

2019 MASTER BREWERS CONFERENCE • EXHIBIT POLICIES AND REGULATIONS

Exhibit Space Contract: Please read Exhibit Policies and Regulations prior to signing this contract. Signature of the Primary Exhibit Contact on the contract will constitute agreement of the Exhibiting Company to comply with these policies.

CONTRACT MUST INCLUDE: Name of organization, Name, Address, Phone, Email of Primary Exhibit Contact, Deposit per payment schedule

RESPONSIBILITIES/LIABILITIES: The primary Exhibit Contact will have the authority to act on behalf of the Exhibiting Corporation (Exhibitor) in space reservation transactions with Master Brewers (Society). The Signature of the Primary Exhibit Contact is required on this Contract and binds the Exhibitor and its representatives to all regulations and terms of this document and constitutes a binding agreement. The Society must receive written notice of change of the Exhibitor's Primary Exhibit Contact, when applicable.

The Exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, and save the Society and its agents harmless against all claims, loss or damage to persons or property, arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the Exhibit premises. The Exhibitor indemnifies and agrees to hold the Exhibit Facility and the legal entities which own, lease, and/or operate the Exhibit Facility, their members, officers and directors, and employees, harmless against any and all liability whatsoever arising from any or all damage to property or personal injury caused by Exhibitor or its agents, representatives, employees, or any other person. Contract for Exhibit Space at this Brewing Summit indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions and general regulations listed as well as such additional rules and regulations as the Society deems necessary for the success of the exposition, provided these latter do not materially alter the Exhibitor's contractual rights. Upon receipt of payment, the invoice issued to you represents a binding contract.

FINALIZATION OF EXHIBIT RESERVATION: Contracts for Exhibit spaces are subject to the approval of the Society. The Society reserves the right to offer or refuse exhibit rental to potential Exhibitors. Exhibit space assignments will be on a first-come, first-served basis.

INDIVIDUAL EXHIBITOR REGISTRATION: Entrance to the exposition is by MBAA 2019 name badge only. The Primary Exhibit Contact will receive copies of all preliminary and program announcements to facilitate Exhibit and accommodation registrations.

CANCELLATION: Cancellation by an Exhibitor will result in forfeiture of exhibit fees paid to date. In the event the Exhibit is cancelled by the Society for any reason, the liability of the Society shall be limited to a refund of all monies paid by the Exhibitor as the exhibit rental fee less Exhibitor's share of expenses incurred by the Society to the date of cancellation.

EXHIBITOR SERVICES KIT: The electronic Exhibitor Services Kit (ESK) will be available online approximately eight weeks prior to the event. The ESK will include the necessary forms you will need to order furnishings, audio-visual equipment, janitorial service, graphics, internet, labor, and electrical service.

BOOTH SELECTION PROCESS: Master Brewers will use a process that considers (1) when your order and payment are received, if applicable. (2) separation from competitors, (3) advertising and sponsorship dollars. Master Brewers will make the final booth selections.

SHIPPING INSTRUCTIONS: All freight charges must be prepaid. Since the Facility does not have capabilities to receive display materials or the accommodations to store empty shipping crates, the Exposition Services Company (Decorator) will serve as the official drayage contractor. Information on the consignment of your freight, customs, and bills of lading will be included in the online ESK.

LABOR AND SAFETY: The Decorator's ESK will contain order forms for labor. The Society will enforce set-up and tear-down policies to minimize interference with other meeting functions and to maximize safety, as well as the quality and amount of exhibit hours. Please be familiar with these policies before signing the contract. The Exhibitor is responsible for knowledge of and compliance with all fire, safety, and union requirements as noted in the ESK.

INSTALLATION OF EXHIBITS: Any Exhibit not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the Exposition the first day, or the Exhibit may be reordered to be set-up by the Society. No refuse may be placed in the aisles after the final cleaning. Please do not litter the floor, in the exhibits, or aisles after cleaning.

DISMANTLING: No packing or dismantling of Exhibits will be permitted prior to the published tear-down time.

LIABILITY: Neither the Society, the Facility, nor the Decorator or their agents can assume responsibility for any loss or damage to exhibits, equipment, rental furnishings/equipment, or aisles after cleaning.

INSURANCE: Insurance on all Exhibits is the responsibility of the Exhibitor. Neither the Society nor its agents, assigns, or assignees, will assume any responsibility for property loss, damage, personal injury, or other claims related to the Exhibitor's stand. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

FIRE PROTECTION: All materials used in the exhibit area must be flameproof and fire resistant. All displays are subject to inspection by the Fire Marshall.

SPECIAL EFFECTS AND PRESENTATION: Operational equipment, audio-visual and sound/attention getting devices and effects must not interfere with the activities of the meeting and other Exhibitors. The Society reserves the right to determine at what point sound constitutes interference, and if it must be discontinued. Professional presenters or models may conduct product and service demonstrations. Demonstrators are to be straightforward and professional and must avoid the use of theatrical gimmicks such as magicians, robots, pantomimists, balloons, etc.

The use of live or recorded music, including but not limited to music on videotapes, by the Exhibitor for any purpose under this contract is prohibited.

CONDUCT OF EXHIBITS: The character of the Exhibit is subject to the approval of the Society. The society retains the right to refuse the applications of Exhibitors not meeting standards required or expected, as well as the right to curtail Exhibits or parts of exhibits which reflect unfavorably upon the character of the meeting. Non-professional products or services are not to be displayed.

TERMINATION OF EXHIBIT RIGHTS: In the event the Exhibitor, its contractors, agents or employees fail to comply with any of the provisions hereof, or otherwise detract from the general educational character of the meeting, the Society shall be permitted and empowered to terminate the Exhibitor's right hereunder, and evict and remove the Exhibitor and contractors hired by the Exhibitor from the premises, in which event the Exhibitor shall not be entitled to any refund of amounts paid hereunder.

PROHIBITED PRACTICES: Canvassing/distributing advertising materials outside the Exhibitor's own exhibit space. Solicitation of business, or conferences in the interest of business, except by Exhibitors. Operation of unprotected x-ray equipment, UV sources, or sources of ionizing radiation. The use of billboard advertisements, display of signs, and/or balloons outside the exhibit area unless approved by the Society. Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting. Entry into another Exhibitor's exhibit space, examination, or photographing of another Exhibitor's exhibit without permission. No Exhibitor may suspend or hang display materials or signs from the ceiling above their exhibit space or island exhibit. Display materials and/or signs may also not rise above the 8'2.44m height registration of the exhibit booth (9'2.895m for island exhibits).

EXPOSITION SPACE SPECIFICATIONS: All regulation exhibit spaces are 8'x10'. For 8'x10' exhibits, no sidewalls or counters may exceed 36" in height, except in the back 1/3 of the exhibit space. Background and display materials are limited to 8' in height and must not protrude from the back drape/wall more than 36". All exhibits include an 8' high back drape and a 3' side wall/rail adjoining the neighboring exhibit. Corner or end-cap exhibit spaces have the option of installing/not installing the 3' side rail. In-line exhibits have two, 3' side rails. All exhibits (except islands) include: one identification sign. End-cap and island exhibits have the option of building out their exhibit (per Brewing Summit specifications) and no pipe and drape would be provided, except if the Exhibitor requests it. Background and display materials are limited to 8'2.44m in height; 9'2.895m in height for island exhibits. Booth carpet, lighting, electrical, internet, audio-visual equipment, water, cleaning, and refrigerators are not included in the exhibit space rental fee. If an exhibitor plans to install a display (custom, pop-up, or tabletop), no part of the display may project out of the booth space so as to obstruct the view of adjacent exhibit booths. No exhibit, or its contents, may exceed a back wall height of eight feet (8'). Side wall height restrictions are as follows: the exhibit cannot exceed a height of eight feet (8') within three feet (3') from the back wall. The remaining exhibit height cannot exceed the height of three feet (3'). Raw wood, cardboard, or similar materials for "wings" to displays must be covered or painted if they are visible to the adjacent exhibit booth. Please be advised that these restrictions apply to all exhibits.

No exhibit may span an aisle by roofing or floor covering. Exposed or unfinished sides of an exhibit and/or pop-up display must be draped or positioned in your stand to present an attractive appearance. The Decorator, with the approval of the Society, will provide draping deemed necessary and charge the Exhibitor accordingly. The aisles are property of all Exhibitors. Space must be left within each exhibit area to absorb the viewers.

Any exhibitors offering food and/or beverage sampling must have approval from the venue's Food & Beverage Department. The exhibitor must work through the F & B Department and is responsible for all fees incurred and involved.



2019 Master Brewers Conference
October 31 – November 1, 2019
Calgary TELUS Convention Centre
Calgary, Alberta

Welcome to the **Master Brewers Association of the Americas**. As the official show contractor, we look forward to working with you at this event and want your experience to be as positive as possible. To assist in planning your space, we have created this exhibitor package with order forms showing available rental equipment and services.

A standard 8’x10’ Exhibit Booth will include the following;

- 8’ High black backwall drape
- 3’ High black sidewall drape
- 1- 7” x 44” booth id sign

All shipments arriving at the Calgary TELUS Convention Centre must arrive and depart through the loading dock. Superior Show Service is the exclusive provider of Materials Handling services at this facility.

There is a charge for Materials Handling services. The charges depend on the weight of your shipment and its date of arrival. Please refer to the Materials Handling order form for rates.

Exhibit Hours

Wednesday, October 30	9am - 5pm (Exhibitor Move-in)
Thursday, October, 31	8:30am – 10:30am (Exhibitor Move-in)
Thursday, October 31	12pm – 7pm
Friday, November 1	9:45am – 1:45pm
Friday, November 1	1:45pm – 5pm (Exhibitor Move-out)

Advanced Pricing Deadline

In order to receive advanced pricing, your order must be received with payment before **October 17, 2019**. All orders received after this date will be processed at regular rates. Don’t miss out on the chance to order our rental equipment and services at a discounted rate. We also have show specials offering further discounts which are only available until the advanced pricing deadline.

Benefits of Pre-Ordering

- ✓ Save up to 30% off regular rates
- ✓ No need to wait in line onsite to order equipment
- ✓ Your rental equipment is in your booth when you arrive
- ✓ Ensure the equipment you want isn’t sold out

Payment

All orders must be paid in full before delivery of equipment or services. Payment can be made by Visa or Mastercard.

Online Ordering

Please take a moment to create an account on our website at www.superiorshow.com. By setting up an account, you will be able to review order history, save favorite items, and autofill the billing information when placing orders.

To place your order using our online ordering system, please visit www.superiorshow.com

Event ID: **brewer**

Password: **103119**

After placing your order, you will be sent an email confirmation stating that your order was received.

If you have any questions or require personal assistance, please contact our office at your convenience and we will be pleased to help you.
Thank you,

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Main Office: 8599 - 111 Street, Fort Saskatchewan, AB. T8L 4S1
 Airdrie Branch: #109, 18 Highland Park Way NE, Airdrie, AB.T4A 0R1
 Calgary Telus Convention Centre: 120 9 Ave SE, Calgary, AB T2G 0P3
 info@superiorshow.com

PAYMENT AND CREDIT CARD AUTHORIZATION FORM

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta		DATES	October 31 - November 1, 2019
COMPANY			BOOTH #	
ADDRESS			CONTACT	
CITY			PHONE	
PROV/ST	PC/ZIP			EMAIL

PAYMENT INFORMATION

_____ VISA	_____ MASTERCARD	_____ CHEQUE (CC# BACKUP REQD)
ACCOUNT NUMBER _____		EXPIRY DATE _____ / _____
CARDHOLDER _____		
SIGNATURE _____		DATE _____

AS PART OF OUR POLICY, AND TO PROTECT YOU, OUR VALUED CUSTOMER'S PERSONAL IDENTITY, SUPERIOR SHOW SERVICE WILL NOT PROCESS ANY CHARGES FOR RENTALS OR SERVICES WITHOUT A SIGNATURE FROM THE CARD HOLDER AUTHORIZING US TO CHARGE YOUR CREDIT CARD AND PROCESS THE ORDER.

BILLING ADDRESS (IF DIFFERENT THAN ABOVE)

EMAIL _____

PHONE _____

PLEASE COMPLETE ALL INFORMATION REQUESTED AND RETURN PAYMENT IN FULL WITH YOUR ORDER. YOU MAY CHOOSE TO PAY BY CREDIT CARD OR CHEQUE. A CREDIT CARD AUTHORIZATION MUST BE ON FILE FOR ANY ORDERS PAID BY CHEQUE. **THIS FORM WILL BE USED AS YOUR AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED BY YOU OR YOUR SHOW REPRESENTATIVE INCLUDING CHARGES MADE BY EXHIBITOR APPOINTED CONTRACTORS.**

PAYMENT METHODS

SUPERIOR SHOW SERVICE ACCEPTS VISA, MASTERCARD, CHEQUE AND BANK TRANSFERS. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT. \$45 FEE WILL APPLY FOR ALL RETURNED NSF CHEQUES.

ADVANCED PRICING

IN ORDER TO QUALIFY FOR ADVANCED PRICING, ORDER MUST BE RECEIVED WITH PAYMENT BEFORE DEADLINE LISTED ABOVE. ORDERS RECEIVED AFTER DEADLINE DATE WILL BE PROCESSED AT REGULAR RATES. ORDERS RECEIVED WITHOUT PAYMENT CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED AND MAY BE CHARGED REGULAR RATES.

WIRE TRANSFER

TO PAY BY WIRE TRANSFER, PLEASE REQUEST WIRE TRANSFER FORM FROM ACCOUNTING@SUPERIORSHOW.COM. THERE IS A \$25 SERVICE CHARGE APPLICABLE ON ALL TRANSFERS. PLEASE ALLOW SUFFICIENT TIME FOR PAYMENT PROCESSING. ORDERS ARE NOT CONFIRMED UNTIL PAYMENT IS RECEIVED. THIS INCLUDES WIRE TRANSFERS.

IMPORTANT INFORMATION

ORDER WILL NOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED. GRAPHICS WILL NOT BE SENT TO PRINT UNTIL PAYMENT IS RECEIVED. NO REFUNDS ON SPECIAL ORDER ITEMS OR GRAPHICS SENT TO PRINT.

CANCELLATION POLICY

A 25% ADMINISTRATION FEE WILL BE APPLIED TO ALL ORDERS RECEIVED AND THEN CANCELLED. NO REFUNDS OR EXCHANGES ONCE EQUIPMENT HAS BEEN DELIVERED TO THE BOOTH OR SERVICE HAS BEEN COMPLETED. PRICING WILL BE ADJUSTED ON ALL ORDERS RECEIVED WITH INACCURATE PRICING OR RECEIVED AFTER ADVANCED DEADLINE. REFUND REQUESTS MUST BE PLACED ONSITE.

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Main Office: 8599 - 111 Street, Fort Saskatchewan, AB. T8L 4S1
 Airdrie Branch: #109, 18 Highland Park Way NE, Airdrie, AB.T4A 0R1
 Calgary Telus Convention Centre: 120 9 Ave SE, Calgary, AB T2G 0P3
 info@superiorshow.com

ORDER FORM SUMMARY

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019
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PLEASE SEND YOUR COMPLETED ORDER FORMS TO INFO@SUPERIORSHOW.COM OR FAX TO 780-992-0406 ATTN: ACCOUNTING

TO VERIFY THAT WE HAVE RECEIVED YOUR ENTIRE ORDER, PLEASE CHECK OFF THE FORMS YOU ARE SENDING AND ENTER THE TOTAL AMOUNT FOR EACH FORM.

ORDER FORMS	FORM TOTAL
SHOW SPECIAL	\$
TABLES AND CHAIRS	\$
BOOTH ACCESSORIES	\$
CARPET AND DRAPE	\$
ACCESSORY	\$
EXHIBIT INSTALLATION	\$
SIGNAGE	\$
EXHIBIT BOOTH	\$
ADVANCED MATERIALS HANDLING	\$
ONSITE MATERIALS HANDLING	\$
SERVICE CHARGES	\$
TOTAL ORDER	\$

IMPORTANT INFORMATION

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 IN ORDER TO RECEIVE ADVANCED PRICING, ORDER MUST BE RECEIVED WITH PAYMENT BEFORE DEADLINE LISTED ABOVE. ORDERS RECEIVED AFTER THE DEADLINE WILL BE CHARGED REGULAR PRICE.
 ORDERS RECEIVED WITHOUT PAYMENT CANNOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED.

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info@superiorshow.com

STANDARD BOOTH PACKAGE



DECORATED COUNTER SPECIAL



CRUISER TABLE SPECIAL



BRANDED COUNTER SPECIAL



TECH SPECIAL



LOUNGE SEATING SPECIAL



PARK AVENUE LOUNGE FURNITURE

MANHATTAN LOUNGE FURNITURE





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Please return this form by fax or email

Show Special Order Form

SHOW	2019 Master Brewers Conference	DEADLINE	October 17, 2019
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SHOW SPECIALS **ADVANCED PRICING IS AVAILABLE ON ORDERS RECEIVED WITH PAYMENT 14 DAYS BEFORE SHOW START DATE. ALL ORDERS ARE TO BE PREPAID IN ADVANCE OF SERVICE.**

SHOW SPECIALS	ADV	REG	TOTAL
DECORATED COUNTER SPECIAL (\$290 ADVANCED PRICING) INCLUDES; 1- 4', 6' OR 8' DECORATED COUNTER AND 2 GREY FABRIC STOOLS COUNTER LENGTH (CIRCLE CHOICE) 4' 6' 8' COUNTER SKIRT COLOUR (CIRCLE CHOICE) BLACK BLUE SILVER	\$215	\$360	
CRUISER TABLE SPECIAL (\$330 ADVANCED PRICING) INCLUDES; 1- 30" DIAMETER CRUISER TABLE WITH SPANDEX COVER AND 2- STOOLS SPANDEX COVER COLOUR(CIRCLE CHOICE) RED SILVER BLACK STOOL(CIRCLE CHOICE) GREY FABRIC WIRE BACK CHROME BLACK LEATHER	\$245	\$420	
BRANDED COUNTER SPECIAL (\$450 ADVANCED PRICING) INCLUDES; 1- ACCESS #5 COUNTER WITH SLIDING DOORS AND YOUR LOGO AND 2- STOOLS STOOL (CIRCLE CHOICE) GREY FABRIC WIRE BACK CHROME BLACK LEATHER	\$335	\$565	
UPGRADE BRANDED COUNTER SPECIAL WITH REAR-LIT CHARGING STATION	\$175	\$235	
10' X 10' TECH SPECIAL (\$3005 ADVANCED PRICING) INCLUDES;10' WIDE FULL GRAPHIC SEAMLESS BACKWALL WITH TV, 1- BRANDED REAR-LIT CHARGING STATION, 10' X 10' CARPET, 100 SQ.FT. OF UNDERLAY, DAILY JANITORIAL SERVICES, AND 2- STOOLS STOOL(CIRCLE CHOICE) GREY FABRIC WIRE BACK CHROME BLACK LEATHER	\$2,250	\$3,910	
10' X 10' COMFORT SPECIAL (\$710 ADVANCED PRICING) INCLUDES: 10' X 10' CARPET, 100 SQ.FT. OF UNDERLAY, DAILY JANITORIAL SERVICE, 1- 30" DIAMETER CRUISER TABLE WITH SPANDEX COVER AND 2- STOOLS SPANDEX COVER COLOUR(CIRCLE CHOICE) RED SILVER BLACK STOOL(CIRCLE CHOICE) GREY FABRIC WIRE BACK CHROME BLACK LEATHER	\$530	\$930	
10' X 20' COMFORT SPECIAL (\$1090 ADVANCED PRICING) INCLUDES: 10' X 20' CARPET, 200 SQ.FT. OF UNDERLAY, DAILY JANITORIAL SERVICE, 1- 30" DIAMETER CRUISER TABLE WITH SPANDEX COVER AND 2- STOOLS SPANDEX COVER COLOUR(CIRCLE CHOICE) RED SILVER BLACK STOOL(CIRCLE CHOICE) GREY FABRIC WIRE BACK CHROME BLACK LEATHER	\$815	\$1,440	
10' X 20' LOUNGE SEATING SPECIAL (\$2427 ADVANCED PRICING) INCLUDES: 1- 10'X20' CARPET, 200 SQ.FT. OF UNDERLAY, DAILY JANITORIAL SERVICE, 1- SOFT SEATING PACKAGE FOR 6, 1- RECTANGULAR COFFEE TABLE WITH LOGO, 1- ACCESSORY #5 COUNTER WITH SLIDING DOORS AND YOUR LOGO, 2- STOOLS, AND 1- WASTEBASKET STOOL (CIRCLE CHOICE) GREY FABRIC WIRE BACK CHROME BLACK LEATHER CARPET COLOUR (CIRCLE CHOICE) GREY BLACK RED GREEN BLUE FURNITURE STYLE (CIRCLE CHOICE) MANHATTAN PARK AVENUE FURNITURE COLOUR (CIRCLE CHOICE) WHITE BLACK	\$1,820	\$3,050	

*** SHOW SPECIALS ARE ONLY AVAILABLE UNTIL ADVANCED ORDERING DEADLINE* CONTACT US FOR PRICING ON LARGER BOOTHS***

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

CANCELLATION POLICY
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18" HIGH TABLES AND SOFT SEATING



SQUARE END TABLE



RECTANGULAR COFFEE TABLE



ROUND COFFEE TABLE



MANHATTAN CHAIR



MANHATTAN LOVESEAT



MANHATTAN SOFA



PARK AVENUE CHAIR



PARK AVENUE LOVESEAT



PARK AVENUE SOFA

30" HIGH TABLES AND CHAIRS



PEDESTAL TABLE



DECORATED TABLE



TOPPED TABLE



ESPRESSO MEETING TABLE



GREY FABRIC SIDE CHAIR



GREY FABRIC ARM CHAIR



BLACK LEATHER CHAIR



BLACK LEATHER RIPPLE CHAIR

42" HIGH TABLES AND STOOLS



30" DIAMETER CRUISER TABLE



24" SQUARE CRUISER TABLE



40" DIAMETER CRUISER TABLE



SPANDEX COVER



STENO STOOL



GREY FABRIC STOOL



BLACK LEATHER STOOL



WIRE BACK CHROME STOOL





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Please return this form by fax or email

Tables & Chairs Order Form

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019
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RENTAL PRICING

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18" HIGH TABLES AND SOFT SEATING				ADV	REG	TOTAL
	19" SQUARE END TABLE			\$100	\$125	
	19" SQUARE END TABLE WITH LOGO			\$180	\$205	
	RECTANGULAR COFFEE TABLE (23" X 62" X 18" H)			\$175	\$200	
	RECTANGULAR COFFEE TABLE WITH LOGO (23" X 62" X 18" H)			\$335	\$360	
	42 INCH DIAMETER ROUND COFFEE TABLE			\$195	\$220	
	42 INCH DIAMETER ROUND COFFEE TABLE WITH LOGO			\$355	\$380	
	MANHATTAN CHAIR	COLOUR CHOICE: BLACK WHITE		\$245	\$305	
	MANHATTAN LOVESEAT	COLOUR CHOICE: BLACK WHITE		\$380	\$475	
	MANHATTAN SOFA	COLOUR CHOICE: BLACK WHITE		\$435	\$545	
	PARK AVENUE CHAIR	COLOUR CHOICE: BLACK		\$245	\$305	
	PARK AVENUE LOVESEAT	COLOUR CHOICE: BLACK WHITE		\$380	\$475	
	PARK AVENUE SOFA	COLOUR CHOICE: BLACK WHITE		\$435	\$545	
30" HIGH TABLES AND CHAIRS				ADV	REG	TOTAL
	TABLE SIZE CHANGES	*ONSITE CHARGE ONLY		N/C	\$45	
	30" DIAMETER PEDESTAL TABLE			\$50	\$70	
	DECORATED TABLE	_____ 4' _____ 6' _____ 8'		\$90	\$120	
	TABLE SKIRT COLOUR CHOICE: WHITE BLACK BLUE RED GREEN BURGUNDY SILVER GOLD					
	SKIRT FOURTH SIDE OF TABLE (6' & 8' ONLY. TABLE NOT INCLUDED)			\$34	\$45	
	VINYL TOPPED TABLE	_____ 4' _____ 6' _____ 8'		\$50	\$70	
	42 INCH DIAMETER ESPRESSO MEETING TABLE			\$95	\$120	
	PADDED SIDE CHAIR			\$45	\$60	
	GREY FABRIC ARM CHAIR			\$55	\$70	
	BLACK LEATHER CHAIR			\$60	\$75	
	BLACK LEATHER RIPPLE SLED BASED MEETING CHAIR			\$90	\$100	
42" HIGH TABLES AND STOOLS				ADV	REG	TOTAL
	DECORATED COUNTER	_____ 4' _____ 6' _____ 8'		\$120	\$150	
	COUNTER SKIRT COLOUR CHOICES: BLACK BLUE SILVER					
	30" DIAMETER CRUISER TABLE			\$95	\$125	
	24" SQUARE STAINLESS STEEL/WHITE CRUISER TABLE			\$130	\$170	
	SPANDEX COVER FOR CRUISER TABLE	COLOUR: ___ BLACK RED ___ SILVER		\$35	\$45	
	40" DIAMETER CRUISER TABLE			\$110	\$140	
	BLACK PADDED STENO STOOL			\$65	\$80	
	GREY FABRIC STOOL			\$85	\$105	
	BLACK LEATHER STOOL			\$95	\$120	
	WIRE BACK CHROME STOOL			\$100	\$125	

WE ACCEPT VISA/MASTERCARD

SUBTOTAL BEFORE GST

GST (R 105 085 260)

TOTAL

CANCELLATION POLICY

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NO REFUNDS ON SPECIAL ORDER ITEMS OR GRAPHICS SENT TO PRINT.
















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Booth Accessories Order Form

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PROV/ST		PC/ZIP		EMAIL

RENTAL PRICING **ADVANCED PRICING IS AVAILABLE ON ORDERS RECEIVED WITH PAYMENT 14 DAYS BEFORE SHOW START DATE. ALL ORDERS ARE TO BE PREPAID IN ADVANCE OF SERVICE.**

BOOTH ACCESSORIES		ADV	REG	TOTAL
	SIGN HOLDER (22" X 28")	\$30	\$40	
	EASEL	\$30	\$40	
	BAG HOLDER	\$35	\$45	
	BROCHURE RACK	\$60	\$75	
	WASTE BASKET	\$12	\$15	
	GREEN FLOOR PLANT (PLANT PROVIDED MAY VARY FROM IMAGE SHOWN)	\$60	\$80	
	DRAW DRUM (TABLE TOP STYLE)	\$55	\$70	
	GARMENT RACK	\$30	\$40	
	26" FLATSCREEN TV/DVD COMBO	\$300	\$400	
	42" FLATSCREEN TV	\$500	\$600	
	55" 4K SMART TV	\$700	\$900	
	FLOOR STAND FOR 42" FLATSCREEN TV	\$300	\$375	
	2' X 8' BLACK GRIDWALL (CUSTOMER TO SUPPLY ALL ACCESSORIES.)	\$20	\$30	

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

CANCELLATION POLICY
 A 25% ADMINISTRATION FEE WILL BE APPLIED TO ALL ORDERS RECEIVED AND THEN CANCELLED. NO REFUNDS OR EXCHANGES ONCE EQUIPMENT HAS BEEN DELIVERED TO THE BOOTH OR SERVICE HAS BEEN COMPLETED. PRICING WILL BE ADJUSTED ON ALL ORDERS RECEIVED WITH INACCURATE PRICING OR RECEIVED AFTER ADVANCED DEADLINE. REFUND REQUESTS MUST BE PLACED ONSITE.
 NO REFUNDS ON SPECIAL ORDER ITEMS OR GRAPHICS SENT TO PRINT.



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Carpet & Drapery Order Form

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta		DATES	October 31 - November 1, 2019
COMPANY			BOOTH #	
ADDRESS			CONTACT	
CITY			PHONE	
PROV/ST		PC/ZIP		EMAIL






RENTAL PRICING **ADVANCED PRICING IS AVAILABLE ON ORDERS RECEIVED WITH PAYMENT 14 DAYS BEFORE SHOW START DATE. ALL ORDERS ARE TO BE PREPAID IN ADVANCE OF SERVICE.**

EXHIBIT BOOTH VACUUMING AND CLEANING


**SERVICE INCLUDES:
 EXHIBIT VACUUMING
 EMPTYING OF WASTE BASKETS**









PRE-ORDERS (MUST BE RECEIVED BY ADVANCED ORDERING DEADLINE)
 BOOTH WIDTH: _____ X BOOTH DEPTH: _____ X NUMBER OF DAYS _____ X \$0.45 = _____.

LATE ORDERS (RECEIVED AFTER ADVANCED ORDERING DEADLINE DATE)
 BOOTH WIDTH: _____ X BOOTH DEPTH: _____ X NUMBER OF DAYS _____ X \$0.60 = _____.

INDOOR BOOTH CARPET		ADV	REG	TOTAL				
								
		GREY	BLACK	BLUE	GREEN	RED		
	10' X 10' INDOOR CARPET	COLOUR:	\$175	\$235				
	10' X 20' INDOOR CARPET	COLOUR:	\$350	\$470				
	1 SQ.FT. OF BULK INDOOR CARPET (CUT & LAID PER SQ.FT.)	COLOUR:	\$1.75	\$2.35				

CARPET WILL BE INSTALLED CLEAN. SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, ADDITIONAL CHARGES WILL APPLY.

CARPET ACCESSORIES		ADV	REG	TOTAL
	1 SQ.FT. OF UNDERLAY (CUT & LAID)	\$1.15	\$1.55	
	1 SQ.FT. OF PROTECTIVE PLASTIC COVERING (CUT & LAID PER SQ.FT.)	\$0.25	\$0.30	

DRAPERY		ADV	REG	TOTAL
				
				
	BLACK	BLUE	BURGUNDY	GOLD
	GREEN	WHITE	SILVER	RED
	1 LIN.FT. OF 4' HIGH DRAPE	COLOUR:	\$4	\$6
	1 LIN.FT. OF 8' HIGH DRAPE	COLOUR:	\$6	\$8
	DRAPERY STEEL BASEPLATE _____ UPRIGHT _____ SLIDER _____		\$12	\$17

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

CANCELLATION POLICY
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Accessories Rental Order Form

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019	
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta		DATES	October 31 - November 1, 2019	
COMPANY			BOOTH #		
ADDRESS			CONTACT		
CITY			PHONE		
PROV/ST	PC/ZIP		EMAIL		

RENTAL PRICING **ADVANCED PRICING IS AVAILABLE ON ORDERS RECEIVED WITH PAYMENT 14 DAYS BEFORE SHOW START DATE. ALL ORDERS ARE TO BE PREPAID IN ADVANCE OF SERVICE.**

COUNTERS			DIMENSIONS (W x H x D)	ADV	REG	TOTAL
#1 - COUNTER		0.5m x 1m x 0.5m	\$80	\$105		
#2 - COUNTER - WIDE		1m x 1m x 0.5m	\$120	\$150		
#3 - COUNTER W/ SHELF		0.5m x 1m x 0.5m	\$100	\$120		
#4 - COUNTER W/ SLIDING DOORS		1m x 1m x 0.5m	Non-Locking	Non-Locking		
			\$160	\$200		
#5 - COUNTER W/ SLIDING DOORS AND LOGO* (SUPPLIED IN EPS VECTOR FORMAT. CHARGES WILL APPLY IF SUPPLIED IN WRONG FORMAT.)		1 m X 1 m X 0.5 m	Locking	Locking		
			\$260	\$300		
#5 - COUNTER W/ SLIDING DOORS AND LOGO* (SUPPLIED IN EPS VECTOR FORMAT. CHARGES WILL APPLY IF SUPPLIED IN WRONG FORMAT.)		1 m X 1 m X 0.5 m	Non-Locking	Non-Locking		
			\$250	\$315		
#5 - COUNTER W/ SLIDING DOORS AND LOGO* (SUPPLIED IN EPS VECTOR FORMAT. CHARGES WILL APPLY IF SUPPLIED IN WRONG FORMAT.)		1 m X 1 m X 0.5 m	Locking	Locking		
			\$350	\$415		
#6 - COUNTER - CURVED		1.5m x 1m x 0.5m	\$190	\$225		
#7 - COUNTER - CLUSTER		COUNTERTOP- 0.5mx0.5m COUNTER 1- 420mm HIGH COUNTER 2- 680mm HIGH COUNTER 3- 1m HIGH	\$250	\$325		

SHOWCASES			DIMENSIONS (W x H x D)	ADV	REG	TOTAL
#8 - 1/4 VISION GLASS CASE W/ CLOSED BOTTOM AND LOCKING DOORS		1m x 1m x 0.5m	\$245	\$275		
#9 - 3/4 VISION GLASS CASE W/ CLOSED BOTTOM AND LOCKING DOORS		1m x 1m x 0.5m	\$255	\$295		

CHARGING STATIONS			DIMENSIONS (W x H x D)	ADV	REG	TOTAL
#10 - ROUND REAR-LIT CHARGING STATION INCLUDES 4- USB PORTS AND 2 OUTLETS		790mm X 790mm X 1055mm	\$225	\$275		
#11 - RECTANGULAR REAR-LIT CHARGING STATION INCLUDES 2- USB PORTS AND 3 OUTLETS		0.5m x 1m x 0.5m	\$225	\$275		
#12 - RECTANGULAR BRANDED REAR-LIT CHARGING STATION INCLUDES 2- USB PORTS AND 3 OUTLETS		0.5m x 1m x 0.5m	\$425	\$550		

MISC			DIMENSIONS	ADV	REG	TOTAL
	ROLL OF VELCRO	25mm X 3m LONG	\$25	\$31		

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

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Exhibit Installation Order Form

SHOW	2019 Master Brewers Conference	DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta	DATES	October 31 - November 1, 2019
COMPANY		BOOTH #	
ADDRESS		CONTACT	
CITY		PHONE	
PROV/ST		EMAIL	

LABOUR PRICING SUPERIOR SHOW SERVICE **WILL NOT ACCEPT COLLECT DELIVERIES.**

REQUIRED SERVICES	ADV/HR	REG/HR	TOTAL
LABOURER ONLY			
A REPRESENTATIVE FROM YOUR COMPANY MUST BE PRESENT TO DIRECT THE INSTALL/DISMANTLE. IF NO REPRESENTATIVE WILL BE PRESENT, SKILLED INSTALLER MUST BE ORDERED.			

STRAIGHT TIME (MON-FRI 8AM-5PM) *MINIMUM 1 HOUR CHARGE PER CALL

INSTALLATION	\$80	\$110	
DISMANTLE	\$80	\$110	

OVERTIME (MON-FRI 5PM-12AM, SAT AND SUN 8AM-5PM) *MINIMUM 2 HOUR CHARGE PER CALL

INSTALLATION	\$120	\$150	
DISMANTLE	\$120	\$150	

DOUBLE TIME (MON-FRI 12AM-8AM, SAT AND SUN 5PM-12AM, AND HOLIDAYS) *MINIMUM 2 HOUR CHARGE PER CALL

INSTALLATION	\$150	\$180	
DISMANTLE	\$150	\$180	

PREFERRED SETUP DATE AND TIME:
PREFERRED TAKEDOWN DATE AND TIME:

TYPE OF SERVICE REQUIRED
 SUPERVISED
 A REPRESENTATIVE FROM YOUR COMPANY WILL BE PRESENT TO DIRECT THE INSTALL/DISMANTLE.
 UNSUPERVISED (A 40% SURCHARGE WILL APPLY TO ALL UNSUPERVISED LABOUR FOR PROFESSIONAL SUPERVISION.)
 NO REPRESENTATIVE WILL BE PRESENT. SPECIFIC PICTURES, INSTRUCTIONS, LAYOUT, DELIVERY AND SHIPPING INSTRUCTIONS ARE REQUIRED.
IF EXHIBITOR IS SUPERVISING LABOUR, THE EXHIBITOR MUST CHECK LABOUR IN AND OUT AT THE SUPERIOR SHOW SERVICE ORDER DESK.
ACTUAL TOTALS AND AMOUNTS WILL BE ADJUSTED ACCORDING TO FINAL HOURS.

IN BOOTH FORKLIFT SERVICE	ADV	REG	TOTAL
INCLUDES; 5,000 LB. FORKLIFT AND OPERATOR TO ASSIST WITH BOOTH INSTALLATION OR DISMANTLE			

STRAIGHT TIME (MON-FRI 8AM-4PM)

INSTALL (MINIMUM OF 1 HOUR CHARGE PER CALL)	\$125	\$155	
DISMANTLE (MINIMUM OF 1 HOUR CHARGE PER CALL)	\$125	\$155	

OVERTIME (MON-FRI 4PM-12AM, SAT AND SUN 8AM-4PM)

INSTALL (MINIMUM OF 1 HOUR CHARGE PER CALL)	\$155	\$185	
DISMANTLE (MINIMUM OF 1 HOUR CHARGE PER CALL)	\$155	\$185	

DOUBLE TIME (MON-SUN 12AM-8AM, SAT AND SUN 4PM-12AM, HOLIDAYS)

INSTALL (MINIMUM OF 2 HOUR CHARGE PER CALL)	\$175	\$205	
DISMANTLE (MINIMUM OF 2 HOUR CHARGE PER CALL)	\$175	\$205	

DELIVERY AND SHIPPING INSTRUCTIONS

*CUSTOMER IS RESPONSIBLE FOR ALL SHIPPING ARRANGMENTS AND CHARGES.

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

CANCELLATION POLICY

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Graphic Accessories Order Form

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PURCHASE PRICING

ALL ORDERS MUST BE CONFIRMED WITH PAYMENT AT LEAST ONE MONTH IN ADVANCE OF THE SHOW. AS THIS IS A PURCHASE, PLEASE BE AWARE THAT DUE TO POSSIBLE DELAYS IN MANUFACTURE OR SHIPPING, WE CAN NOT GUARANTEE DELIVERY TO THE SHOW IF NOT ORDERED FAR ENOUGH IN ADVANCE.

DISTINGUISH YOURSELF FROM THE CROWD. PURCHASE A PORTABLE DISPLAY FOR YOUR EXHIBIT SPACE.

MANY DIFFERENT GRAPHIC ACCESSORY OPTIONS ARE AVAILABLE. CONTACT TRACY AT OUR OFFICE TODAY FOR A QUOTATION ON YOUR CUSTOM DISPLAY.

OVERHEAD SIGN IDEAS - CONTACT US

ENSURE YOUR BRAND IS VISIBLE FROM ALL DIRECTIONS WITH OVERHEAD SIGNAGE.



MULTIPLE SIZES AND SHAPES AVAILABLE. ALL OVERHEAD SIGNS INCLUDE; FRAME, SINGLE-SIDED FULL DIGITAL PRINT, AND CARRYING BAG.

BRANDED TABLE COVERS - CONTACT US

BRANDED TABLE COVERS ARE AN EASY, COST-EFFECTIVE WAY TO PROMOTE YOUR BRAND AT EVENTS.

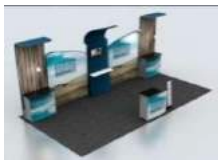


MULTIPLE SIZES AVAILABLE. ALL BRANDED TABLE COVERS INCLUDE GRAPHICS AND CARRYING BAG

OUTDOOR DISPLAY IDEAS - CONTACT US



PORTABLE DISPLAY IDEAS - CONTACT US



DESIGN CHARGES

*IF GRAPHICS ARE NOT SUPPLIED PRINT-READY, ADDITIONAL DESIGN CHARGES WILL APPLY. SEE SIGNAGE ORDER FORM FOR PRICING DETAILS.

WE ACCEPT VISA/MASTERCARD

CANCELLATION POLICY

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Signage & Graphics Order Form

SHOW	2019 Master Brewers Conference	DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta	DATES	October 31 - November 1, 2019
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ADDRESS		CONTACT	
CITY		PHONE	
PROV/ST		EMAIL	

SIGNAGE PRICING FOR CUSTOM/REPRODUCTION GRAPHIC DESIGN, PLEASE CONTACT OUR OFFICE TO RECEIVE YOUR QUOTE.

BANNER STANDS	SIZE	ADV	TOTAL
SINGLE SIDED BANNER STAND	APPROX. 33" WIDE X 78" HIGH	\$325	
SINGLE SIDED WIDE BASE BANNER STAND	APPROX. 33" WIDE X 78" HIGH	\$400	
DOUBLE SIDED BANNER STAND	APPROX. 33" WIDE X 79" HIGH	\$575	

ALL BANNER STAND PURCHASES INCLUDE: RETRACTABLE BANNER STAND, GRAPHICS AND CARRYING BAG

STANDARD SIZE SIGNS (SIZED IN WIDTH X HEIGHT)	ADV	TOTAL
22"X28" SINGLE SIDED SIGN PRINTED ON SINTRA	\$113	
22"X28" DOUBLE SIDED SIGN PRINTED ON SINTRA	\$226	
44"X7" SIGN PRINTED ON 24PT LUSTER BOARD	\$80	
24"X36" SIGN PRINTED ON SINTRA	\$145	
40"X60" SIGN PRINTED ON SINTRA	\$250	

MATERIAL	SIZE	ADV	TOTAL
1 SQ.FT. OF COROPLAST LIGHT WEIGHT CORRUGATED PLASTIC (EASY TO CLEAN)	SIZE: _____ FT. WIDE X _____ FT. HIGH = _____ SQ.FT.	\$8	
1 SQ.FT. OF SINTRA HEAVIER PVC MATERIAL (EASY TO CLEAN)	SIZE: _____ FT. WIDE X _____ FT. HIGH = _____ SQ.FT.	\$10	
1 SQ.FT. OF WHITE 13 OZ. BANNER INCLUDES GROMMETS. AVAILABLE HEIGHTS: 2', 3' & 4'	SIZE: _____ FT. WIDE X _____ FT. HIGH = _____ SQ.FT.	\$13	
1 SQ.FT. OF GRAPHICS ON VINYL READY TO PRINT FULL COLOUR GRAPHIC ON VINYL. PREMASKED. APPLICATION NOT INCLUDED.	SIZE: _____ FT. WIDE X _____ FT. HIGH = _____ SQ.FT.	\$8	

GRAPHIC DESIGN	ADV	TOTAL
CUSTOM GRAPHIC DESIGN (MIN 1HR)	\$65/hr	

IF GRAPHICS ARE NOT SUPPLIED PRINT-READY, GRAPHIC DESIGN CHARGES WILL APPLY.

IMPORTANT INFORMATION

- TIME LINES-** PLEASE SEND THE FILES 3 WEEKS PRIOR TO YOUR SHOW DATE
- FILE FORMATS-** HIGH RESOLUTION OR VECTOR ADOBE ACROBAT FILE (.PDF)
- PHOTOS-** HIGH RESOLUTION .TIF OR .JPG (ALL IMAGES SHOULD BE AT 150 DPI AT ACTUAL SIZE)
- FONT-** ALL FONTS MUST BE SET TO OUTLINE
- COLOUR-** IF A SPECIFIC COLOUR IS REQUIRED, PLEASE PROVIDE PANTONE CODE
- BLEED-** PLEASE CREATE A BLEED OF 1.25"
- FILE SIZE-** IF ARTWORK IS TOO LARGE, WE CAN ACCEPT ARTWORK AT 50% OF FULL SIZE IF TEXT IS SET TO OUTLINE/VECTOR BASED AND IMAGES ARE OF A HIGH RESOLUTION
- FILES MUST INCLUDE-** COLOUR PROOF OF EACH JOB (PRINTED OR .PDF) AND ALL SUPPLEMENTARY GRAPHICS USED (IE- LINKED FILES)
- FILE NAMES-** BOOTHNUMBER_SHOWNAME_COMPANYNAME_STYLEOFSTAND_SIDE A OR B(IF APPLICABLE).PDF
- HIGHTAIL DROP BOX LINK-** PLEASE COPY THIS LINK INTO YOUR BROWSER TO UPLOAD ANY FILES TOO LARGE FOR EMAIL.
[HTTPS://WWW.HIGHTAIL.COM/DROPBOX?DROPBOX=SUPERIOR-SHOW-SERVICE-INC](https://www.hightail.com/dropbox?dropbox=superior-show-service-inc)

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

CANCELLATION POLICY

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Exhibit Booths Order Form

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LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta		DATES	October 31 - November 1, 2019	
COMPANY			BOOTH #		
ADDRESS			CONTACT		
CITY			PHONE		
PROV/ST	PC/ZIP		EMAIL		

BOOTH PRICING

ADVANCED PRICING IS AVAILABLE ON ORDERS RECEIVED 14 DAYS BEFORE SHOW START DATE.
FOR A CUSTOM MODULAR BOOTH DESIGN OR SLATWALL, PLEASE CONTACT OUR OFFICE TO RECEIVE YOUR QUOTE & 3D DRAWING.

BOOTH #	DIMENSIONS		ADV	REG	TOTAL
1 SINTRA	10' X 10' (1 HEADER SIGN) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,100	\$1,325	
1 FABRIC	10' X 10' (1 HEADER SIGN) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$1,375	\$1,656	
2 SINTRA	10' X 10' (3 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,250	\$1,525	
2 FABRIC	10' X 10' (3 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$1,562	\$1,906	
3 SINTRA	10' X 10' (0 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,250	\$1,525	
3 FABRIC	10' X 10' (0 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$1,562	\$1,906	
4 SINTRA	10' X 10' (3 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,250	\$1,525	
4 FABRIC	10' X 10' (3 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$1,562	\$1,906	
5 SINTRA	10' X 20' (3 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,700	\$2,100	
5 FABRIC	10' X 20' (3 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$2,125	\$2,625	
6 SINTRA	10' X 20' (3 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,800	\$2,200	
6 FABRIC	10' X 20' (3 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$2,250	\$2,750	
7 SINTRA	10' X 20' (2 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$1,900	\$2,350	
7 FABRIC	10' X 20' (2 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$2,375	\$2,937	
8 SINTRA	10' X 20' (4 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$2,650	\$3,250	
8 FABRIC	10' X 20' (4 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$3,312	\$4,062	
9 SINTRA	20' X 20' (6 HEADER SIGNS) W/ SINTRA PANELS	PANEL COLOUR: WHITE BLACK	\$2,850	\$3,450	
9 FABRIC	20' X 20' (6 HEADER SIGNS) W/ FABRIC PANELS	PANEL COLOUR: GREY BLACK	\$3,562	\$4,312	

ALL MODULAR EXHIBITS INCLUDE: INSTALL/DISMANTLE, PANELS IN YOUR COLOUR CHOICE, HEADER SIGNAGE WITH BASIC FONT VINYL LETTERING.

HEADER SIGN TO READ:

EXHIBIT BOOTH ACCESSORIES

	SPOTLIGHT		\$60	\$72
	WOOD SHELF (39 INCHES WIDE X 12 INCHES DEEP)		\$25	\$40
	GLASS SHELF (39 INCHES WIDE X 12 INCHES DEEP)		\$35	\$50
	R8 TV BRACKET (HOLDS UP TO 42" TV)		\$250	\$325

EXHIBIT BOOTH SIGNAGE AND GRAPHICS

	ADDITION OF YOUR COMPANY LOGO* TO HEADER SIGNAGE. PRICED PER HEADER		\$95	N/A
	*IF LOGO SUPPLIED IN .EPS VECTOR FORMAT. IF WRONG FORMAT SUPPLIED, DESIGN CHARGES MAY APPLY			
	FULL GRAPHIC COUNTER PANEL (970MM X 920MM) SUPPLIED PRINT READY		\$115	N/A
	FULL GRAPHIC PANEL ON SINTRA (970MM X 2400MM) SUPPLIED PRINT READY		\$300	N/A
	PLEASE CHECK YES, IF YOU WILL BE KEEPING YOUR GRAPHICS _____ YES _____ NO			

SUPERIOR SHOW SERVICE WILL DISMANTLE YOUR EXHIBIT AS SOON AS POSSIBLE IF PANELS ARE TO BE KEPT. AFTER DISMANTLE, CUSTOMER IS RESPONSIBLE FOR PANELS AND ALL PACKAGING AND SHIPPING ARRANGEMENTS. ALL GRAPHIC PANELS REMAINING AT END OF MOVE-OUT WILL BE DESTROYED.

	DESIGN CHARGES PER HOUR (IF REQUIRED)	(MIN \$60)	\$60	N/A
WE ACCEPT VISA/MASTERCARD			SUBTOTAL BEFORE GST	
			GST (R 105 085 260)	
			TOTAL	

CANCELLATION POLICY

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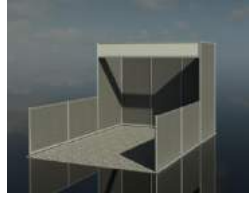
NO REFUNDS ON SPECIAL ORDER ITEMS OR GRAPHICS SENT TO PRINT.



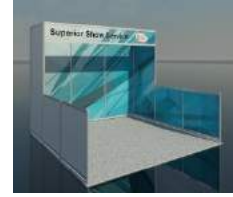
Exhibit Booth # 1 (10' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle

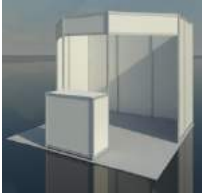


Fabric panels in grey or black
Basic font Header signage
Install and dismantle

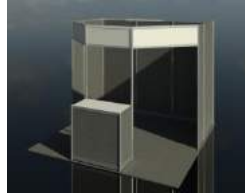


Full graphic panels
Upgraded full graphic header signage
Install and dismantle

Exhibit Booth #2 (10' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle



Fabric panels in grey or black
Basic font Header signage
Install and dismantle



Full graphic panels
Upgraded full graphic header signage
Install and dismantle

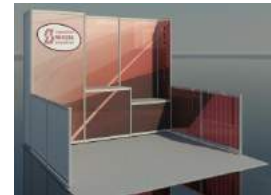
Exhibit Booth #3 (10' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle



Fabric panels in grey or black
Basic font Header signage
Install and dismantle

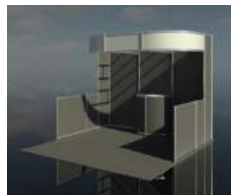


Full graphic panels
Upgraded full graphic header signage
Install and dismantle

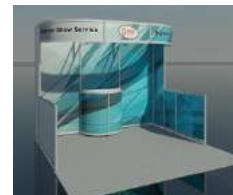
Exhibit Booth #4 (10' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle



Fabric panels in grey or black
Basic font Header signage
Install and dismantle



Full graphic panels
Upgraded full graphic header signage
Install and dismantle

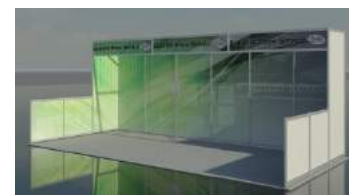
Exhibit booth #5 (20' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle



Fabric panels in grey or black
Basic font Header signage
Install and dismantle

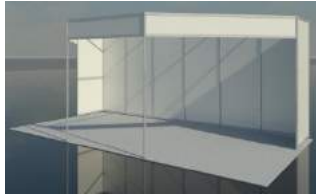


Full graphic panels
Upgraded full graphic header signage
Install and dismantle

For custom exhibit booth design, please contact our office to receive your quote



Exhibit booth #6 (20' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle

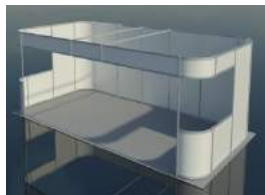


Fabric panels in grey or black
Basic font Header signage
Install and dismantle

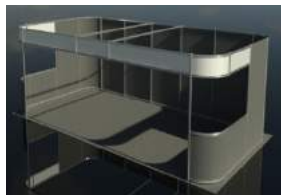


Full graphic panels
Upgraded full graphic header signage
Install and dismantle

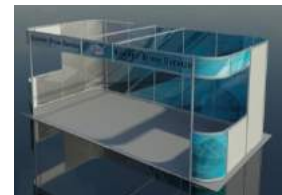
Exhibit booth #7 (20' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle



Fabric panels in grey or black
Basic font Header signage
Install and dismantle

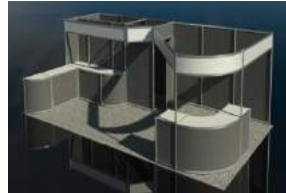


Full graphic panels
Upgraded full graphic header signage
Install and dismantle

Exhibit booth #8 (20' wide x 10' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle

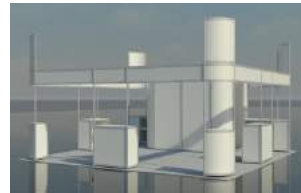


Fabric panels in grey or black
Basic font Header signage
Install and dismantle

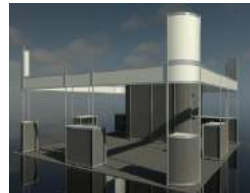


Full graphic panels
Upgraded full graphic header signage
Install and dismantle

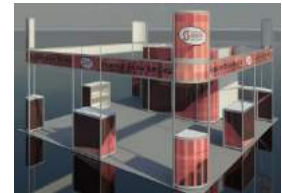
Exhibit booth #9 (20' wide x 20' deep)



Sintra Panels in black or white
Basic font Header signage
Install and dismantle



Fabric panels in grey or black
Basic font Header signage
Install and dismantle



Full graphic panels
Upgraded full graphic header signage
Install and dismantle

For custom exhibit booth design, please contact our office to receive your quote

Jori International Ltd.
10, 1323 – 44th Avenue NE
Calgary, AB
T2E 6L5
403-984-6692
Linda@jori.ca



Customs Clearance & Transportation Services

MASTER BREWERS CONFERENCE OCTOBER 31 – NOVEMBER 2, 2019 TELUS CONVENTION CENTRE – CALGARY, AB

Jori International has been appointed as the official customs broker and transportation provider for the conference to be held in Calgary, Alberta. For all your customs and shipping needs, we recommend you deal directly with **Jori International**.

For Customs and Transportation inquiries please contact:
Linda Vandop Linda@Jori.ca Tel: 403-984-6692

Prior to shipping, the Order Form and Canada customs Invoice (CCI) should be completed and forwarded to our office (Attn: Linda Vandop Email: Linda@jori.ca).

HAND CARRYING or PRIVATE VEHICLE

For exhibitors who will be arriving by plane or in a private vehicle with their goods, it is necessary that you notify Jori International in advance so that the proper documentation (Pre-Arrival Processing System- PAPS) can be prepared for the appropriate border crossing.

PRIOR TO SHIPPING your goods, please send all appropriate customs/shipping documents to Linda Vandop at Linda@jori.ca.

COF (Customs Order For): mandatory for customs clearance. Without this document, Jori International does not have the authorization to clear shipments. This form also gives the coordinator all the information for the return shipment.

CCI (Canada Customs Invoice): Is the mandatory document for anyone shipping exhibit/ registration material. Three (3) copies should accompany the shipment (either provide them to the driver picking up your materials or tape them onto the shipment).

****When shipping electronic equipment back to the USA after the congress, FCC and FDA forms can apply. Please speak with your JORI coordinator about this. ****



Customs & Transportation Services Order Form

Please accept this as authority for Jori International LTD., located at 10, 1323 - 44th Avenue N.E. Calgary, AB T2E 6L5; business number 140006974RM0003, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in JORI INTERNATIONAL LTD., Standard Trading Conditions, including but not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Jori International LTD., full power and authority to appoint a sub-agent, where required. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

Continuous Authority granted

Show/Event Name:		Show/Event Dates:	
Services Required (please check one):			
Customs Clearance and Transportation	Customs Clearance Only	Transportation Only	Advance Warehouse

Shipper Info.	Company Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	Contact Name:		Tel:
	E-mail:		Fax:

Delivery Info.	Company Name:		Booth #:
	Facility Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	On-site Contact:		Cell:
	E-mail:		

Return Freight Info.	<input type="checkbox"/> Same as Shipper		
	Company Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	Contact Name:		Tel:
	E-Mail:		Fax:

Billing Info.	<input type="checkbox"/> Same as Shipper		
	Company Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	Contact Name:		Tel:
	E-mail:		Fax:

Terms of Payment and Security Deposit – MUST BE COMPLETED			
Payment Info.	Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
	Cardholder Name:		Title:
	Credit Card Number:		Expiry Date: CVC:
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).		
	Cardholder Signature:		Date:

Shipment Info.	Pick-up contact name:		On-site Contact name:					
	Pick-up Contact Tel:		On-site Contact number:					
	Pick-up Date:		Hours of Operation:					
	Delivery Date:		Delivery Time/Window:					
	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	@ Weight (lbs) Each	Per Piece	Total
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
Total						Total Weight:		
Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Truck <input type="checkbox"/> Other: _____								
Additional Services Required: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery <input type="checkbox"/> Weekend Pick Up/Delivery								

Cargo Insurance / Declared Value	
This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with JORI INTERNATIONAL LTD. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact JORI INTERNATIONAL LTD. for more information on Cargo Insurance.	

Terms & Conditions	
This order is placed with the specific understanding that we hereby release JORI INTERNATIONAL LTD. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) JORI INTERNATIONAL LTD. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) JORI INTERNATIONAL LTD. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) JORI INTERNATIONAL LTD. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) JORI INTERNATIONAL LTD. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.	

Client Signature	
I have read and agree to the terms of this contract.	
Signature:	
Name:	
Title:	
Date:	

Accepted by JORI INTERNATIONAL LTD.	
Signature:	
Name:	
Title:	
Date:	



1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada		
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)		
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)		
		6. Country of transshipment - Pays de transbordement		
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)		
		10. Currency of settlement - Devises du paiement		
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente	
			14. Unit price Prix unitaire	15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		16. Total weight - Poids total Net _____ Gross - Brut _____		17. Invoice total Total de la facture
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



Main Office: 8599 - 111 Street, Fort Saskatchewan, AB. T8L 4S1
Airdrie Branch: #109, 18 Highland Park Way NE, Airdrie, AB.T4A 2L5
info@superiorshow.com

Before you ship to show site, contact Wes Moroz.

Superior Show Service Logistics and Customs Coordinator

403-404-8977 logistics@superiorshow.com

Superior Show Service has many different options for all your shipping needs, from onsite materials handling to full-service shipping and customs.

Let us be your only contact for all your event needs. We can manage all the details involved of managing your event freight from shipping to warehousing to onsite materials handling and more.

Shipping with Superior Show Service can offer you the following benefits.

Advanced Warehouse- Shipping to our warehouse ensures that your shipment arrives at the event on time. No last-minute scrambling to find your lost shipment or dealing with companies that can't pick up or deliver during scheduled times.

Convenience- We will manage all the arrangements.

VIP Service- Your freight will be among the first delivered so your onsite crew doesn't have to rush their setup.

Everything included- We will pick up the freight at your location, store it at our advanced warehouse, deliver to your booth at the event, onsite storage of empty crates, and outbound shipping after the event.

Save time and money onsite- Avoid waiting for your freight to be delivered. Once the event is over, pack up your freight and let our staff take it from there.

Multiple Service Level options- You have the choice. Contact regarding, full-service shipping, advance materials handling or outbound shipping.

Let Superior Show Service be your one-stop answer to all your shipping needs.

Serving communities through Superior events

Tel: 780.992.0404 | Toll Free: 1.888.417.4449 | Fax: 780.992.0406 | www.superiorshow.com



Serving communities through Superior events
 Toll Free: 1.888.417.4449 | Fax: 780.992.0406 | info@superiorshow.com
 Please return this form by fax or email

Shipping Order Form

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta		DATES	October 31 - November 1, 2019
SHIPPER INFORMATION				
COMPANY			CONTACT	
PICK UP LOCATION NAME			PHONE	
ADDRESS			PROV/STATE	
CITY			PC/ZIP	
			COUNTRY	
IF SHIPPING FROM ANOTHER EVENT, COMPLETE THIS SECTION				
SHOW NAME			BOOTH #	
MOVE-OUT DATE			MOVE-OUT TIMES	
SHOW CONTRACTOR			MARSHALING YARD <input type="checkbox"/> YES <input type="checkbox"/> NO	
SHIPPING TO ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO				
TAILGATE PICKUP REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO			LOADING DOCK <input type="checkbox"/> YES <input type="checkbox"/> NO	PICKUP HOURS
DESTINATION INFORMATION (RETURN AFTER SHOW)				
COMPANY			CONTACT	
DELIVERY LOCATION NAME			PHONE	
ADDRESS			PROV/STATE	
CITY			PC/ZIP	
			COUNTRY	
IF SHIPPING TO ANOTHER EVENT, COMPLETE THIS SECTION				
SHOW NAME			BOOTH #	
MOVE-IN DATE			MOVE-IN TIMES	
SHOW CONTRACTOR			MARSHALING YARD <input type="checkbox"/> YES <input type="checkbox"/> NO	
SHIPPING TO ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO				
TAILGATE PICKUP REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO			LOADING DOCK <input type="checkbox"/> YES <input type="checkbox"/> NO	PICKUP HOURS
CUSTOMS INFORMATION (IF REQUIRED)				
CUSTOMS BROKER			CONTACT NAME	
PHONE			CUSTOMS PAPERWORK ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
INDICATE SERVICE REQUIRED				
<input type="checkbox"/> ONE WAY		<input type="checkbox"/> ROUND TRIP		<input type="checkbox"/> REGULAR GROUND
				<input type="checkbox"/> EXPEDITED GROUND
ITEMS TO BE SHIPPED SERVICE WILL BE CHARGED ON ACTUAL WEIGHT AND DIMENSIONS				
TOTAL # OF PIECES		DIMENSIONS IN INCHES		ESTIMATED WEIGHT
CARTONS (CARDBOARD)		H _____ " X W _____ " X L _____ "		
CASES/TRUNKS (FIBRE) COLOUR-		H _____ " X W _____ " X L _____ "		
CRATES (WOODEN)		H _____ " X W _____ " X L _____ "		
SKIDS/PALLETS		H _____ " X W _____ " X L _____ "		
CARPET COLOUR-		H _____ " X W _____ " X L _____ "		
OTHER-		H _____ " X W _____ " X L _____ "		

TERMS AND CONDITIONS
 SUPERIOR SHOW SERVICE ASSUMES NO RESPONSIBILITY FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. ALL SHIPMENTS ARE SUBJECT TO FINAL COUNT AND CORRECTION AT TIME OF REMOVAL FROM BOOTH. SHIPPER HEREBY DESIGNATES SUPERIOR SHOW SERVICE AS ITS AGENT FOR TENDERING SHIPMENTS TO CARRIER. SUPERIOR SHOW SERVICE RESERVES THE RIGHT TO REROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE REQUESTED CARRIER FAILS TO PICK UP THE SHIPMENT BY ESTABLISHED CARRIER CHECK-IN DEADLINE. SUPERIOR SHOW SERVICE ASSUMES NO RESPONSIBILITY FOR MISDIRECTED SHIPMENTS DUE TO OLD SHIPPING LABELS REMAINING ON CONTAINERS. IT IS THE SHIPPERS RESPONSIBILITY TO STATE THE NATIONAL MOTOR FREIGHT CLASSIFICATION COMMODITY DESCRIPTION, OTHERWISE SHIPMENT WILL BE CLASSIFIED AS EXHIBITION MATERIALS.

SUPERIOR SHOW SERVICE WILL NOT BE HELD RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, IMPROPERLY PACKED MATERIALS, OR CONCEALED DAMAGE. SUPERIOR SHOW SERVICE WILL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF EXHIBITORS FREIGHT AFTER DELIVERY TO EXHIBIT SPACE. SUPERIOR SHOW SERVICE WILL NOT BE HELD RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR BOOTH FOR SHIPPING. BILL OF LADING COVERING OUTGOING SHIPMENTS WILL BE CHECKED AT TIME OF ACTUAL PICKUP FROM BOOTH AND CORRECTIONS MADE WHERE DISCREPANCIES OCCUR. SUPERIOR SHOW SERVICE WILL NOT BE HELD RESPONSIBLE FOR LOSS, DAMAGE OR DELAY DUE TO FIRE, ACTS OF GOD, STRIKES, LOCKOUTS, OR WORK STOPPAGES OF ANY KIND, OR TO ANY CAUSES BEYOND OUR CONTROL. SUPERIOR SHOW SERVICE WILL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE WHICH IS LOST OR DAMAGED, AND IN ANY EVENT SUPERIOR SHOW SERVICE'S MAXIMUM LIABILITY SHALL BE LIMITED TO \$0.30 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$50 PER ITEM, OR \$1000 PER SHIPMENT WHICHEVER IS LESS. SUPERIOR SHOW SERVICE WILL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY ACTUAL, POTENTIAL, OR ASSUMED LOSSES OF PROFITS OR REVENUES, OR FOR ANY COLLATERAL COSTS, WHICH MAY RESULT FROM ANY LOSS OR DAMAGE TO EXHIBITOR'S MATERIALS WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT SAME. THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO SUPERIOR SHOW SERVICE BY AN EXHIBITOR, OR BY ANY SHIPPER TO OR ON BEHALF OF THE EXHIBITOR SHALL BE CONSTRUED AS AN ACCEPTANCE OF THE TERMS AND CONDITIONS SET FORTH. EXHIBITOR IS RESPONSIBLE TO DECLARE ALL HAZARDOUS MATERIALS AND ABIDE BY FEDERAL, PROVINCIAL AND LOCAL LAWS.

MATERIALS HANDLING IS STILL REQUIRED IF TRANSPORTATION IS ORDERED.



Serving communities through Superior events
 Toll Free: 1.888.417.4449 | Fax: 780.992.0406 | info@superiorshow.com
 Please return this form by fax or email

Advanced Materials Handling Order Form

SHOW	2019 Master Brewers Conference		DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta		DATES	October 31 - November 1, 2019
COMPANY			BOOTH #	
ADDRESS			CONTACT	
CITY			PHONE	
PROV/ST		PC/ZIP	EMAIL	

SHIPPING ADDRESS: ALL SHIPMENTS MUST INCLUDE THE FOLLOWING INFORMATION

SHOW NAME
EXHIBITING COMPANY - BOOTH #
ATTN: SUPERIOR SHOW SERVICE
#109, 18 Highland Park Way NE, Airdrie, AB T4A 0R1

CALCULATING ADDITIONAL WEIGHT CHARGES

ALL RATES ARE BASED ON PRICE PER 100 LBS OF WEIGHT FOR YOUR SHIPMENT. TO CALCULATE CHARGES, ROUND WEIGHT UP TO THE NEXT 100 LBS. EXAMPLE: 673 LBS. = 700 LBS.

FOR SHIPMENTS OVER 2000 LBS. SPECIAL ARRANGEMENTS MUST BE MADE. CONTACT OUR OFFICE FOR A QUOTE.

ADVANCED MATERIALS HANDLING

RECEIVE AND STORE MATERIALS UP TO 20 DAYS PRIOR TO OFFICIAL MOVE-IN DATE
 SHIPMENT TO ARRIVE NO LATER THAN FREIGHT DEADLINE ABOVE. **25% LATE SURCHARGE WILL APPLY TO ALL ORDERS ARRIVING AFTER FREIGHT DEADLINE.**
 STORAGE AT LOCATION AND DELIVER MATERIALS TO EXHIBITOR BOOTH

# OF PIECES _____	TOTAL WEIGHT _____	CHARGEABLE WEIGHT _____ (ROUND UP TO NEXT 100 LBS)
FLAT RATE CHARGE FOR CRATED FREIGHT (UP TO 200 LBS.)		\$ 150.00
ADVANCED CRATED FREIGHT SHIPMENTS OVER 200 LBS. ADD \$75 PER 100 LBS.		ADDITIONAL WEIGHT _____
TOTAL CHARGES FOR ADDITIONAL WEIGHT (\$75/100 LBS.)		_____

FLAT RATE CHARGE FOR ITEMS REQUIRING SPECIAL HANDLING (UP TO 200 LBS.)		\$ 180.00
ADVANCED SHIPMENTS REQUIRING SPECIAL HANDLING OVER 200 LBS. ADD \$90 PER 100 LBS.		ADDITIONAL WEIGHT _____
TOTAL CHARGES FOR ADDITIONAL WEIGHT (\$90/100 LBS.)		_____

SUPERIOR SHOW SERVICE WILL NOT ACCEPT ANY COLLECT SHIPMENTS. CUSTOMER IS RESPONSIBLE FOR ALL FREIGHT AND CUSTOMS CHARGES. NO PERISHABLE ITEMS WILL BE ACCEPTED.

PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30AM - 3:00PM MONDAY TO FRIDAY

POST-SHOW

SEE SUPERIOR CUSTOMS AND LOGISTICS PAGE FOR INFORMATION ON POST-SHOW FREIGHT OPTIONS.

IMPORTANT INFORMATION

IN ALL CASES, YOUR COMPANY IS THE SENDER AND RECEIVER - NOT SUPERIOR SHOW SERVICE INC. OR THE CALGARY TELUS CONVENTION CENTRE.

LOST PACKAGES AND MISSING SHIPMENTS ARE GREATLY REDUCED BY USING THE OFFICIAL CARRIER. SUPERIOR SHOW SERVICE USUALLY HAS AN ONSITE REPRESENTATIVE DURING MOVE-IN AND MOVE-OUT TIMES (INCLUDING EVENINGS AND WEEKENDS)

ALL SHIPMENTS MUST BE ACCOMPANIED BY A BILL OF LADING STATING NUMBER OF PIECES, WEIGHT AND DESCRIPTION OF CONTENTS. IF SHIPMENTS ORIGINATES OUTSIDE OF CANADA, ENSURE THAT ALL CUSTOMS DOCUMENTATION IS INCLUDED WITH SHIPMENT. ONCE SHIPPED, COPIES OF BILL OF LADING MUST BE IMMEDIATELY SENT TO SUPERIOR SHOW SERVICE WITH THE NAME OF YOUR ONSITE REPRESENTATIVE IN ORDER TO PLAN FOR YOUR SHIPMENT

25% LATE SURCHARGE WILL APPLY TO ALL ORDERS' ARRIVING AFTER FREIGHT DEADLINE.

WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	_____
	GST (R 105 085 260)	_____
	TOTAL	_____

CANCELLATION POLICY

A 25% ADMINISTRATION FEE WILL BE APPLIED TO ALL ORDERS RECEIVED AND THEN CANCELLED. NO REFUNDS OR EXCHANGES ONCE EQUIPMENT HAS BEEN DELIVERED TO THE BOOTH OR SERVICE HAS BEEN COMPLETED. PRICING WILL BE ADJUSTED ON ALL ORDERS RECEIVED WITH INACCURATE PRICING OR RECEIVED AFTER ADVANCED DEADLINE. REFUND REQUESTS MUST BE PLACED ONSITE.

ADVANCED WAREHOUSE SHIPPING LABEL

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
NAME OF COMPANY WHERE SHIPMENT ORIGINATES

TO: _____
NAME OF COMPANY EXHIBITING AT THE SHOW

BOOTH#: _____
BOOTH NUMBER AT THE SHOW

SHOW NAME: _____
NAME OF SHOW

C/O: SUPERIOR SHOW SERVICE
#109, 18 HIGHLAND PARK WAY NE
AIRDRIE, AB T4A 0R1

CONTACT: _____
ONSITE CONTACT NAME AND NUMBER

CARRIER: _____
NAME OF TRANSPORTATION COMPANY

NUMBER

OF

PIECES



Serving communities through Superior events
 Toll Free: 1.888.417.4449 | Fax: 780.992.0406 | info@superiorshow.com
 Please return this form by fax or email

Onsite Materials Handling Order Form

SHOW	2019 Master Brewers Conference	DEADLINE	October 17, 2019
LOCATION	Calgary TELUS Convention Centre, Calgary, Alberta	DATES	October 31 - November 1, 2019
COMPANY		BOOTH #	
ADDRESS		CONTACT	
CITY		PHONE	
PROV/ST		EMAIL	

HANDLING SERVICES ITEMS EXCEEDING 4000LB REQUIRE 21 DAYS PRIOR NOTICE. PRICES AVAILABLE UPON REQUEST.

ONSITE MATERIALS HANDLING DURING OFFICIAL MOVE-IN DAY

INCLUDES; -UNLOAD SHIPMENT AND DELIVER TO EXHIBITOR BOOTH -REMOVAL OF CRATES AND PACKAGING TO STORAGE AREA
 -RETURN OF CRATES UPON SHOW COMPLETION -LOADING OF MATERIALS ON CUSTOMER'S CARRIER

OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____
 (ROUND UP TO NEXT 100 LBS)

FLAT RATE CHARGE FOR CRATED FREIGHT (UP TO 200 LBS.)	\$	130.00
ONSITE CRATED FREIGHT SHIPMENTS OVER 200 LBS. ADD \$65 PER 100 LBS.	ADDITIONAL WEIGHT	
TOTAL CHARGES FOR ADDITIONAL WEIGHT (\$60/100 LBS.)		
FLAT RATE CHARGE FOR ITEMS REQUIRING SPECIAL HANDLING (UP TO 200 LBS.)	\$	156.00
ONSITE SHIPMENTS REQUIRING SPECIAL HANDLING OVER 200 LBS. ADD \$78 PER 100 LBS.	ADDITIONAL WEIGHT	
TOTAL CHARGES FOR ADDITIONAL WEIGHT (\$78/100 LBS.)		
SMALL PACKAGES (UP TO 50 LBS PRICED PER PACKAGE)	\$	40.00
EACH ADDITIONAL PACKAGE	\$	11.00

25% SURCHARGE WILL APPLY TO ALL ORDERS ARRIVING AFTER ADVANCED DEADLINE.
ADDITIONAL ONSITE CHARGES WILL APPLY IF SHIPMENT IS HEAVIER THAN STATED.

ONSITE LABELING

SHOW NAME
NAME OF EXHIBITING COMPANY - BOOTH #
C/O SUPERIOR SHOW SERVICE
CALGARY TELUS CONVENTION CENTRE
705-1ST STREET SE, CALGARY, ALBERTA T2G 2G9

IMPORTANT INFORMATION

IN ALL CASES, YOUR COMPANY IS THE SENDER AND RECEIVER - NOT SUPERIOR SHOW SERVICE INC. OR THE CALGARY TELUS CONVENTION CENTRE.

LOST PACKAGES AND MISSING SHIPMENTS ARE GREATLY REDUCED BY USING THE OFFICIAL CARRIER. SUPERIOR SHOW SERVICE USUALLY HAS AN ONSITE REPRESENTATIVE DURING MOVE-IN AND MOVE-OUT TIMES (INCLUDING EVENINGS AND WEEKENDS)

ALL SHIPMENTS MUST BE ACCOMPANIED BY A BILL OF LADING STATING NUMBER OF PIECES, WEIGHT AND DESCRIPTION OF CONTENTS. IF SHIPMENTS ORIGINATES OUTSIDE OF CANADA, ENSURE THAT ALL CUSTOMS DOCUMENTATION IS INCLUDED WITH SHIPMENT. ONCE SHIPPED, COPIES OF BILL OF LADING MUST BE IMMEDIATELY SENT TO SUPERIOR SHOW SERVICE WITH THE NAME OF YOUR ONSITE REPRESENTATIVE IN ORDER TO PLAN FOR YOUR SHIPMENT

25% LATE SURCHARGE WILL APPLY TO ALL ORDERS' ARRIVING AFTER ADVANCED DEADLINE.

ADDITIONAL SERVICES AVAILABLE	PRICE	TOTAL
BANDING OF YOUR REGULAR SIZED PALLET	\$30	
SHRINKWRAPPING OF YOUR REGULAR SIZED PALLET	\$30	
WE ACCEPT VISA/MASTERCARD	SUBTOTAL BEFORE GST	
	GST (R 105 085 260)	
	TOTAL	

CANCELLATION POLICY
 A 25% ADMINISTRATION FEE WILL BE APPLIED TO ALL ORDERS RECEIVED AND THEN CANCELLED. NO REFUNDS OR EXCHANGES ONCE EQUIPMENT HAS BEEN DELIVERED TO THE BOOTH OR SERVICE HAS BEEN COMPLETED. PRICING WILL BE ADJUSTED ON ALL ORDERS RECEIVED WITH INACCURATE PRICING OR RECEIVED AFTER ADVANCED DEADLINE. REFUND REQUESTS MUST BE PLACED ONSITE.
 NO REFUNDS ON SPECIAL ORDER ITEMS OR GRAPHICS SENT TO PRINT.

DIRECT TO SHOW SITE SHIPPING LABEL

EXHIBIT SHIPMENT FOR DIRECT TO SHOW SITE

SHIPPER: _____
NAME OF COMPANY WHERE SHIPMENT ORIGINATES

TO: _____
NAME OF COMPANY EXHIBITING AT THE SHOW

BOOTH#: _____
BOOTH NUMBER AT THE SHOW

SHOW NAME: _____
SHOW NAME

C/O: SUPERIOR SHOW SERVICE
705-1ST STREET SE
CALGARY, ALBERTA
T2G 2G9

CONTACT: _____
ONSITE CONTACT NAME AND NUMBER

CARRIER: _____
NAME OF TRANSPORTATION COMPANY

NUMBER

OF

PIECES

DIRECT SHIPMENTS TO SHOW SITE TO ARRIVE DURING OFFICIAL MOVE-IN.







2019 MASTER BREWERS CONFERENCE

Here are the tradeshow forms you will need to order the following services: electrical, internet, utilities, telecommunication, audio visual, banner hanging and catering services.

Listed below is the contact information for the Calgary TELUS Convention Centre (CTCC), Marriott Calgary Downtown Hotel and FMAV.

MAIN CONTACTS	
SUPPLIER FORMS	CONTACT
<p><u>CALGARY TELUS CONVENTION CENTRE:</u></p> <ul style="list-style-type: none"> Services Payment Form Electrical / Internet / Telecommunication / Utilities / Exhibitor Building Regulations <p>ORDERS MUST BE RECEIVED BY <u>OCTOBER 16, 2019</u> TO QUALIFY FOR THE ADVANCE RATE</p>	<p>Lisa Massier Calgary TELUS Convention Centre</p> <p>P: 403-261-8559 F: 403-261-8581 E: shows@calgary-convention.com</p>
<p><u>MARRIOTT CALGARY DOWNTOWN EXHIBITOR CATERING STANDARD FORM:</u></p> <p>No outside food and beverage is allowed in the facility without approval from the Marriott Calgary Downtown.</p> <ul style="list-style-type: none"> Credit Card Authorization - Catering Services For in-booth catering services For approval of food/drink samples to be given out at booth i.e. water, bottles, ice cream bars, etc. 	<p>Marriott Calgary Downtown Hotel</p> <p>P: 403-261-8500 F: 403-261-8510</p>
<p><u>FMAV:</u></p> <ul style="list-style-type: none"> Audio Visual Rental Order Form Sign/Banner Hanging & Removal Order Form 	<p>Anar Samedí or Curt Novak FMAV</p> <p>P: 403-261-8555 E: asamedí@fmav.ca or cnovak@fmav.ca</p>

TOP 5 EXHIBITOR REMINDERS

-  Please read the Exhibitor Building Regulations for rules and regulations within CTCC.
-  All decorative material, banners, signs and hanging decor **must be CAN/ULC-S109** certified or treated with a flame retardant solution. Proof of flame retardant documentation must be stored in your booth.
-  All banners must meet all safety/compliance standards and documentation must be received by FMAV prior to installation.
-  Animal authorization forms must be received prior to the animal being brought into the facility.
-  No cooking is allowed in the tradeshow. Food warming is permitted with CTCC approval. **Commercial grade equipment must be used for food warming. Residential equipment is not permitted.** A portable Class K and 2A-10BC fire extinguisher needs to be in the booth.
-  Please refer to your tradeshow package for more detailed information on these and other requirements.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
PH # 403.261.8559 FX # 403.261.8581 E-MAIL shows@calgary-convention.com

ADVANCE RATE DEADLINE DATE:		OCTOBER 16, 2019
NAME OF SHOW:	2019 MASTER BREWERS CONFERENCE	EVENT ID 34362

EXHIBITOR INFORMATION

Booth #(s): _____ Show Dates: _____

Company Name: _____ Contact Name: _____

Address: _____

City: _____ Province/State _____ Code _____

Phone #: _____ Fax #: _____ E-mail: _____

METHOD OF PAYMENT – CHECK ONE (✓) – GST # R122089576

CHEQUE (made out to the Calgary TELUS Convention Centre in Canadian funds. Cheque only accepted until the Advance Rate Deadline Date

Credit Card - Please fill out the "Credit Card Information & Authorization" section.

CREDIT CARD INFORMATION & AUTHORIZATION

Check one MasterCard Visa Amex

Card Number: _____ Expiry Date: ____/____ Security Code _____
(Please print numbers neatly and clearly.) (CSC/CVV)

Cardholder Name (Print name as it appears on the card): _____

Cardholder Signature: _____

IMPORTANT – READ CAREFULLY

- I, the undersigned, am the card holder of the credit card specified above.
- I further verify that the signature above is my signature as indicated on the reverse of the card specified.
- I hereby authorize the Calgary TELUS Convention Centre to charge my credit card for the following:
 - For services pre-ordered or ordered on-site.
 - For any outstanding balance on services ordered.
 - For a cheque that is NSF, the balance owing plus a service charge of \$25.00.

TOTAL OF SERVICES ORDER		CALCULATION OF SERVICES
Electrical Order Form	\$	THE CALGARY TELUS CONVENTION CENTRE RESERVES THE RIGHT TO ADJUST PRICING ON ORDERS IF CALCULATED INCORRECTLY, RECEIVED AFTER THE DEADLINE DATE FOR THE ADVANCE RATE OR IF ADDITIONAL SERVICES ARE ORDERED ON-SITE.
Internet Order Form	\$	
Telecommunication & Cable TV Order Form	\$	
Utilities Order Form	\$	
Other:	\$	
Total Amount Due	\$	

If you require a copy of your credit card receipt, please indicate below how you would like your receipt(s) sent. If you are having your receipt e-mailed, faxed or mailed please ensure the information is printed completely and clearly in the space above. <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Mail	_____	INITIAL HERE THAT YOU HAVE READ THE BUILDING REGULATIONS FOR EXHIBITORS
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Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3
PH 403.261.8559 FX 403.261.8581 E-MAIL shows@calgary-convention.com

The Calgary TELUS Convention Centre is the exclusive provider of all electrical services. (See reverse/next page – CTCC Instructions and Conditions - Electrical)

ADVANCE RATE DEADLINE DATE:	OCTOBER 16, 2019
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NAME OF SHOW:	2019 MASTER BREWERS CONFERENCE	EVENT ID	34362
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EXHIBITOR INFORMATION

Booth #(s): _____ Show Dates: _____
 Company Name: _____ Contact Name: _____
 Address: _____
 City: _____ Province/State _____ Code _____
 Phone #: _____ Fax #: _____ E-mail: _____

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

ELECTRICAL SERVICES

Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp - 120 Volt	Standard Outlet	\$105.00	\$130.00	
	20 Amp - 120 Volt		\$165.00	\$185.00	
	20 Amp – 208 Volt		\$250.00	\$325.00	
	30 Amp – 208 Volt		\$350.00	\$400.00	
	50 Amp – 208 Volt		\$375.00	\$450.00	
	20 Amp 3 Phase – 208 Volt		\$400.00	\$525.00	
	30 Amp 3 Phase – 208 Volt		\$450.00	\$550.00	
	60 Amp 3 Phase – 208 Volt		\$550.00	\$650.00	
	100 Amp 3 Phase – 208 Volt		\$825.00	\$950.00	
	200 Amp 3 Phase – 208 Volt		\$950.00	\$1,300.00	
	400 Amp 3 Phase – 208 Volt		\$1,500.00	\$1,750.00	

EQUIPMENT RENTAL- (DUPLEX POWER IS NOT INCLUDED IN EQUIPMENT RENTALS)

	Extension Cord (5m) (Flat electrical cords are not available)	\$15.00	\$20.00	
	Power Bar	\$15.00	\$20.00	

ELECTRICIAN LABOUR - (SEE REVERSE/NEXT PAGE – CTCC INSTRUCTIONS AND CONDITIONS – ELECTRICAL - POINT 2c, 4b, 4e & 4f)

	M-F 0700-1700 (Min. 1 hr.)	\$95.00	\$100.00	
	M-F 1700-0700 & All Day S & S (Min. hrs. to be quoted)	\$165.00	\$215.00	
	Stat Holidays or Emergency Call In (Min. 4 hrs.) –	Price to be Quoted		

SPECIAL REQUIREMENTS (PLEASE CONTACT FACILITIES AT 403.261-8559 FOR QUOTE ON SPECIAL REQUIREMENTS)

	Amps	Phase	Volts	NEMA NUMBER
MISCELLANEOUS CHARGES:	Description of Charge			

If requesting power to be placed in particular locations additional labour charges will apply. Also an electrical drawing must be included; if not included power will not be installed until someone is on-site to direct electrician. If electrical needs to be installed under carpet, labour charge does not include cutting of any carpet. Arrangements must be made with your show services provider. Additional labour charges may apply for special connections or wiring, please contact Facilities at 403.261.8559 or fax 403.261.8581 for more information

	Subtotal	
	(5%) GST	
	Total	

METHOD OF PAYMENT (GST # R122089576) & SENDING OF CREDIT CARD RECEIPT

COMPLETE ONE COPY OF THE SERVICES PAYMENT FORM FOR ALL SERVICES ORDERED.

SEND CREDIT CARD RECEIPT E-MAIL FAX MAIL _____

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS - ELECTRICAL

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be marked on order form.
- b) If paying by credit card, one "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

2) ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities, at 403.261.8559, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department at the CTCC no less than fourteen (14) days prior to the first scheduled exhibitor move in. No exceptions.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) **Labour Rate** – Will be charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Electrician. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) REGULATIONS

- a) Exhibitors are not permitted to share electrical service; all orders must be placed individually.
- b) Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
- c) The use of external power sources i.e. batteries or generators to operate lights or other pieces of equipment must have approval by the CTCC.
- d) All electrical connection, installations, assemblies, equipment or motors must conform to all federal, provincial, and local electrical and fire codes.
- e) Exhibitor's equipment must conform to the CTCC electrical receptacles, any adaptors or transforms required is the responsibility of the exhibitor.
- f) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
- g) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
- h) **Only the CTCC Electrician can make electrical connections, disconnections, modify system wiring or cabling. Unauthorized electrical disconnect, of power above a 15 amp 120-volt outlet, is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the Calgary TELUS Convention Centre, staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.**

4) EQUIPMENT PROCEDURES

- a) One standard duplex receptacle supplies a maximum of 12 amps of electrical power at 120 volts. When exhibitor requirements exceed 12 amps, additional receptacles must be ordered to prevent overloading. Overloading of circuitry, regardless of voltage and amperage, will be excusable only on the first interruption of power; if a power interruption occurs again labour charges will apply.
- b) On the 15-amp 120-volt outlet, Electrician labour is not required unless it needs to be placed in a particular location or if it needs to be hardwired.
- c) The CTCC requires a scale drawing of your exhibit space showing where electrical connections need to be placed when paying for Electrician labour. A scale drawing must be provided when ordering any service over a 15 amps or for special connections.
- d) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC. Additional charges will apply for rental equipment that is damaged or not returned i.e. extension cords and power bars. Exhibitors will be responsible for the safekeeping of equipment during the show and returning the CTCC rented equipment at the end of the show.
- e) There will be a labour charge to move/change the location of already installed electrical services.
- f) Connection charges cover the cost of electrical connections to one point in booth. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.

5) PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
- b) **PRICING:** The CTCC reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheque must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** There will be no refunds for services ordered and installed but not used.
- f) **SERVICE CHARGE (S):** There will be a \$25.00 service charge for NSF cheque, declined or incorrect credit card information.

6) CANCELLATION, CLAIMS OR DISCREPANCIES POLICY

- a) Any electrical services cancelled within 5 days of the show opening will be charged a cancellation fee. Orders cancelled on-site will be charged the full amount for the service(s) requested.
- b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

7) EXCLUSIVITY AND LEGAL ENTITY

- a) The CTCC is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling and satellite services), sign banner installation, utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3
PH 403.261.8559 FX 403.261.8581 E-MAIL shows@calgary-convention.com

The Calgary TELUS Convention Centre is the exclusive provider of all internet services. (See reverse/next page - CTCC Instructions and Conditions - Internet)

ADVANCE RATE DEADLINE DATE:	OCTOBER 16, 2019
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NAME OF SHOW:	2019 MASTER BREWERS CONFERENCE	EVENT ID	34362
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EXHIBITOR INFORMATION			
Booth #(s):	Show Dates:		
Company Name:	Contact Name:		
Address:			
City:	Province/State:	Code:	
Phone #:	Fax #:	E-mail:	

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

WIRED INTERNET SERVICES				
Quantity	Service Type	Advanced Rate	Regular Rate	Total
	Shared High Speed Internet with 1 IP Address (Service includes 1 cat 5 cable) (See point 4a. on the CTCC – Instruction and Conditions – Internet)	\$200.00	\$350.00	
	E-10 Internet (Dedicated Port) with 1 IP Addresses – 10 MB Ethernet connection with NAT and DHCP Service. (Service includes 1 cat 5 cable)	\$300.00	\$600.00	
	Additional IP Addresses for Shared or E10 Internet – Each device connected to the internet, is subject to the additional IP Addresses charge.	\$100.00	\$150.00	

WIRELESS INTERNET SERVICES –				
	Premium Wireless Internet (10 MBps) – (. Price is per connection, per day. Connection is per device and is not transferable to another device once connected). Can be used for high volume internet usage, streaming videos or presentations			
	Premium Wireless Internet (1 to 9 Connections) – Per Connection, per day)	\$25.00	\$45.00	
	Premium Wireless Internet (10+ Connections) – Per Connection, per day)	\$15.00	\$35.00	
	Number of Connections Required _____	Number of Days Requested: _____		
	Date Internet Is to be active _____	_____ X \$ _____		
	Date Internet to be Disconnected _____	_____		
	Additional Premium Wireless Internet Connections Ordered On-site			
	_____ # Connections x _____ # of Days x _____ \$ _____			

LABOUR – (SEE REVERSE/NEXT PAGE – CTCC INSTRUCTIONS AND CONDITIONS – INTERNET - POINT 2c)				
	IT Technician Labour (Min. 1 Hr) – Time Technician Required: _____	\$110.00	\$150.00	
	Description of Labour: _____			

MISCELLANEOUS SERVICES				
	Computer Rental – Includes rental of computer and one wireless internet connection. Computer includes 24" monitor, Windows 7, Office 2007 and Internet Explorer 8. See page 2, point 4h & 4i. (Limited quantities available).	\$400.00	\$500.00	
	Hub Rental – See page 2 , point 4e (limited quantities available)	\$75.00	\$95.00	
	Patch Cables, 25' (Cables not returned or damaged will incur a \$35.00 replacement fee will be charge)	\$25.00	\$35.00	

For additional information on special services or networking, services contact the IT Department, 403.261.8500.	Subtotal	
	(5%) GST	
	Total	

METHOD OF PAYMENT (GST # R122089576) & SENDING OF CREDIT CARD RECEIPT
COMPLETE ONE COPY OF THE SERVICES PAYMENT FORM FOR ALL SERVICES ORDERED.

SEND CREDIT CARD RECEIPT E-MAIL FAX MAIL _____

CALGARY TELUS CONVENTION CENTRE (CTCC) INSTRUCTIONS AND CONDITIONS - INTERNET

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**
 - a) Exhibitor information and method of payment must be filled out completely and clearly.
 - b) If paying by credit card, one "Services Payment Form" must be filled in completely and clearly.
 - c) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.
- 2) **ADVANCE RATE, REGULAR rate AND LABOUR RATES (Rates are based on a max. of 5 days. For services over 5 days please contact Facilities, at 403.261.8559, for pricing.)**
 - a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department of the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. NO EXCEPTIONS.
 - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
 - c) **Labour Rates** – CTCC IT Technicians' service hours are Monday to Friday between 7am and 5 pm. Should a technician be required during off hours, service charges may apply. Labour rates for CTCC IT Technicians' will be charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.
- 3) **REGULATIONS AND LIMITATION OF LIABILITY**
 - a) Exhibitors are not permitted to share any type of telecommunication or internet services. All orders must be placed individually.
 - b) All electronic equipment must conform to all federal, provincial and local electrical and fire codes.
 - c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
 - d) Exhibitors shall not permit any of its users or other third parties to:
 - i. Restrict or inhibit any other user from using and enjoying the internet. Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any provincial, federal or international law, including without limitation, export control laws and regulations. Post or transmit any information or software that contains a virus, worm or other harmful component.
 - ii. Upload, post, publish, transmit, reproduce or distribute in any way, information, software or other material obtained through the internet which is protected by copyright or other proprietary right, without obtaining permission of the copyright owner or right holder.
 - iii. Abuse or fraudulent use of the internet in any way not specifically set forth above.
 - e) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the CTCC Technician or its internet service provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the CTCC nor its internet service provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the internet is free of viruses, worms, Trojan horses or other harmful components.
 - f) Under no circumstances shall the CTCC or its internet service provider be liable for any direct, indirect, incidental, special punitive or consequential damages that result in any way from Exhibitor's or its users' use of or inability to use the service or to access the internet or any part thereof, or Exhibitor's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
- 4) **SERVICES AND EQUIPMENT PROCEDURES**
 - a) **Shared High Speed Internet** – The Internet is a shared environment and as such, actual speed will vary.
 - b) **Premium Wireless Internet** – Accessing this connection is dedicated to first device connected; it is not transferable. The internet is shared environment; actual speed will vary.
 - c) **Connecting to the Shared High Speed, Premium Wireless, or E10 Internet Connection** - IP address for the Exhibitor's computer will be issued automatically using DHCP/No Proxy Service. It is the responsibility of the Exhibitor to ensure their computer is properly configured for the internet connection.
 - d) **Additional IP Addresses** – All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the CTCC IT Department. To share the connection with more than one computer a hub maybe required. Client can provide hub or it can be rented from CTCC.
 - e) **Casual Wireless Internet** – SSID for this site is **CTCC-Daily**. Terms and conditions for this service are listed on the internet portal.
 - f) **No active network devices i.e. routers, proxy servers or wireless access points or routers, bridges, etc. are permitted on the shared internet connection.** The E10 service must be ordered and any active network devices i.e. routers, proxy services or wireless access points, bridges, etc. must be approved by the CTCC IT Department. Any use of this equipment without approval will have the service disconnected and will be subject to additional charges.
 - g) Any equipment that is found to be causing disruptions to any part of the CTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the CTCC IT Department. Exhibitor may be subject to additional charges to correct problem.
 - h) Material, cables and equipment provided by the CTCC for this order shall remain the property of the CTCC. Exhibitors are responsible for the safekeeping of equipment and cables during the show and returning the CTCC rented equipment and cables at the end of the show.
 - i) **Computer Rental** – The rented computer will not be dropped off in booth until an "Equipment Rental Agreement" is signed by Exhibitor on-site accepting the computer. If the computer is lost or damaged, the replacement cost will be approximately \$2,000.00. No applications or other software may be downloaded or installed on the computer without prior consent. If applications or software are downloaded or installed on computer, additional charges may be applied
 - j) Only the CTCC personnel are authorized to modify system wiring or cabling. Any damage to cables or equipment will be billed to the exhibiting firm, plus an administration fee.
 - k) If requesting internet connections to be placed in particular locations additional labour charges will apply and a detailed drawing must be provided. If cable(s) need to be run under carpets, arrangements must be made with the show services provider to have carpet cut.
 - l) **Internet Service requirements/client responsibilities** – It is the responsibility of the client to provide the following:
 - i. Computers, workstations, etc. Electrical services for your booth, room or service location.
 - ii. Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) or wireless 802.11G network interface card for each computer. Network Driver: (TCP/IP). Proper configuration of computer equipment for TCP/IP Connection.
 - iii. Up-to-date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being suspended until software is installed or activated.
- 5) **PAYMENT PRICING, REFUNDS, AND SERVICE CHARGE**
 - a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services, at the conclusion of the show.
 - b) **PRICING:** The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
 - c) **CREDIT CARD: Exhibitors paying by credit card:** Completion of this of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services or equipment.
 - d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheques must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
 - e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
 - f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques declined or incorrect credit card information.
- 6) **CANCELLATION, CLAIMS AND DISCREPANCIES POLICY**
 - a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
 - b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.
- 7) **EXCLUSIVITY AND LEGAL ENTITY**
 - a) The CTCC is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling and satellite services), sign banner installation, utility services within our facility.
 - b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3
PH 403.261.8559 FX 403.261.8581 E-MAIL shows@calgary-convention.com
 The Calgary TELUS Convention Centre is the exclusive provider of all telecommunication services.
 (See reverse/next page - CTCC Instructions and Conditions – Telecommunication & Cable TV)

ADVANCE RATE DEADLINE DATE:

OCTOBER 16, 2019

NAME OF SHOW:

2019 MASTER BREWERS CONFERENCE

EVENT ID

34362

EXHIBITOR INFORMATION

Booth #(s): _____ Show Dates: _____

Company Name: _____ Contact Name: _____

Address: _____

City: _____ Province/State: _____ Code: _____

Phone #: _____ Fax #: _____ E-mail: _____

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in day. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

TELEPHONE SERVICES

Quantity	Service Type	Advance Rate	Regular Rate	Total
	Telephone Line (Only) – Local/800 calling only, does not include handset. (Line is an analog, Must dial "9" to make outgoing calls. Incoming calls go directly to local assigned)	\$150.00	\$200.00	
	Programming Charge to have Long Distance Access	\$10.00	\$20.00	

*Long distance charges (This area will be completed by the Facilities Department). If paying by company cheque a \$100.00 deposit is required for each line for long distance services. Unused portion of deposit will be refunded within 30 days.

ISDN SERVICE

	ISDN Line used primarily for videoconferencing, occasionally for Internet (check with IT Department before ordering)	300.00	N/A	
	ISDN Line Long Distance Charges Long distance for ISDN will be billed two weeks following the last day of the month in which your event occurred. A credit card number must be provided to process long distance charges or services will not be installed.			

CABLE TV

	Cable TV Connection - Standard resolution (if cable or balin not returned, additional charges will be applied)	\$150.00	\$200.00	
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MISCELLANEOUS CHARGE

Miscellaneous Charge: Description of Service Provided:			
For additional information or services contact Facilities Department at 403.261.8559			Subtotal
			(5%) GST
			Total

METHOD OF PAYMENT (GST # R122089576) & SENDING OF CREDIT CARD RECEIPT

COMPLETE ONE COPY OF THE SERVICES PAYMENT FORM FOR ALL SERVICES ORDERED.

SEND CREDIT CARD RECEIPT E-MAIL FAX MAIL _____

1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**

- a) Exhibitor information and method of payment must be filled out completely and clearly.
- b) If paying by credit card, one "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities Department, at 403.261.8559, for pricing.)**

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Facilities Department at the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. No exceptions.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
- c) **Labour Rates**–Is charged in one-hour increments. Services are provided in the most convenient manner for the CTCC Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) **REGULATIONS**

- a) Exhibitors are not permitted to share telecommunication services. All orders must be placed individually.
- b) All electronic equipment must conform to all federal, provincial and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.

4) **SERVICES AND EQUIPMENT PROCEDURES**

- a) Exhibitors will be required to check-in at the Guest Services desk in order to receive dial tone and/or pick-up telephones.
- b) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC.
- c) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Any damage done to cables or equipment will be billed to the exhibiting firm, plus an administration fee. There will be a \$250.00 charge for lost or damaged telephone sets and a \$10.00 charge for connector cords.
- d) Only the CTCC personnel are authorized to modify system wiring or cabling.
- e) There will be a labour charge to move/change location of already installed services.

5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services; at the conclusion of the show.
- b) **PRICING:** The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services or equipment.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment made by company or personal cheque will only be accepted 14 days prior to first scheduled move-in day. Personal cheques must be certified. Exhibitors requesting long distance on telephone lines must include a deposit of \$100.00 per telephone line ordered in the total of the cheque or include with the cheque a completed services payment form. The balance due over and above the amount of the deposit must be settled at the end of the show. **Make cheque payable to:** Calgary TELUS Convention Centre.
- e) **REFUNDS:** Services ordered, installed but not used will not be refunded. Deposits paid by a company cheque will be refunded within thirty (30) days of the show closing. Refunds will be made payable to the exhibiting firm name.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.

6) **CANCELLATION, CLAIMS AND DISCREPANCIES POLICY**

- a) Any telecommunication services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
- b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

7) **EXCLUSIVITY AND LEGAL ENTITY**

- a) The CTCC is the exclusive supplier of all electrical, telecommunication (data, internet, telephone, cabling, and satellite services), sign banner installation and utility services within our facility.
- b) The CTCC is operated by the Calgary Convention Centre Authority

**MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3
PH 403.261.8559 FX 403.261.8581 E-MAIL shows@calgary-convention.com**

The Calgary TELUS Convention Centre is the exclusive provider of all utility services. (See next/reverse pages – CTCC Instructions & Conditions - Utilities)

ADVANCE RATE DEADLINE DATE:	OCTOBER 16, 2019
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NAME OF SHOW:	2019 MASTER BREWERS CONFERENCE	EVENT ID	34362
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EXHIBITOR INFORMATION

Booth #(s): _____ Show Dates: _____

Company Name: _____ Contact Name: _____

Address: _____

City: _____ Province/State: _____ Code: _____

Phone #: _____ Fax #: _____ E-mail: _____

PAYMENT NOTICE

This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.

WATER AND DRAIN (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)

Quantity	Description	Advance Rate	Regular Rate	Total
	Cold Water Hook-Up – connection up to ½" (price does not include hoses and fittings to equipment.	\$100.00	\$130.00	
	Special connections for water: please contact Facilities Department at 403.261.8559 for pricing. Description of fitting: _____			
	Drainage – 2 ½" drain line	\$75.00	\$100.00	

COMPRESSED AIR (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)

	Compressed Air – regulated to a maximum of 90 psi. Requirements beyond this maximum, contact Facilities Department for quotation.	\$100.00	\$130.00	
	Compressed Air Fittings must connect to ¼" basic, female quick connect coupler. There will be a \$50.00 charge for each hose connection fittings that is not returned			
	Scale drawing must be provided for location of air connection. Additional labour charges may apply on location of connection			

LABOUR (SEE NEXT/REVERSE PAGE - CTCC INSTRUCTIONS AND CONDITIONS – UTILITIES - POINT 2 & 2c)

	Technician Labour (rate to be quoted)			
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MISCELLANEOUS CHARGES OR SPECIAL REQUIREMENTS

*SPECIAL REQUIREMENTS OR MISCELLANEOUS CHARGE (Please Print)		
	Subtotal	
	(5%) GST	
	Total	

***Note: Extra charges will apply for special connections. Connection prices listed above cover bringing service from the main line to the booth. All work performed within the booth in attaching lines to equipment, if required, will be charged on a time and materials used basis. Please contact Facilities Department 403.261.8559 or fax 403.261.8581 for rates.**

METHOD OF PAYMENT (GST # R122089576) & SENDING OF CREDIT CARD RECEIPT

COMPLETE ONE COPY OF THE SERVICES PAYMENT FORM FOR ALL SERVICES ORDERED.

SEND CREDIT CARD RECEIPT E-MAIL FAX MAIL _____

- 1) **INSTRUCTION FOR PROCESSING THE ORDER FROM**
 - a) Exhibitor information and method of payment must be filled out completely and clearly.
 - b) If paying by credit card, one "Services Payment Form" must be filled in completely and clearly.
 - c) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

- 2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Facilities Department at 403.261.8559 for pricing.)**
 - a) **Advance Rate** – In order to receive the advance rate a completed order form with payment must be received by the Facilities Department of the CTCC no less than fourteen (14) days prior to the first day of the scheduled exhibitor move-in. No exceptions.
 - b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days or during the event.
 - c) **Labour Rates** – Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the overtime rate. Services are provided in the most convenient manner for the CTCC Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

- 3) **REGULATIONS**
 - a) Exhibitors are not permitted to share services. All orders must be placed individually
 - b) **The CTCC reserves the right to refuse service for situations it deems as unsafe.**
 - c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the CTCC.
 - d) All equipment must conform to all federal, provincial, and local regulations and fire codes.

- 4) **EQUIPMENT PROCEDURES**
 - a) Material and equipment provided by the CTCC for this order shall remain the property of the CTCC.
 - b) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the CTCC. Additional charges will apply for rental equipment that is damaged or not returned.
 - c) There will be a labour charge to move/change location of already installed utilities.

- 5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**
 - a) **PAYMENT IN FULL**: Exhibitors will be required to pay in full for services, at the conclusion of the show.
 - b) **PRICING**: The CTCC reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate.
 - c) **CREDIT CARD**: Exhibitors paying by credit card: Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
 - d) **CHEQUE**: Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in date. Personal cheque must be certified. **Make cheque payable to:** Calgary TELUS Convention Centre.
 - e) **REFUNDS**: Services ordered, installed but not used will not be refunded.
 - f) **SERVICE CHARGE(S)**: There will be a \$25.00 service charge for NSF cheque declined or incorrect credit card information.

- 6) **CANCELLATION, CLAIMS AND DISCREPANCIES POLICY**
 - a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
 - b) All claims or discrepancies must be presented by the Exhibitor to the CTCC site desk, located on the main floor of the north building, prior to the show closing. Claims will not be considered once show has closed.

- 7) **EXCLUSIVITY AND LEGAL ENTITY**
 - a) The CTCC is the exclusive supplier of all electrical, telecommunication (data, internet, telephone, satellite services and cabling), sign banner installation and utility services within our facility.
 - b) The CTCC is operated by the Calgary Convention Centre Authority.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8559 FX 403.261.8581

The Calgary Convention Centre Authority (CCCA) is the operator of the Calgary TELUS Convention Centre.

1. EXCLUSIVE SERVICES

- a) Electrical: For tradeshow, all electrical requirements will be coordinated through the Facilities Department at the Calgary TELUS Convention Centre (CTCC) at 403.261.8559. Sharing of power between exhibitors is not allowed. Each exhibitor must order their own power. The CTCC reserves the right to refuse service for situations deemed unsafe. Current rates will be charged to the exhibitor, see Electrical order form for pricing and conditions
- b) Telecommunications Services: The CTCC is the exclusive provider of all telecommunication services including installation, networking of telephone, data, ISDN, internet, cable TV, fibre optic and satellite connections. Arrangements for these services can be made through the Facilities Department. See the Telecommunication & Cable TV or Internet order forms.
- c) Utility Services: The CTCC has compressed air and cold water hook-ups available in Exhibition Halls C,D,E and Annex only - See Utilities order form for pricing and conditions.
- d) Security: The CTCC will provide all security requirements in the facility. Security arrangements for tradeshow are coordinated through the Show Manager. If individual exhibitors wish to arrange for security for their booth, please contact the Facilities Department at 403.261.8559.
- e) Business Services: The Business Services Centre is located on the main level of the north building and can be reached by dialing 3333 from any house phone. They are the on-site desk to order services provided by the CTCC. The Business Services Centre also provides various services including photocopying, printing, sells basic stationary supplies, at a charge.
- f) Banner Hanging and Rigging: FMAV is the exclusive provider of banner hanging and removal for tradeshow in CTCC. For the protection of the CTCC facility, no materials of any kind may be affixed to the ceiling or to any walls, whether painted, wooden, vinyl or glass, by any method whatsoever without CTCC or FMAV's approval.
- g) Material Handling: Superior Show Service is one of the exclusive materials handler for the CTCC.
- h) Catering. The Marriott Calgary Downtown Hotel is the exclusive caterer to the CTCC. No outside food and/or beverage may be brought in the facility by the Show Manager, its exhibitors, participants or suppliers unless approved by the Marriott Calgary Downtown Hotel. i.e. food samples, ice cream, bottled water, etc. For menu selections, please see the Exhibitor Catering Order form or contact the Catering Department at 403.261.8500.

2. PREFERRED SERVICES

- a) Audio Visual Services: FMAV is the in-house supplier of all audio visual equipment, lighting within the CTCC. All arrangements should be made through the conference sales at 403.261.8555. The CTCC reserves the right to determine maximum sound levels and minimum lighting levels used in any room.
- b) Show Services. Superior Show Service is the in-house supplier of show services. All arrangements for show services can be made by contacting their office at 403.261.8575.

3. ORDERING OF SERVICES AND ORDER FORMS

- a) Order forms are available from the CTCC website at www.calgary-convention.com or by calling Facilities Department at 403.261.8559.
- b) The CTCC on-site order desk is located on the main level of the north building at the Business Services Centre.

4. PRIME CONTRACTOR

The Occupational Health and Safety of Act of Alberta, requires that a "prime contractor" for the purpose of safety be designated for a work site if there are two or more employers working at the work site at the same time. The role of Prime Contractor for Safety is assigned to the Calgary Convention Centre Authority (CCCA), the operator of the Calgary TELUS Convention Centre.

5. OCCUPATIONAL HEALTH AND SAFETY

Everyone must comply with the Occupational Health and Safety Act of Alberta (regulations and safety codes) and the CTCC requirements and policies in place at the time of the Event. Written pre-job hazard assessments may be required for workers, contractors and service providers coming into the CTCC.

6. AGE REQUIREMENTS

Due to safety concerns when forklifts and vehicles are in operation, persons under the age of sixteen (16) are prohibited from being in the Space during move-in and move-out.

7. PRE-JOB HAZARD ASSESSMENTS

The Occupational Health and Safety Code of Alberta, Part 2 (Sections 7 to 10) defines an Employer's legal responsibilities for hazard assessment, elimination and control. Due to significant hazards associated with particular types of work, a written pre-job hazard assessment may be required to be prepared by the Exhibitor, Exhibitor Guests or Suppliers to the Exhibitor and/or Exhibitor Guests, as determined by CCCA. It is the responsibility of the applicable Employer to complete pre-job hazard assessments for their workers. Pre-job hazards may be required - but not limited to - the following tasks or functions:

- a) Assembly of booths over 8 feet in height;
- b) Movement of large exhibits, pieces of equipment or vehicles within the CTCC;
- c) Use of forklifts, scissor lifts or other vehicular machinery;
- d) Use of ladders;
- e) Assembly of staging;
- f) Use of tools (such as saws, hammers, etc.); and
- g) Rigging.

8. GENERAL SAFETY OBLIGATIONS

The Occupational Health and Safety Act of Alberta, defines the safety obligations of employers, workers, suppliers, and contractors (etc.). Every person or legal entity entering into the CTCC for the purpose of performing work must take reasonable care, cooperate and comply with the Occupational Health and Safety Act, Regulation and Code of Alberta, and the CCCA's requirements and policies to protect the health and safety of themselves and others. Everyone shall:

- a) Only perform work, handle chemicals or operate equipment if trained and authorized to do so.
- b) Do not permit a worker who is not competent to perform work, or who may endanger him or herself or others, to work without direct supervision of another worker who is competent to perform the work;
- c) Report all injuries, unsafe acts and conditions, including "near miss" incidents, to the CTCC security immediately. **Emergency contact number: 403-261-8573 or ext. 8573 (from a house phone);**
- d) If qualified to do so, correct hazards immediately, then report any hazardous condition or incident to the CTCC Security.
- e) Not consume or possess alcohol, or illegal drugs;
- f) Not fight, engage in horseplay, or otherwise interfere with other workers or persons;
- g) Not commit or engage in theft, vandalism or any other abuse or misuse of CTCC or any property therein;
- h) Wear appropriate personal protective equipment and wear proper fall protection equipment while working at elevated heights where a fall protection system is installed;
- i) Carry out all work in a safe manner as per the job procedure or the completed pre-job hazard assessment;
- j) Use extreme caution and move away from areas where forklifts and vehicles are operating during move-in and move-out;
- k) Do not remove, damage, alter or destroy any safeguard, safety device, notice or warning signage used in the CTCC;
- l) Immediately report any equipment that:
 - i. Is in a condition that will compromise the health or safety of workers using or transporting it;
 - ii. Will not perform the function for which it is intended or was designed;
 - iii. Is not strong enough for its purpose ; or
 - iv. Has an obvious defect.

9. EMERGENCY PROCEDURES AND EVACUATION

- a) In the event of an emergency, all work shall cease until clear instructions are given to proceed. Listen to instructions via the public address system. The CTCC has fire alarm pull boxes located near all designated exits. Smoke detectors are also located throughout the CTCC's ventilation system.
- b) If for any reason the CTCC, or any part of it, must be evacuated, instructions will be given via the CTCC's public address system.

10. FIRST AID

The CTCC has unattended first aid rooms located on the lower level of the South Building and the Plus 15 level of the North Building. First aid boxes are located in the service corridor of Exhibition Hall CDE. Contact CTCC Security at 403.261.8573 (or ext. 8573 on any house phone) in the event first aid is required.

11. FIRE REGULATIONS - These requirements have been prepared in conjunction with Calgary Fire Department. For further clarification please see the Calgary Fire Department Indoor Special Event Requirements (Dated August 2011) posted on the City of Calgary website:

- a) Exhibitor's materials and/or equipment, etc. must remain within the space assigned.
- b) Aisles must be kept clean and uncluttered at all times. The following aisle widths must be maintained at all times for trade and consumer shows: at the front and back of the Exhibition Hall CDEX 11.5 feet or 3.5 metres and the cross aisles are 8 feet or 2.5 metres.
- c) Fire exits, hose cabinets and pull stations are to be in full view and kept clear at all times.
- d) Decorative materials, tents, canopies, etc. (See the Calgary Fire Department Indoor Special Event Requirements for further details).
 - i) All commercial made materials used for draping or decorating, such as, but not limited to, drapes, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, etc. shall be of non-flammable material and shall conform to CAN/ULC-S109 standard. The exhibitor will have to conduct must provide certificates and labels on items available for the CFD or a representative of the CTCC.
 - ii) All non-commercial decorative materials used for draping or decorating must be treated and maintained in a flame retardant condition with the use of flame retardant solution. Appropriate document must be provided showing which product was used and when it was treated. The flame retardant product used on the decorative material must conform to CAN/ULC-S109 standards. In addition, the Exhibitor must conduct a match flame test in NFPA705, "Field Film Test for Textiles and Films." Copies of the appropriate documentation on the product used, the MSDS for the product and a sample of the match flame test must be available for CFD or CCCA representative must be available for review. The Fire Department or the CTCC may choose to test any materials brought into the CTCC. Materials in violation shall be immediately removed from the building.
 - iii) Tents, canopies, etc. must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109. Displaying of tents, canopy, etc. must conform to the requirements in the Calgary Fire Department Indoor Special Event Requirements document.
- e) Packing materials (such as excelsior-shredded paper and the like) must be returned to the empty cartons. Accumulation of these materials and empty cartons or crates is prohibited in the booth area. Storage of these items must be arranged with your show services provider.
- f) No hazardous display of any nature will be permitted in any areas of the CTCC. This includes open flames, hot coals, candles, LPG (liquid propane gas) lighters, charcoal grills, flammable gases, liquids or solids, LPG containers, toxic gases, liquids or solids, hazardous chemicals or any hazardous gas, liquid or solid of a similar nature.
- g) No propane is allowed in the CTCC.
- h) Helium-filled balloons are permitted in the facility. Helium tanks must be stored at the loading dock. Helium and compressed air tanks, while in use and/or being transported to the room(s), are to be secured on an appropriate cart. An hourly labour charge will be levied for removal of balloons that have risen to the ceiling.
- i) SDS (Safety Data Sheets) will need to be provided to the CTCC for products brought into the facility. Please contact the Facilities Department for additional information.
- j) If vehicles are being brought in, minimum gas levels apply. See Section 17.
- k) Open Flame – Approval must be obtained from the CTCC, please contact Facilities Department at 403-261-8559 and an open flame permit must be obtained from the CFD.

12. BOOTH SET UPS AND DISPLAYS

- a) Booth construction must conform to applicable building codes including electrical, plumbing, etc.
- b) All work carried out by the Exhibitor or its contractor must conform to Occupational Health and Safety and WCB regulations of Alberta.
- c) The CTCC does not provide tools or ladders for the set-up or dismantling of your booth.

13. HOUSEKEEPING

- a) Booth cleaning can be arranged through your Show Service Contractor.
- b) All tape used to mark booth space and/or to hold down carpet must be removed at completion of the show. Any tape residue left from Exhibitor's carpet will be subject to a clean-up charge.
- c) Exhibitors must put all garbage in plastic bags in the large waste containers provided by the CTCC at the end of each set-up or move-in or move-out days, as applicable.

14. SHIPMENTS, DELIVERIES, STORAGE, ELEVATORS

- a) All shipments, equipment, or items for your tradeshow booth coming into the CTCC must arrive and depart through the designated loading dock.
- b) All shipments must be prepaid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- c) Shipments sent prior to the first move in date need to go to Superior Show Service warehouse. Shipments sent to the CTCC prior to the first scheduled move-in day may be refused unless prior arrangements have been made with Superior Show Service. Address the shipment as follows:

Superior Show Service Warehouse Address for Pre or Post-Shipment delivers/pick-ups

Tradeshow Name and Show Date
 Exhibitor's Company Name
 Booth Number and Room Name
 c/o Superior Show Service
 #109, 18 Highland Park Way NE Airdrie, Alberta T4A 0R1 Canada

- d) Deliveries scheduled to arrive on the day of the first move in date should be addressed as follows:

Tradeshow Name and Show Date
 Exhibitor's Company Name
 Booth Number and Room Name
 c/o Calgary TELUS Convention Centre North Loading Dock
 705 – 1st Street S.E. Calgary, Alberta T2G 2G9 CANADA

- e) **All shipments delivered to the CTCC loading docks are subject to a material handling charge from Superior Show Service.** Exhibitors may be subject to a transportation fee for freight brought from a Hotel or the parkade. .
- f) Exhibitors are responsible for all courier, customs, brokerage services, etc. for their booth.
- g) Exhibitor materials, equipment etc. left from a booth will be charged a storage fee before items will be released. If the items are left more than 30 days, the items will be disposed of at the CTCC's discretion.
- h) **The loading dock areas are for loading and unloading only; vehicles left unattended will be towed at the owner's expense.**
- i) Freight Elevators, when in use, will be manned and controlled by operators with Superior Show Service or CTCC. Load restrictions:
 - i. North Loading Dock: butterfly ramp: height 13'-6" x width 14'-10": maximum 350 lbs/ft² on the dock and Exhibition Hall; and
 - ii. South Loading Dock: elevator load: height 12'-7" x width 9'-2" x length 32'-9"; maximum 30,000 lbs;

15. COOKING/SAMPLES

- a) Cooking of food or deep fat frying is not permitted in the CTCC exhibit areas.
- b) Must have approval from the CTCC prior to any warming of foods, supplying of food samples or bottled water within the CTCC.
- c) Equipment used for warming must be electric and shall be listed and labelled for **commercial use** (not residential) by a recognized testing laboratory (i.e. CSA or ULC). Residential appliances shall only be permitted if they are part of a demonstration and approved by the CTCC and the Calgary Fire Department (CFD).
- d) All guidelines/regulations and permits must be followed/obtained as specified from Alberta Health Services.
- e) All guidelines/regulations must be followed as specified in the Calgary Fire Department Indoor Special Event Requirements, Section for Cooking/Warming and Demonstration Cooking.
- f) A fire extinguisher is required in the booth when cooking equipment is present; if you require one please contact Facilities Department at 403-261-8559 for rental prices.

16. VEHICLES

- a) Load Limits: If a GVW (Gross Vehicle Weight) is not available, it may be necessary to obtain document from the nearest weigh scale.
- b) Cleaning of Vehicles: Cars, trucks and machinery for display must be washed and cleaned before being admitted to the building. Protective sheets of plastic must be placed underneath to prevent stains. Cars, trucks and machinery for display must be washed and cleaned before being admitted to the building and protective sheets of plastic must be placed underneath to prevent stains. Waxing of vehicle(s), including tire, is not permitted at the CTCC unless the vehicles is placed on plastic sheets and the floor is protected. The cleaning/removing of any polishing/cleaning product residue from the floor will be charged directly to the Show Manager. Acceptable polishing product is available at the CTCC Business Services Centre located on the main level of the north building.
- c) Fuel Tank Levels: Fuel tanks will be kept at less than one-quarter (25%) of the tank capacity or 20L whichever is less in each vehicle. All fuel tank caps must be locked or be properly sealed with approved tape i.e. masking tape or cloth tape.
- d) Smoke Detectors and Fire Extinguisher - Vehicles, boats, RV's trailers, Buses and similar exhibited products between 9.3m² and 27.9 m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a one single station smoke alarm installed on each level of the vehicle and a 2A-10BC fire extinguisher. During non-show hours, a window in vehicle must be left open to ensure smoke alarm can be heard.

17. ANIMALS

Animals or pets, with the exception of service animals, are not permitted in the CTCC unless it is an approved exhibit, activity or performance legitimately requiring the use of animals; written approval must be obtained from the CTCC prior to animal or pet being brought into the CTCC. Such animals or pets that have been approved must be on a leash or in a secured and enclosed pen, and under control at all times. The owner must take full responsibility for his or her animal or pet. Please contact Facilities Department at 403.261.8559 for the “Animal Authorization Request” form.

18. SMOKING

In accordance with City of Calgary by-law 23M2018 and 24M2018 all spaces within Calgary TELUS Convention Centre are non-smoking, this includes smoking, vaping tobacco, cannabis and other substances.

19. LOST AND FOUND

All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the Authority.

20. HARASSMENT POLICY

The CTCC is committed to providing a work environment that is safe, healthy and free of discrimination. Any form of discrimination, harassment or violence is unacceptable and will not be tolerated at the CTCC.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8500 FX 403.261.8510
The Calgary Marriott Downtown Hotel is the exclusive provider of all catering services at the Calgary TELUS Convention Centre.

No outside Food & Beverage allowed

NAME OF SHOW: **2019 MASTER BREWERS CONFERENCE**

EXHIBITOR INFORMATION

Booth #(s): _____ Show Dates: _____
 Company Name: _____ Contact Name: _____
 Address: _____
 City: _____ Province/State _____ Code _____
 Phone #: _____ Fax #: _____ E-mail: _____

CATERING INFORMATION

The management of banquet services at the Calgary TELUS Convention Centre offers a range of services to booths during the exhibit. If you wish to obtain other suggestions or information with respect to booth reception, please contact the Catering Sales Office at the Calgary TELUS Convention Centre. **Please note that no outside beverages and/or food may be brought on the premises by the promoter, or the promoter's exhibitors, participants or suppliers.**

- All catering orders should be received no later than 14 days prior to the start of the show.
- All food and beverage orders placed on-site will be from a reduced menu (Chef's Choice).
- Each booth must order a minimum of \$75.00 (before applicable service charges and taxes) or a delivery fee of \$25.00 will be applicable.

BOOTH CATERING SERVICES

	PRICE	QUANTITY	TOTAL
Client providing own espresso machine (corkage); upon facility approval.	\$247.00/booth/day		
Client providing their own "special label" bottled water (corkage); upon facility approval.	\$195.00/booth/day		
Client providing own popcorn machine (corkage); upon facility approval.	\$195.00/booth/day		
Facility providing popcorn machine; inclusive packages available upon request.			
Freshly Baked Croissants	\$34.00/dozen		
Assorted Danish Pastries	\$34.00/dozen		
Freshly Baked Muffins	\$34.00/dozen		
Freshly Baked Cookies	\$34.00/dozen		
Assorted Sweet Squares and Brownies	\$34.00/dozen		
Assorted Loaves	\$34.00/dozen		
Assorted Wraps/Sandwiches (3 pieces)	\$23.00/person		
Bagged Lunch to include (Sandwich, Caesar salad, Bottled Water, chips, granola bar)	\$32.00/box		
Vegetable Platter with Dip (min. 10 orders)	\$10.00/serving		
Cheese Board & Fruit & Crackers (min. 10 orders)	\$19.00/serving		
Sliced Fruits & Berries (min. 10 orders)	\$9.00/serving		

Continued On Next Page

BOOTH CATERING SERVICES CONTINUED

	PRICE	QUANTITY	TOTAL
Starbucks Coffee (regular or decaf); 15 mugs/gallon	\$71.00/gallon		
Premium Tazo Tea Selections	\$49.00/half gallon		
Assorted Soft Drinks	\$4.50/can		
Bottled Water	\$4.50/bottle		
Bottled Assorted Fruit Juices	\$4.50/bottle		
Ice Cubes (includes delivery)	\$11.00/16 lbs.		
(Host) Domestic &/or Imported Beer - minimum charges applicable (plus a taxable 19% service charge and 5% GST)	\$8.00/Bottle		
House Wine (Host) - minimum charges applicable (plus a taxable 19% service charge and 5% GST)	\$43.00/Bottle		

RENTAL OF SPECIAL EQUIPMENT AVAILABLE ON REQUEST

Description of Equipment or Service			
A deposit of 50% is required when sending in your order form. Balance payable at the end of the function by credit card. Prices subject to change without notice. All prices are subject to 19% service & 5% GST	Sub Total		
	Service Charge 19%		
	Sub Total		
	GST 5%		
	TOTAL		

CATERING GUARANTEES

Service Date(s)	Number of Persons	Service Time	

METHOD OF PAYMENT

COMPLETE ONE COPY OF THE CATERING CREDIT CARD AUTHORIZATION FORM FOR ALL SERVICES ORDERED.



CATERING-CREDIT CARD AUTHORIZATION

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
 PH # 403.261.8500 FX # 403.261.8510

NAME OF SHOW:	2019 MASTER BREWERS CONFERENCE
EXHIBITOR INFORMATION	IMPORTANT – READ CAREFULLY
Booth #(s): _____ Show Dates: _____ Company Name: _____ Contact Name: _____ Address: _____ City: _____ Province/State _____ Code _____ Phone #: _____ Fax #: _____ E-mail: _____	<p>I, the undersigned, am the card holder of the credit card specified below.</p> <p>I further verify that the signature below is my signature as indicated on the reverse of the card specified.</p> <p>I hereby authorize the Calgary TELUS Convention Centre to charge my credit card for all catering/equipment services ordered.</p> <p>For a breakdown of the charges, please see Exhibitor Catering Order Form.</p>

Check one MasterCard Visa Amex

Card Number: _____ Expiry Date: ____/____ Security Code _____
 (Please print numbers clearly) (CSC/CVV)

Cardholder Name (Print name as it appears on the card): _____

Cardholder Signature: _____

Subtotal of Catering Charges	\$
Service Charge of 19%	\$
Subtotal	\$
GST	\$
Total Amount Due	\$



MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
PH # 403-261-8555 E-MAIL: ANAR asamedi@fmav.ca or CURT cnovak@fmav.ca

EXHIBITOR INFORMATION

DATE:		SHOW NAME:	2019 MASTER BREWERS CONFERENCE
CONTACT:		VENUE:	
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE/STATE:		# SHOW DAYS:	
POSTAL/ZIP CODE:		INSTALLATION DATE:	
ADVANCE DEADLINE DATE:	OCTOBER 16, 2019	DISMANTLE DATE:	

AUDIO VISUAL EQUIPMENT DETAIL

QUANTITY	DESCRIPTION	DAILY RATE	# Days	Total
COMPUTER MONITORS & DISPLAYS				
	28" 16.9 FLAT SCREEN MONITOR	\$125.00		
	*42" FLAT SCREEN MONITOR WITH 6' CHROME DISPLAY STAND	\$435.00		
	*52" FLAT SCREEN MONITOR WITH 6' CHROME DISPLAY STAND	\$560.00		
	*80" FLAT SCREEN MONITOR WITH 6' CHROME DISPLAY STAND	\$750.00		
	HD Projector / Screen Package (all necessary cables)	\$500.00		
COMPUTERS				
	WINDOWS 2.4 GHz LAPTOP COMPUTER	\$170.00		
	MACINTOSH LAPTOP COMPUTER	\$300.00		
COMPUTERS ACCESSORIES				
	OPLAY USB MEDIA PLAYER	\$75.00		
	SET OF COMPUTER SPEAKERS	\$50.00		
	PROJECTION CART C/W SKIRT (42")	\$60.00		
	LEXMARK LASER PRINTER C/W SPARE TONER CARTRIDGE	\$175.00		
AUDIO EQUIPMENT				
	UHF WIRELESS MICROPHONE (COMBO KIT)	\$125.00		
	SHURE WIRED MICROPHONE C/W FLOOR STAND	\$25.00		
	MACKIE 4-CHANNEL AUDIO MIXER	\$75.00		
	QSC K8/10 PORTABLE SPEAKER WITH STAND (100W)	\$80.00		
SPECIALTY ITEMS AVAILABLE UPON REQUEST				
			EQUIPMENT	

CREDIT CARD INFORMATION

Please pay for your order using a credit card, at least 72 hours before load-in to ensure equipment availability. We accept Visa, Mastercard and American Express		LABOUR	\$134.00
		DELIVERY & PICK UP	\$50.00
Name on Card:		SUBTOTAL	
Card Number:		(5%) GST	
Expiry (MM/YR)	Security Code:	*TOTAL	
Signature		*ADDITIONAL LABOUR MAY BE REQUIRED - MINIMUM 2hr labour call @\$67.00 hr	

TERMS AND CONDITIONS OF EQUIPMENT RENTAL

- Order cancellation must be received 3 days prior to load-in to avoid rental charge.
- The elements specified in this order included with this contract correspond to the instructions of the customer. The customer agrees to pay all additional changes cause be an omission of the client, changes, modifications, or alterations to the equipment and/or services. The customer shall be charged for all overtime incurred at FMAV current rates.
- Insurance for the full replacement value of the equipment rented is the responsibility of the customer. The customer is hereby advised of his/her responsibility to safeguard the equipment at all times and ensure the security of the meeting room/event space when not occupied.
- The customer shall indemnify FMAV against all losses, expenses, penalties, damages and condemnations, and legal costs which FMAV could incur or be condemned to pay.
- By signing, I hereby accept the terms and conditions as stated above and authorize FMAV to charge my credit for the full amount.
- If you have any questions regarding our rentals, equipment, or other services we offer, please e-mail us at FMAV@calgary-convention.com.



MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
PH # 403-261-8555 E-MAIL: ANAR asamedi@fmav.ca or CURT cnovak@fmav.ca

EXHIBITOR INFORMATION

DATE:		SHOW NAME:	2019 MASTER BREWERS CONFERENCE
CONTACT:		VENUE:	
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE/STATE:		# SHOW DAYS:	
POSTAL/ZIP CODE:		INSTALLATION DATE:	
ADVANCE DEADLINE DATE:	OCTOBER 16, 2019	DISMANTLE DATE:	

IMPORTANT NOTICE FOR BANNERS

Sign/banner installation forms must be received seven business days prior to the first move in date to guarantee installation, orders received after this date may not be accepted. As per the Alberta Fire code, all banners, signs and hanging decor are subject to and must be CAN/ULC-S109 certified or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA2 705, "Field Flame Test for Textiles and Films."

FMAV AND THE CALGARY TELUS CONVENTION CENTRE REQUIRE PROOF THAT THE BANNER COMPLYS WITH THE ALBERTA FIRE CODE WHEN ORDER IS PLACED. SIGNS/BANNERS WILL NOT BE HUNG FMAV WITHOUT PROPER DOCUMENTATION ON FILE.

SIGN/BANNER HANGING INSTALLATION INFORMATION

Number of sign/banners to be hung:	Weight of each sign/banners:
Size and shape of sign/banners:	
Document providing proof that banner meets the CAN/ULC-S109 Sent: (See point 1.d on the Instructions and Conditions) Yes / No	Does the sign/banner require power? (Power must be pre-ordered through the Calgary TELUS Convention Centre) Yes / No
Submit "scale drawing form" showing where the banner is to be hung in the booth (copy of the form is below)	

SIGN/BANNER HANGING INSTALLATION

Pricing to Hang Banners Will Be Quoted on Per Banner Installation

Description	Unit Cost or Rate	Unit	Total
Labour to hang banners (price to be quoted)		Per Hour	
Rental of Trusses (price to be quoted)		Each	
Chain Fall Rental (price to be quoted) –		Each	
Miscellaneous Charge(s) (if required)			

CREDIT CARD INFORMATION

Payment for the banner hanging services can be made by Visa, MasterCard and American Express.		EQUIPMENT	
		LABOUR	
		DELIVERY & PICK UP	
Name on Card:		SUBTOTAL	
Card Number:		(5%) GST	
Expiry (MM/YR)	Security Code:	*TOTAL	
Signature			

TERMS AND CONDITIONS OF BANNER HANGING AND EQUIPMENT RENTAL

- Due to rigging grid and building regulations exact location, orientation and trim height may not be possible.
- Additional rigging and/or equipment (i.e. trusses or chain falls) may be required when hanging the sign/banner.
- For additional instructions and conditions – See next page – FMAV Additional Instructions and Conditions – Sign/Banner
- Insurance for the full replacement value of the equipment rented is the responsibility of the customer. The customer is hereby advised of his/her responsibility to safeguard the equipment at all times and ensure the security of the meeting room/event space when not occupied.
- The customer shall indemnify FMAV against all losses, expenses, penalties, damages and condemnations, and legal costs which FMAV could incur or be condemned to pay.
- By signing, I hereby accept the terms and conditions as stated above and authorize FMAV to charge my credit for the full amount.
- If you have any questions regarding our rentals, equipment, or other services we offer, please e-mail us at FMAV@calgary-convention.com

1) **REGULATIONS**

- a) **The FMAV reserves the right to refuse service for situation it deems as unsafe.**
- b) All illuminated signage, assembles, motors or electronic equipment must conform to all federal, provincial and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the FMAV.
- d) **As per the Alberta Fire code, all banners, signs and hanging decor are subject to and must be CAN/ULC-S109 certified or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA² 705, "Field Flame Test for Textiles and Films." Proof of compliance is required by FMAV and the Calgary TELUS Convention Centre when order is placed. Items will not be hung without proper documentation on file.**
- e) A scale drawing must be provided to ensure banner is hung in the proper location.

2) **SERVICES AND EQUIPMENT PROCEDURES**

- a) Material and equipment provided by FMAV for this order shall remain the property of the FMAV. Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the FMAV. Additional charges will apply for rental equipment that is damaged or not returned.
- b) Only the FMAV personnel are authorized to modify or move signs/banners. Any damage to rented equipment will be billed to the exhibiting firm, plus an administration fee.
- c) There will be a charge to move/change location of already installed sign/banners. Price to be determined.
- d) If the banner has motor or needs to be illuminated, power must be pre-ordered from the Calgary TELUS Convention Centre.

3) **CANCELLATION, CLAIMS AND DISCREPANCIES**

- a) Any services or special ordered items cancelled within 5 (five) business days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.

4) **EXCLUSIVITY**

- a) FMAV is the exclusive supplier of all sign/banner installation services at the Calgary TELUS Convention Centre.

FMAV SCALE DRAWING FORM- SIGN/BANNER

Show Name: _____

Booth # _____ Company Name: _____

Booth Size: _____ Scale: One Square Equals 1'

Banner Location and Trim Height

Use bold lines to indicate the outline of your booth and label with dimensions.

Clearly place location of banner and label with dimensions.

Banner Trim Height - Desired height from floor to bottom of banner _____

BACK OF BOOTH - Indicate Adjacent Booth or Aisle Number: _____

ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #: _____

FRONT OF BOOTH - Indicate Adjacent Booth or Aisle #: _____

Please Note: Due to rigging grid and building regulations exact location, orientation and trim height may not be possible or may require additional rigging and equipment rental in which case you will be advised of any additional charges.