
CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER					12% HST
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED HST #R124 192 220					TOTAL

ORDERS MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA
 CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
 AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____
 ADDRESS: _____ CITY: _____
 PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

SEE REVERSE SIDE FOR CONDITIONS

PHONE (905) 362-1290

FAX (905) 362-1285

CONDITIONS

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

LIABILITY

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

OUTBOUND SHIPMENTS

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

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

SHIPMENT WEIGHTS

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

3965 Nashua Drive, Mississauga, ON L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

**ELECTRICAL SERVICE ORDER FORM
 INTERNATIONAL COUNCIL OF SHOPPING CENTRE
 CHATEAU WHISTLER RESORT
 JANUARY 23 – 24, 2012**

PLEASE READ REVERSE SIDE FOR RULES AND REGULATIONS

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

QUANTITY	SERVICE	ORDERS RECEIVED BEFORE DECEMBER 16, 2011	ORDERS RECEIVED AFTER DECEMBER 16, 2011	TOTAL
BASIC POWER (SUPPLIED TO REAR OF THE BOOTH)				
	750 WATTS 120 VOLTS 7.5 AMPS	\$115.00	\$135.00	
	1500 WATTS 120 VOLTS 15 AMPS	\$123.00	\$140.00	
	2000 WATTS 120 VOLTS 20 AMPS	\$120.00	\$139.00	
	POWER BAR C/W SURGE PROTECTOR	\$25.00	\$25.00	
	3M EXTENSION CORD	\$18.00	\$18.00	
LIGHTING (PRICES INCLUDE POWER FOR LIGHT)				
	1 – 150 WATT FLOOD ON STAND	\$110.00	\$120.00	
	2 – 150 WATT FLOOD ON STAND	\$120.00	\$135.00	
	1 – 500 WATT QUARTZ ON STAND	\$120.00	\$135.00	
	2 – 500 WATT QUARTZ ON STAND	\$157.00	\$169.00	
SPECIAL POWER (ABOVE 200 AMP, CONTACT LANGE FOR COST)				
	15 AMP, 120/208 V, 1 PHASE OR 3 PHASE OUTLET	\$155.00	\$175.00	
	30 AMP, 120/208 V, 1 PHASE OR 3 PHASE OUTLET	\$190.00	\$200.00	
	60 AMP, 120/208 V, 1 PHASE OR 3 PHASE OUTLET	ON REQUEST	ON REQUEST	
	100 AMP, 120/208 V, 1 PHASE OR 3 PHASE OUTLET	ON REQUEST	ON REQUEST	
	200 AMP, 120 V, 1 PHASE OUTLET	ON REQUEST	ON REQUEST	
	TIE – INS (BASED ON 1 HOUR)	\$75.00	\$85.00	
	STAND –BY ELECTRICIAN (MINIMUM 4 HOUR SHIFT EACH CALL)	\$85.00/HR	\$95.00/HR	
SPECIAL ELECTRICAL CONNECTIONS – BY QUOTATION (PLEASE INCLUDE THE FOLLOWING)				
VOLTS	AMPS/WATTAVE	PHASE	24 HOUR	
				12% HST
ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS) NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED			TOTAL	

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

CHEQUE ENCLOSED <input type="checkbox"/> - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/>
CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
AUTHORIZED SIGNATURE: _____ PRINT: _____
PAYOR NAME AND ADDRESS
COMPANY: _____ P.O. ORDER #: _____
ADDRESS: _____ CITY: _____
PROV/STATE: _____ POST CODE: _____ PHONE #: _____ FAX #: _____
<small>EXHIBITORS AND THEIR REPRESENTATIVES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS LANGE TRANSPORTATION AND STORAGE LTD., THE EMPLOYEES THEREOF AND THEIR REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL CLAIMS FOR LOSS, DAMAGE, THEFT OR INJURY. INDEMNIFICATION INCLUDES THE PERIOD OF STORAGE PRIOR TO AND IMMEDIATELY FOLLOWING THE EVENT. THE EXHIBITOR, ON SIGNING THE CONTRACT, RELEASES THE FOREGOING FROM ANY AND ALL CLAIMS FOR LOSS, THEFT, DAMAGE OR INJURY HOWEVER CAUSED. EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE AND SECURITY.</small>

SEE REVERSE SIDE FOR RULES & REGULATIONS

ELECTRICAL RULES & REGULATIONS

GENERAL:

The Centre and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building.

Only an authorized (Lange) qualified tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a (Lange) qualified tradesperson has found and corrected the cause of the malfunction.

All materials and equipment supplied by Lange shall remain the property of the Company. The Exhibitor shall be held responsible of loss of such materials as are associated with his booth, and shall compensate Lange in the event of loss or damage.

PAYMENT:

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

DISCOUNTS:

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

ON SITE ORDERS:

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

RATES:

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

CREDITS:

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

CANCELLATIONS:

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

TAX EXEMPTION STATUS:

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

THIRD PARTY ORDER (Exhibitor appointed Contractor):

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

ELECTRICAL:

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

ELECTRICAL SAFETY REGULATIONS:

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

MECHANICAL:

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

3965 Nashua Drive, Mississauga, ON L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

JANITORIAL SERVICE ORDER FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTRE
CHATEAU WHISTLER RESORT
JANUARY 23 – 24, 2012

PLEASE COMPLETE THIS FORM IF YOU REQUIRE BOOTH CLEANING.

SERVICE INCLUDES: 1. VACUUMING
 2. EMPTYING WASTEBASKETS

SERVICE DOES NOT INCLUDE SPECIAL CARPET TREATMENT FOR THE REMOVAL OF FOOD, HAIR, WOOD, METAL SHAVINGS, GREASE OR OIL.

EXHIBITOR INFORMATION

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

	ORDERS REC. PRIOR TO DECEMBER 16, 2011		ORDERS REC. AFTER DECEMBER 16, 2011		TOTAL
	ONE TIME PRIOR TO SHOW OPENING	DAILY CLEANING DURING SHOW	ONE TIME PRIOR TO SHOW OPENING	DAILY CLEANING DURING SHOW	
MINIMUM CHARGE	\$29.00	\$81.00	\$35.00	\$87.00	
	\$0.29/SQ FT X _____ SQ FT X 1 DAY =	\$0.27/SQ FT X _____ SQ FT X _____ DAYS =	\$0.35/SQ FT X _____ SQ FT X 1 DAY =	\$0.29 SQ FT X _____ SQ FT X _____ DAYS =	
ADDITIONAL EXHIBIT CLEANING AVAILABLE AT \$39.00/HOUR				SUB-TOTAL	
				12 % HST	
NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED.					TOTAL
					\$

SPECIAL INSTRUCTIONS:

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

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA
 CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
 AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____
 ADDRESS: _____ CITY: _____
 PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

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

**3965 Nashua Drive, Mississauga, ON L4V 1P3
(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285**

**MATERIAL HANDLING ORDER FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTRE
CHATEAU WHISTLER RESORT
JANUARY 23 – 24, 2012**

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

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

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

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

WEIGHT	ORDERS RECEIVED ON OR PRIOR TO DECEMBER 16, 2011		ORDERS RECEIVED AFTER DECEMBER 16, 2011		TOTAL
	CRATED, SKIDDED, BOXED	LOOSE MATERIAL (COURIER SERVICE, IE FED X/PURULATOR/UPS)	CRATED, SKIDDED, BOXED	LOOSE MATERIAL (COURIER SERVICE, IE FEDX/PURULATOR/UPS)	
LESS THAN 200LBS USE MIN. CHARGE GREATER THAN 200LBS USE CHARGE/CWT					
MINCHARGE WITH SCALE TICKET	\$146.00	\$156.00	\$152.00	\$158.00	
CHARGE/CWT WITH SCALE TICKET	\$73.00/CWT	\$78.00/CWT	\$76.00/CWT	\$79.00/CWT	
MINCHARGE WITHOUT SCALE TICKET	\$148.00	\$158.00	\$158.00	\$164.00	
CHARGE/CWT WITHOUT SCALE TICKET	\$76.00/CWT	\$81.00/CWT	\$79.00/CWT	\$82.00/CWT	
				12% HST	
NO ORDERS PROCESSED UNTIL FULL PAYMENT RECEIVED.				TOTAL	\$

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

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____
 ADDRESS: _____ CITY: _____
 PROV/STATE: _____ POST CODE: _____ PHONE #: _____ FAX #: _____

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

SEE REVERSE FOR TERMS AND CONDITIONS

CONDITIONS

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

PRESHOW SHIPPING

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

LIABILITY

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

OUTBOUND SHIPMENTS

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

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

SHIPMENT WEIGHTS

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

**3965 Nashua Drive, Mississauga, ON L4V 1P3
(905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285**

**STORAGE FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTRE
CHATEAU WHISTLER RESORT
JANUARY 23 – 24, 2012**

**ON-SITE STORAGE IS NOT AVAILABLE AT THIS SHOW.
ALL EMPTY CONTAINERS MUST BE REMOVED FROM EXHIBIT HALL.**

PLEASE NOTE THAT CHARGES ARE FOR STORAGE SPACE ONLY. YOU MUST COMPLETE THE "MATERIAL HANDLING" ORDER FORM IN YOUR EXHIBITOR MANUAL TO COVER THE ACTUAL COLLECTION, LOADING, UNLOADING AND RETURN TO YOUR BOOTH OF EMPTY CONTAINERS. IF YOU FAIL TO COMPLETE THE MATERIAL HANDLING ORDER FORM YOU WILL BE INELIGIBLE FOR THE PRESHOW DISCOUNT FOR THAT SERVICE.

EMPTY CONTAINER INFORMATION				
EXHIBITING COMPANY:	CONTACT NAME:		PHONE #:	BOOTH #:(S)
			FAX #:	
APPROX. SPACE REQ. FOR EMPTY CRATES:	FT. LONG X	FT. WIDE X	FT. HIGH =	CUBIC FT.
APPROX. SPACE REQ. FOR EMPTY CARTONS:	FT. LONG X	FT. WIDE X	FT. HIGH =	CUBIC FT.
LINE 001: TOTAL				CUBIC FT.

TOTAL CU. FT. REQ.	ORDERS REC. ON OR PRIOR TO DECEMBER 16, 2011	ORDERS REC. AFTER DECEMBER 16, 2011	TOTAL
CRATES (MIN. CHARGE 150 CU. FT.)	\$1.25/CU. FT.	\$1.35/CU. FT.	
CARTONS (MIN. CHARGE 150 CU. FT.)	\$1.25/CU. FT.	\$1.35/CU. FT.	
NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED. ALL RATES ARE FOR RUN OF SHOW (MAXIMUM 7 DAYS)			SUBTOTAL
			12% HST
			TOTAL \$

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

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.
 MASTERCARD VISA

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____
 AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____
 ADDRESS: _____ CITY: _____
 PROV/STATE: _____ POSTAL/ZIP CODE: _____ PHONE #: _____ FAX #: _____

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

3965 Nashua Drive, Mississauga, ON L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

TIME SAVER PAYMENT FORM
INTERNATIONAL COUNCIL OF SHOPPING CENTRE
CHATEAU WHISTLER RESORT
JANUARY 23 – 24, 2012

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

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

SERVICE	ORDER FORM TOTALS INCLUDING TAXES	METHOD OF PAYMENT	
TRANSPORTATION	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
ADVANCE SHOW RECEIVING	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
AFTER SHOW WAREHOUSE	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
MATERIAL HANDLING	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
STORAGE	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
JANITORIAL (BOOTH CLEANING)	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
ELECTRICAL	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
OTHER (PLEASE SPECIFY)	\$	COMPANY CHEQUE <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>
TOTAL	\$	\$	\$

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

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

CHEQUE ENCLOSED - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.

MASTERCARD VISA

CREDIT CARD NO: _____ CARD EXPIRY DATE: MONTH: _____ YEAR: _____

AUTHORIZED SIGNATURE: _____ PRINT: _____

PAYOR NAME AND ADDRESS

COMPANY: _____ P.O. ORDER #: _____

ADDRESS: _____ CITY: _____

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

CUSTOMER SIGNATURE: _____ PRINT: _____ TITLE: _____

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

3965 Nashua Drive, Mississauga, ON L4V 1P3
 (905)-362-1290 * 1-800-668-5687 * Fax (905) 362-1285

FIRE SAFETY REPLY FORM
 ICSC
 RETURN BY JANUARY 16, 2012

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

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

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

DETAILS:

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

**** NOTE ****

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

RETURN COMPLETED FORMS AND APPROPRIATE CERTIFICATES TO:
 ROBERT GEORGE
 LANGE TRANSPORTATION
 3965 NASHUA DRIVE
 MISSISSAUGA, ONTARIO L4V 1P3
 OR FAX TO (905) 362-1285

**INTERNATIONAL COUNCIL OF SHOPPING CENTRES
EXHIBITOR SERVICES MANUAL USEFULNESS SURVEY**

THIS BRIEF SURVEY IS DESIGNED TO DETERMINE HOW USER-FRIENDLY AND INFORMATIVE OUR **EXHIBITOR SERVICES MANUAL** IS TO THOSE WHO UTILIZE IT IN PREPARATION FOR THE INTERNATIONAL COUNCIL OF SHOPPING CENTRES.

PLEASE RETURN THIS SURVEY AFTER YOU HAVE READ AND USED THE INTERNATIONAL COUNCIL OF SHOPPING CENTRES MANUAL.

1) THIS EXHIBITOR SERVICES MANUAL HAS PROVIDED:		
<input type="checkbox"/> too much information	<input type="checkbox"/> sufficient information	<input type="checkbox"/> insufficient information
PLEASE ELABORATE:		
2) THE VOLUME OF INFORMATION AND ARRANGEMENT OF MATERIAL IT CONTAINS HAS BEEN PRESENTED IN A (AN):		
<input type="checkbox"/> Accessible manner	<input type="checkbox"/> Somewhat accessible manner	<input type="checkbox"/> inaccessible manner
3) THIS EXHIBITOR SERVICES MANUAL SHOULD PROVIDE MORE INFORMATION CONCERNING:		
4) THIS EXHIBITOR SERVICES MANUAL COULD BE IMPROVED IF:		
5) GENERAL COMMENTS:		

PLEASE RETURN TO: **ROBERT A. GEORGE
LANGE TRANSPORTATION AND STORAGE LTD.
3965 NASHUA DRIVE.
MISSISSAUGA, ON L4V 1P3
FAX: (905) 362-1285**

Welcome Exhibitor

International Council of Shopping Centers

January 23-24, 2012

Chateau Whistler, Whistler BC

DEAR EXHIBITOR:

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **International Council of Shopping Centers** on **January 23-24, 2012** at the **Chateau Whistler**. We would like to assist in making your participation successful.

As the official contractor for the show, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately. For those exhibitors who want to utilize our online ordering the code for this event is **ICSC1232412**.

Please Note: Deadline order date to qualify for pre-show prices is **January 2, 2012**. All orders processed after the deadline date would be considered late order and late order charges will apply.

Important Information

Event	Date	Start Time	End Time
Exhibitor Move In	Sunday 01/22/2012	11:00 am	06:00 pm
Show Hours	Monday 01/23/2012	09:30 am	05:00 pm
Show Hours	Tuesday 01/24/2012	09:30 am	03:00 pm
Exhibitor Move-out	Tuesday 01/24/2011	03:00 pm	07:00 pm

Provided by show management:

8'x10' Booth with the following:

- 8' Backwall drape (Forest Green/White/White/Forest Green)

-3' Sidewall drape

- 1 - 7"x44" Company Sign (Black on white, no logo)

We realize exhibiting in a convention can be complicated. If you need assistance or require additional information not covered in the **Exhibitors Kit**, please do not hesitate to contact us at any of the following:

By email: exhibitorservices@goodkey.com or info@goodkey.com
By telephone: **780.426.2211 / 877. 726.2211** Toll Free North America Only
By fax: **780.426- 5734 / 888.426.5734** Toll Free North America Only
or

Visit us at our web site at www.goodkey.com.

We look forward to serving you !

GOODKEY
SHOW SERVICES LTD.



Head Office | 9505 41 Avenue | Edmonton, AB
Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC

Step by Step Instructions for ordering online



Show Name: International Council of Shopping Centers

Show Code: ICSC1232412

Show Date(s): January 23-24, 2012

Go to www.goodkey.com

- Click **“order online”** from the menu near the top of the page.
- Register your company if you have not registered at the Goodkey site before.
- Put in your **“show code”** (see above)
- You are now at the show info page that will tell you the move-in and move-out information along with the furnishings and colors that are supplied by your show organizer.
- If you would like to order extra furnishings, material handling, labour, etc please click on **“main”** on top of the page.
- Pick from categories listed and click on the sub category **products or services** of your choice.
- To add to your order, click on **“back to main”** beside **“view my cart”** or click the drop down on **“select new order”** and proceed to add to your order (s).
- Once you are completely satisfied with your order(s) click on **“confirm my cart”** at the bottom of the page.
- Put a **“checkmark”** on the terms and conditions - at this point please note the message that will pop out and click ok.
- Click **“pay online”** and complete the required fields.
- Click **“complete payment”** and print your receipt.

DOCUMENTS

Visit the online documents section to download show related documents such as order forms, sample customs forms, product brochures, etc.

IMPORTANT!

All exhibitors must complete the **Advance Material Handling Agreement** before the specified show date(s).

The system will automatically send you the confirmation of your order through the email you have provided at the time of registration.

We're here for you

At Goodkey Show Services Ltd., We know that exhibiting at your first show or even if you are a seasoned pro it can be complicated so we are here to help. From walking you through a first time online order or just providing some piece of mind confirming that you will be taken care of, we are here to help! We are here to take care of you, if you need anything Just give us the word, and we'll take care of the rest.

We believe in building relations with our clients, we understand the importance and value of good quality customer service and also that your time is valuable. When you call Goodkey you will always be greeted by a person, not a machine.

National Service Centre

Open - Monday - Friday 8:00 AM - 4:30 PM (MST)

Tel - **780.426.2211**

Toll Free - **1.877.726.2211** (North America only)

Fax - **780.426.5734**

email - info@goodkey.com





Order Deadline Date:
January 2, 2012

Show Name:
International Council of Shopping Centers

Head Office | 9505 41 Avenue | Edmonton, AB T6E 5X7
Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC V3N 5G4

tel **780.426.2211**
fax **780.426.5734**

Show Date:
January 23-24, 2012

3

METHOD OF PAYMENT FORM

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

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

CASH / MONEY ORDER

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

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

CREDIT CARD

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

AMERICAN EXPRESS

MASTERCARD

VISA

Account #:

Expiration Date: CVD:

Personal Credit Card: Company Credit Card:

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address:

Street: _____

City/Province: _____

Postal Code: _____

GST REGISTRATION#: 121717813 RT

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

Exhibitor Signature: _____

Print Name: _____

Date: _____

THIRD PARTY AUTHORIZATION

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

ALL SERVICES

BOOTH CLEANING

I & D LABOUR

MATERIAL HANDLING / IN & OUT

RENTAL FURNITURE & CARPET

SIGNS

OCTANORM

OTHER (Please specify)

THIRD PARTY AGENT:

Account #:

Expiration Date: CVD:

Personal Credit Card: Company Credit Card:

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address:

Street: _____

City/Province: _____

Postal Code: _____

Phone: () _____

Fax: () _____

E-mail: _____



Order Deadline Date:
January 2, 2012

Show Name:
International Council of Shopping Centers

Head Office | 9505 41 Avenue | Edmonton, AB T6E 5X7
Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC V3N 5G4

tel 780.426.2211
fax 780.426.5734

Show Date:
January 23-24, 2012

4

CARPET

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

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



- Guaranteed New High Quality Carpet Available In A Variety Of New Designer Colors
- Price Includes Visqueen Covering, Delivery, Installation, Carpet Tape, And Carpet Removal
- No Material Handling Charges When Ordered From Goodkey

100 - 700 SQFT.
BOOTH SIZE: _____ x _____ = _____ sqft. @\$3.80 = \$ _____

700 - 1200 SQFT.
BOOTH SIZE: _____ x _____ = _____ sqft. @\$3.55 = \$ _____

DESIGNER CARPET COLOR CHOICE Please Check One (✓)



Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
CARPET				
	8' x 10'	127.75	159.70	
	8' x 20'	255.50	319.35	
	Other Sizes Laid @ \$1.70 per Square Foot	1.70/sq.ft	2.15/sq.ft	
	Size: _____ Ft. x _____ Ft. = _____ Sq. Ft			
CLASSIC CARPET COLOR CHOICE Please Check One (✓)				
	Red ()	Blue ()	Grey ()	Teal ()
	Black ()	Forest () Green	Navy ()	
CARPET UNDERLAY				
	Size: _____ Ft. x _____ Ft. = _____ Sq. Ft	1.16/sq.ft.	1.45/sq.ft.	
VISQUEEN				
	Size: _____ Ft. x _____ Ft. = _____ Sq. Ft	0.93/sq.ft.	1.16/sq.ft.	
SPECIAL INSTRUCTIONS				

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SUBTOTAL		
<i>For Office Use Only</i>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

Order Deadline Date:
January 2, 2012

tel **780.426.2211**
fax **780.426.5734**

Show Name:
International Council of Shopping Centers

















Show Date:
January 23-24, 2012

Head Office | 9505 41 Avenue | Edmonton, AB T6E 5X7
Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC V3N 5G4

FURNITURE ORDER FORM

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

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

Tables					Seating				
Name	QTY	PRICE	LATE ORDER PRICE	TOTAL	Name	QTY	PRICE	LATE ORDER PRICE	TOTAL
 Chrome Cruiser Table 30" dia - 40" height		\$123.60	\$154.50		 Folding Chair (green plastic)		\$18.50	\$23.00	
 Cruiser Table 30" dia - 40" height		\$109.20	\$136.50		 Armchair (grey fabric)		\$49.50	\$61.90	
 lycra Cruiser Cover		\$56.65	\$70.80		 Secretarial Chair (black plastic)		\$72.00	\$90.00	
<input type="checkbox"/> BLACK <input type="checkbox"/> PURPLE <input type="checkbox"/> WHITE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN					 Padded Side Chair (grey fabric)		\$72.00	\$90.00	
 Pedestal Table 30" dia - 29" height		\$78.25	\$97.80		 Stool with Backrest (black fabric)		\$109.20	\$136.50	
 Lycra Pedestal Cover		\$70.00	\$87.50		 Bar Stool (black faux leather)		\$31.00	\$38.75	
<input type="checkbox"/> BLACK <input type="checkbox"/> PURPLE <input type="checkbox"/> WHITE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN					 Flop Back (black fabric)		\$144.20	\$180.25	
<input type="checkbox"/> CRUISER 40" <input type="checkbox"/> PEDESTAL 29"									
 Coffee Table 30" dia - 18" height		\$56.50	\$70.65						
 Chrome Coffee Table 36" x 36"		\$82.40	\$103.00						
 Chrome Coffee Table 24" x 48"		\$82.40	\$103.00						
 Chrome End Table 18"x18"		\$61.80	\$77.25						

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SUBTOTAL		
For Office Use Only		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

Order Deadline Date:
January 2, 2012

Show Name:
International Council of Shopping Centers

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Head Office | 9505 41 Avenue | Edmonton, AB T6E 5X7
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tel 780.426.2211
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ACCESSORIES ORDER FORM

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

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

Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
TABLES & COUNTERS				
	8' x 2' x 29"H. Decorated Table (3 sides)	N/A	N/A	
	6' x 2' x 29"H. Decorated Table (3 sides)	88.50	110.60	
	Upgrade Decorated table (4 sides) ADD	44.25	55.30	
	4' x 2' x 29"H. Decorated Table (4 sides)	88.50	110.65	
	8' x 2' x 40"H. Decorated Counter (3 sides)	N/A	N/A	
	6' x 2' x 40"H. Decorated Counter (3 sides)	124.00	155.00	
	Upgrade Decorated Counter (4 sides) ADD	67.00	83.75	
	4' x 2' x 40"H. Decorated Counter (4 sides)	127.75	159.50	
	Undecorated Tables 8'() 6'() 4'()	50.50	63.10	

Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
STAGING				
	4' x 8' x 24" High Sections White vinyl top	121.50	151.85	
STAGE SKIRT COLOR CHOICE <i>Please Check One</i> <input checked="" type="checkbox"/>				
	White() Blue() Grey() Black() Red()			

SKIRT COLOR CHOICE <i>Please Check One</i> <input checked="" type="checkbox"/>				
White()	Blue()	Grey()	Teal()	Black()
Red()	Navy()	Purple()		

LIVE PLANTS				
	Plant - Live Tropical 3'	79.30	99.10	
	Plant - Live Tropical 4'	79.30	99.10	
	Plant - Live Tropical 5'	98.90	123.60	

DRAPE PARTITIONING			
	8' High per Linear Foot	5.15	6.45
	3' High per Linear Foot	4.10	5.10
DRAPE COLOR CHOICE <i>Please Check One</i> <input checked="" type="checkbox"/>			
White()	Blue()	Grey()	Teal()
Black()	Red()	Navy()	Purple()
	10' High black "Velour" per Linear Foot	15.45	19.30
	12' High per Linear Foot	12.35	15.45

	<p>Floral Arrangements Available Upon Request</p>	
--	---------------------------------------------------	--

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DRAPE COLOR CHOICE <i>Please Check One</i> <input checked="" type="checkbox"/>			
White()	Blue()	Black()	

SUBTOTAL		
<i>For Office Use Only</i> <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

Order Deadline Date:
January 2, 2012

Show Name:
International Council of Shopping Centers

Head Office | 9505 41 Avenue | Edmonton, AB T6E 5X7
Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC V3N 5G4

tel **780.426.2211**
fax **780.426.5734**

Show Date:
January 23-24, 2012

OCTANORM ACCESSORIES ORDER FORM

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

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

OCTANORM COUNTERS & RISERS				OCTANORM DISPLAY SYSTEMS					
		LATE ORDER				LATE ORDER			
Name	QTY	PRICE	PRICE	TOTAL	Name	QTY	PRICE	PRICE	TOTAL
Counter door and storage shelf 20"x40" x40" tall		\$244.00	\$305.00		Shelf Gondola white 3 glass shelves 9" x38" 20" x 38" x 98" tall		\$225.50	\$281.85	
Counter w/ Graphic door and storage shelf 20"x40" x40" tall		\$317.00	\$396.25		Slat Wall Gondola () white or () black brackets not included 20" x 38" x 98" tall		\$255.40	\$319.25	
Show Case two shelves 20"x38" x49" tall		\$244.10	\$305.10		Panel Color for Shelf Gondola <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall				
Jewellery Case one shelf with lights 20"x38" x49" tall		\$244.10	\$305.10		2" Slat Wall Hook		\$0.52	\$0.65	
Panel Color for Jewellery Case <input type="checkbox"/> Wood Vaneer Panel <input type="checkbox"/> White Panel				SPECIAL INSTRUCTIONS					

Computer Counter 29"x40" x40" tall		\$192.60	\$240.75	
Computer Counter w/ Graphic 29"x40" x40" tall		\$257.50	\$321.90	
Product Risers 3 glass shelves 20" x20" 15", 33", 38" tall		\$225.50	\$281.85	
Single Show Case 20" x 20" x 40" tall available with slot top for ballot box		\$142.10	\$177.60	

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COUNTER WITH FULL COLOR GRAPHIC

Display your company logo or branding

- full color digital printing
- image size 965mm(w) x 910mm(h)

ONLY \$317.00

Send logo in "eps" format along with directions to tod@goodkey.com
email with be sent confirming receipt of logo and proof of signage

SUBTOTAL		
For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
	12% H.S.T.	
TOTAL AMOUNT DUE		

Order Deadline Date:
January 2, 2012

Show Name:
International Council of Shopping Centers

Show Date:
January 23-24, 2012
















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Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC V3N 5G4

tel 780.426.2211
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ACCESSORIES ORDER FORM

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

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

Literature and business card displays					Misc. LATE ORDER				
Name	QTY	PRICE	PRICE	TOTAL	Name	QTY	PRICE	PRICE	TOTAL
 Vario Literature Rack 8 veneer birch shelves fit 8.5" x 11"		\$221.50	\$276.85		 Draw Barrel		\$96.80	\$121.00	
 Wire Literature Rack 20 wire slots fit 8.5" x 11"		\$64.80	\$81.00		 Mini Fridge		\$198.75	\$248.45	
 Chrome Literature Rack 20 wire slots fit 8.5" x 11"		\$92.70	\$115.85		 POP-UP Display black velcro receptive includes lights		\$576.80	\$721.00	
Clear acrylic					 Desk		\$194.75	\$243.40	
 Single Literature fits up to 9.25" x 10.75"		\$30.90	\$38.60		 Coat Rack		\$115.35	\$144.20	
 3 Tier Literature fits up to 9.25" x 10.75"		\$53.50	\$66.85		 Garment Rack chrome on casters		\$49.50	\$61.85	
 Single Business Card fits standard card		\$10.30	\$12.85		 Water Cooler <i>Includes 1 bottle of water</i>		\$154.50	\$193.10	
 4 Tier Business Card fits standard card		\$20.60	\$25.75						
 4 Double Tier Business Card fits standard card		\$53.50	\$66.85						

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Misc.				
 POSTER BOARDS (Horizontal 4' x 8')				
Peg Board (white) 1/8" holes		\$102.00	\$127.50	
Velcro Poster board (black) double sided		\$102.00	\$127.50	
 Peg Board Hooks		\$0.51	\$0.64	

SUBTOTAL		
For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
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Show Date:
January 23-24, 2012

OCTANORM BOOTH RENTAL ORDER FORM

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

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

OCTANORM Exhibit Booth Options

1

QTY	STYLE#	DESCRIPTION	PRE-ORDER	LATE	TOTAL
	1	8' X 10'	\$1751.00	\$2188.75	
	2	8' X 20'	\$2963.25	\$3704.00	
		Included on the above booth:			
		Pedestal table (1 for 8' x 10' & 2' for 8' x 20')			
		Chairs (2 for 8' x 10' & 4 for 8' for 20')			
		Wastepaper basket			
		Carpet and panel colour of your choice (see below)			
		Lights (does not include power)			

2

CARPET COLOR CHOICE

- Red Teal Blue
 Forest Green
 Grey Black Navy

3

PANEL COLOR CHOICE

- White Hardwall
 Grey Fabric (Velcro Compatible)
 Blue Fabric (Velcro Compatible)
 Black Fabric (Velcro Compatible)
 All Headers/Fascia are white

4

HEADER / FASCIA SIGN

- Complimentary
 fill in box below ●
 Full Color Upgrade \$95/each
 email tod@goodkey.com or call 1877.726.2211

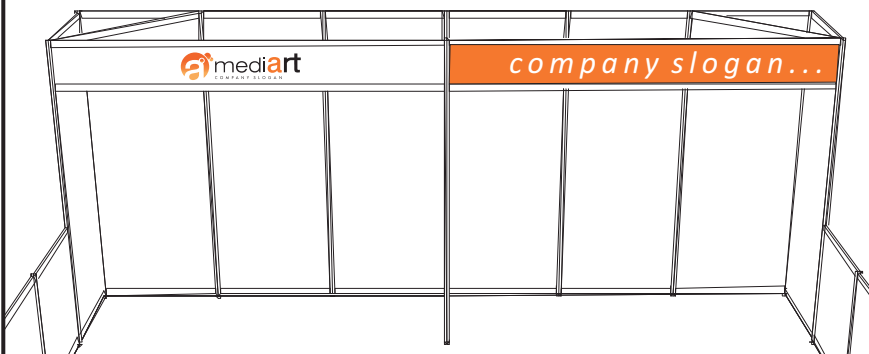
COMPLIMENTARY HEADER / FASCIA SIGN (6" Black text on White Header, capital letters unless specified)

●

PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR

FULL COLOR HEADER UPGRADE

Send logo in "eps" format along with directions to tod@goodkey.com
email with be sent confirming receipt of logo and proof of signage



SUBTOTAL		
<small>For Office Use Only</small>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

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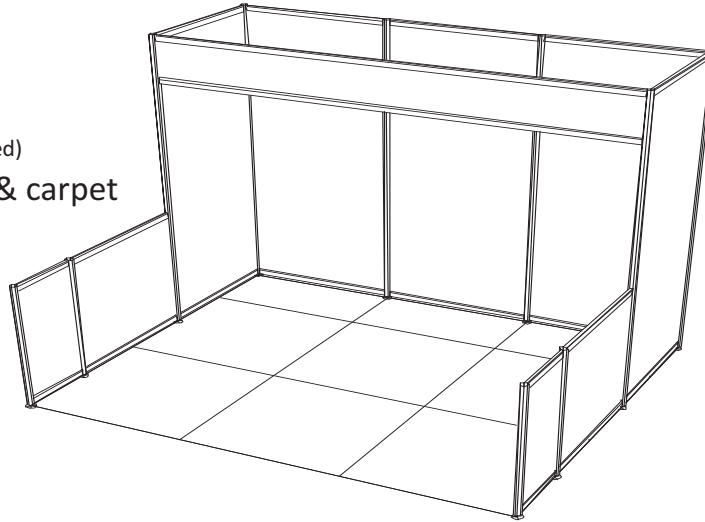
MANY OTHER CUSTOM DESIGNS ARE AVAILABLE: FOR MORE INFORMATION CALL 1.877.726.2211

10 x 10 SHOW SPECIAL PACKAGE OCTANORM DISPLAY RENTALS

IMPORTANT! This form must be accompanied with payment before processing will begin.
Please Use the OCTANORM BOOTH RENTAL FORM for Ordering Purposes.

Style 1 - 8'x10'

- 1 - 3 m Header sign (black letters)
- 1 - Ped Table
- 2 - Chairs
- 1 - wastepaper basket
- 2 - Lights (power not included)
- Choice of panel color & carpet
- Complete I & D



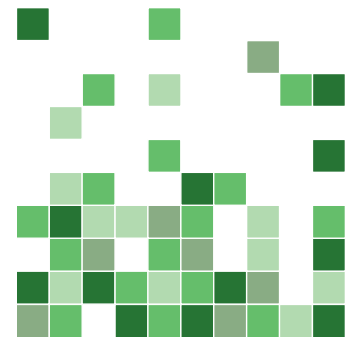
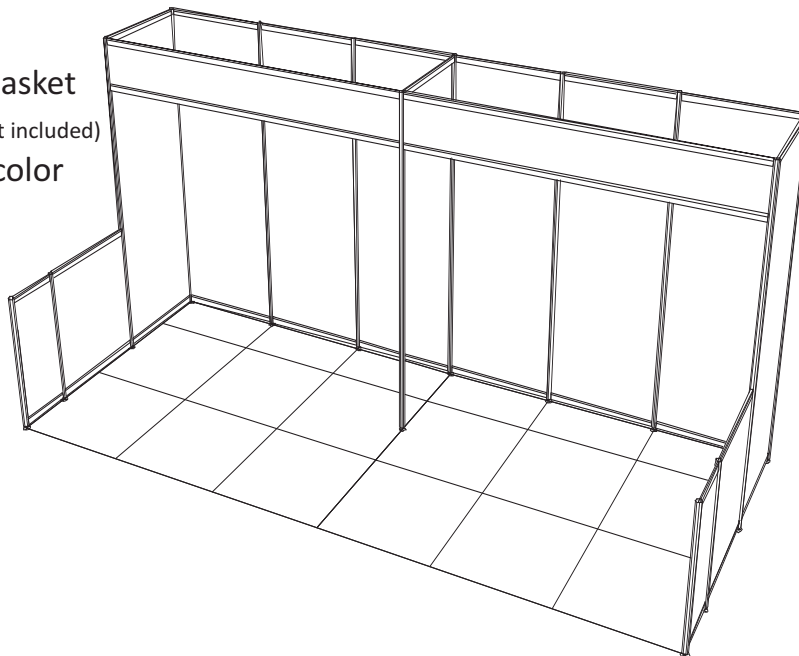
Customize Your Booth

- Add accessories, furniture & floral arrangements
- Upgrade panels with custom graphics

*Additional charges apply

Style 2 - 8'x20'

- 2 - 3 m Headers sign (black letters)
- 2 - Ped Table
- 4 - Chairs
- 1 - wastepaper basket
- 4 - Lights (power not included)
- Choice of panel color & carpet
- Complete I & D



Order Deadline Date:
January 2, 2012

Show Name:
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Show Date:
January 23-24, 2012

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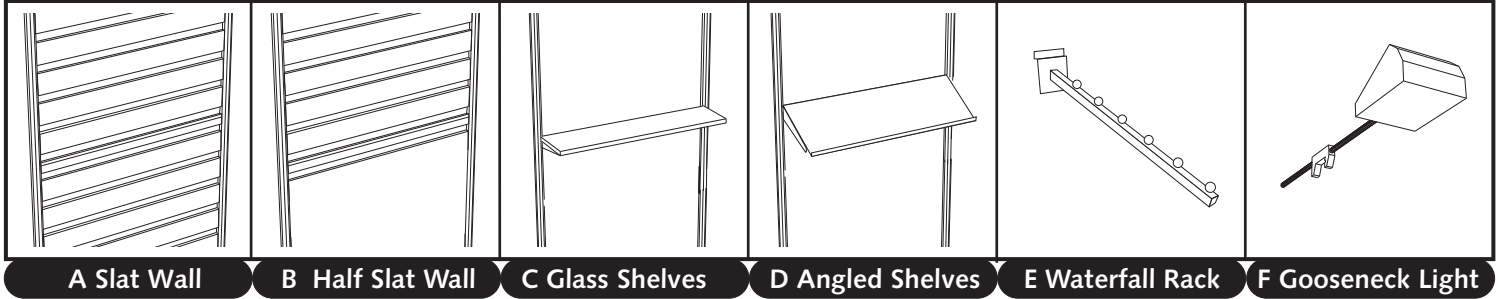
tel **780.426.2211**
fax **780.426.5734**

OCTANORM ACCESSORY RENTAL ORDER FORM

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

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

OCTANORM ACCESSORIES



*The above items are only available when an Octanorm exhibit booth is also rented from Goodkey Show Services Ltd.

QTY	ITEM	DESCRIPTION	PRE-ORDER	LATE	TOTAL
	A	Full Height Slat Wall Panel (1M x 2.5M) Panel Color: White Black	\$143.20 ea.	\$179.00 ea.	
		Panel Color for Slat Wall <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall			
	B	Half Slatwall Panel (1M x 1.25M) Top Bottom Panel Color: White Black	\$82.40 ea.	\$103.00 ea.	
		Panel Color for Slat Wall <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall			
	C	Glass Shelves - 9" x 38"	\$25.75 ea.	\$32.20 ea.	
	D	Angled literature Shelf - 12" x 38" (melamine)	\$40.20 ea.	\$50.25 ea.	
	E	Waterfall Rack *must be used with Slatwall	\$25.75 ea.	\$32.20 ea.	
	F	Gooseneck Light	\$77.25 ea.	\$96.55 ea.	

*All Accessories are subject to availability

IMPORTANT Please include a diagram of the ordered booth indicating placement of all ordered accessories.

SPECIAL INSTRUCTIONS:

SUBTOTAL		
For Office Use Only		
<input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

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fax 780.426.5734

Show Date:
January 23-24, 2012

DIGITAL PRINTING & COPYING ORDER FORM

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

Print Local!

Upgrade your booth to fully digitally printed panels to help you stand out!

Full color header upgrade
\$95/each

Full color panel upgrade
965mm x 2390mm \$300/each

Full color counter upgrade
965mm x 910mm \$73/each



QTY	DESCRIPTION	PRICE	TOTAL
500	Flat Sheet Full color, double sided 8.5"x11" premium uncoated 28lbs. (105 GSM)	\$275.00	
1000	Flat Sheet Full color, double sided 8.5"x11" premium uncoated 28lbs. (105 GSM)	\$500.00	
500	Folded Brochure Full color, double sided 11"x17" premium uncoated 28lbs. (105 GSM)	\$560.00	
1000	Folded Brochure Full color, double sided 11"x17" premium uncoated 28lbs. (105 GSM)	\$900.00	

	965mm x 2390mm Full color panel upgrade	\$300.00	
	965mm x 910mm Full color counter upgrade	\$73.25	
	2945mm x 300mm Full color header upgrade	\$95.00	

Large Format Digital Printing

- Vinyl Banners
- Backlit Signage
- Directional Signage
- Booth Graphics
- Printed Carpet and much more...



Digital Printing

- Business Cards
- Brochures
- Posters
- Postcards
- Tent Cards and much more...



Fabric Printing

- Roll Up Displays
- Trade Show / Media Back drops
- Fabric Banners
- Custom Hanging Displays
- POP Displays and much more...



Contact:

please direct all graphic, signage and print inquiries to:
Tod Large
Creative Director
email - tod@goodkey.com
phone - 780-426-2211

Custom prints available by request

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SUBTOTAL		
For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

OPTIMUM Furniture Collection

THE Corbusier

available in Black Cocoa White



Corbusier Chair



Corbusier Loveseat



Corbusier Sofa

THE Barcelona

available in Black Cocoa White Red



Barcelona Chair



Barcelona Loveseat

Premium Leather Office Furniture



Ripple Back Chair
available with caster



High Back Chair

Order Deadline Date:
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tel 780.426.2211
fax 780.426.5734

Show Date:
January 23-24, 2012

OPTIMUM FURNITURE RENTAL ORDER FORM

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

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

Leather Sofas, Loveseats and Chairs		LATE ORDER		
Name	QTY	PRICE	PRICE	TOTAL
Corbusier Loveseat <input type="checkbox"/> BLACK <input type="checkbox"/> COCOA <input type="checkbox"/> WHITE		\$408.00	\$510.00	
Corbusier Sofa <input type="checkbox"/> BLACK <input type="checkbox"/> COCOA <input type="checkbox"/> WHITE		\$466.50	\$583.10	
Corbusier Chair <input type="checkbox"/> BLACK <input type="checkbox"/> COCOA <input type="checkbox"/> WHITE		\$262.50	\$328.10	
Barcelona Loveseat <input type="checkbox"/> BLACK <input type="checkbox"/> COCOA <input type="checkbox"/> WHITE <input type="checkbox"/> RED		\$408.00	\$510.00	
Barcelona Chair <input type="checkbox"/> BLACK <input type="checkbox"/> COCOA <input type="checkbox"/> WHITE <input type="checkbox"/> RED		\$262.50	\$328.10	
Square Back Tub Chair <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$262.50	\$328.10	
Round Back Tub Chair <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$262.50	\$328.10	

Leather Bar Height Chairs + Stools		LATE ORDER		
Name	QTY	PRICE	PRICE	TOTAL
JLO Bar Stool		\$77.25	\$96.55	
Chrome / Leather Flop Back <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$164.80	\$206.00	
Shania Bar Stool		\$77.25	\$96.55	

Leather Desk Height Chairs		LATE ORDER		
Name	QTY	PRICE	PRICE	TOTAL
Ripple Back		\$97.85	\$122.30	
Ripple Back on Casters		\$103.00	\$128.75	
High Back on Casters		\$103.00	\$128.75	

Show Special			
Chrome Combo		\$360.00	

Chrome Combo

ONLY \$360.00

SAVINGS OF 25%

includes:
2 Chrome Flop Back- (Black Chairs)
1 Chrome Cruiser Table

*Pre Show offer only



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SUBTOTAL			
For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge Adjusted Subtotal			
	12% H.S.T.		
TOTAL AMOUNT DUE			



Order Deadline Date:
January 2, 2012

Show Name:
International Council of Shopping Centers

Head Office | 9505 41 Avenue | Edmonton, AB T6E 5X7
Vancouver Office | #105 - 5898 Trapp Avenue | Burnaby, BC V3N 5G4

tel **780.426.2211**
fax **780.426.5734**

Show Date:
January 23-24, 2012

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INSTALLATION & DISMANTLE LABOUR ORDER FORM

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

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

INSTALLATION & DISMANTLE RATES

Regular Time (RT):	8:00 a.m. - 4:00 p.m. Monday to Friday	N/A
Overtime (OT):	4:00 p.m. - 6:00 p.m. Monday to Friday	\$96.00/hr.
	8:00 a.m. - 4:00 p.m. Saturday & Sunday	\$128.00/hr.
Double Time (DT):	All Other Hours Including Sundays and Statutory Holidays	

INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS

_____ labourers	_____ hours	N/A	\$ _____
_____ labourers	_____ hours	\$96.00/hr. (OT)	\$ _____
_____ labourers	_____ hours	\$128.00/hr. (DT)	\$ _____
Date Required: _____ Start Time: _____ Finish: _____			

DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS

_____ labourers	_____ hours	N/A	\$ _____
_____ labourers	_____ hours	\$96.00/hr. (OT)	\$ _____
_____ labourers	_____ hours	\$128.00/hr. (DT)	\$ _____
Date Required: _____ Start Time: _____ Finish: _____			

Client Supervised? Yes() No()
If yes, Supervisors name: _____

Supervised by Goodkey Show Services Ltd.? Yes() No()
If yes, add 25% to total estimated charges

The exhibit consists of _____ shipping cases or crates
(Please do not include cartons/boxes of literature or products)

Ladders required, Qty _____

Total estimated Charge	
25% supervision fee	

SUBTOTAL		
<i>For Office Use Only</i> <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
12% H.S.T.		
TOTAL AMOUNT DUE		

SPECIAL INSTRUCTIONS:

To qualify for Pre Show Prices orders must be received 21 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#12171 7813 RT*