



**Services d'expositions
Exposition Services**

Place Bonaventure
800, de la Gauchetière Ouest
Bureau 9230
Montréal, QC, Canada H5A 1L4
Tél. 514.861.9694
Fax 514.392.1577
clarkson@ges.com gesexpo.ca

**COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007**

Dear Exhibitor,

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

Please review the attached documents in which you will find all the necessary information for a successful event. Included are the forms for the many services that Clarkson-Conway Inc. (GES CANADA) provides. To ensure efficient service, please return the appropriate forms, **no later than June 6th 2007**.

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

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

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

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

**We look forward to serving you.
Sincerely,**

THE CLARKSON-CONWAY INC. (GES CANADA) TEAM



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IMPORTANT INFORMATION

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Discounted Price Deadline: June 6th, 2007

Please take a few minutes to familiarize yourself and your show site representative(s) with the following information prior to completing your orders.

LOCATION

The location of the Exhibit Hall is at **The Fairmont Queen Elizabeth Hotel, Grand Salon and Hochelaga 1 - 6 rooms.**

EXHIBITOR SET UP

Wednesday June 20th, 2007 10:00 – 20:00

SERVICE DESK

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

Wednesday June 20th, 2007 10:00 – 20:00

OPENING AND CLOSING EXHIBIT HOURS

Thursday	June 21st, 2007	09:00 – 18:30
	<i>(Welcome reception: 17:00 – 18:30)</i>	
Friday	June 22nd, 2007	09:00 – 17:00
Saturday	June 23rd, 2007	09:00 – 13:30

EXHIBITOR TEARDOWN

Saturday June 23rd, 2007 13:30 – 18:00

BOOTH DECORATION

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

- 8' high background and 3' high side dividers in **burgundy** flameproof drapes
- One 7" x 44" identification sign (black block lettering on white background)

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

"SPECIAL MODULAR BOOTH" - \$750.00 CDN

Please refer to the attached information/order form.

CARPET

Please note that the exhibition area is fully carpeted.

ELECTRICITY & INTERNET

For electrical and/or internet requirements please complete the forms provided to you by the **Fairmont Queen Elizabeth Hotel** and return them directly to the hotel. These forms are available on the COS website (www.eyesite.ca)

TELECOMMUNICATIONS

Bell Canada is the official provider for telephone requirements. Please consult the attached order form.

AUDIO-VISUAL

Mediaco Inc. is the official audio-visual provider. Please contact Bruce Hannel at Tel.: 888-440-4477, Fax: (780) 401-1001, Email: bhannel@mediaco.ca

ADDITIONAL FURNISHINGS

In the event that you require additional furnishings or any other services, please complete the appropriate forms attached and promptly return them to us by **June 6th, 2007** to benefit from advance-order savings.

INSTALLATION AND DISMANTLING OF BOOTHS

If you have your own booth and wish to use our labour services, please ensure efficient service by completing the appropriate order form before **June 6th, 2007**.

SECURITY MEASURES

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

CUSTOMS BROKER & TRANSPORTATION

Mendelssohn is the official Customs Broker / Logistics & Transportation provider. Please contact John Santini. Tel. (514) 987-2700 ext. 29, Fax: (514) 849-3446., email: jpoissant@mend.com

MATERIALS HANDLING, STORAGE & DELIVERY

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

PAYMENT & PRICING

Clarkson-Conway Inc. (GES CANADA) requires payment in full at the time services are ordered. Payment must be guaranteed for all advance and exhibition hall orders. Furthermore, Clarkson-Conway Inc. (GES CANADA) requires that you provide a credit card authorization with your initial order. Please complete the attached "payment policy and authorization" form. **Please note:** In order to receive your tax exemption a copy of your non profit tax exemption certificate must be included with your order. **All prices are in Canadian Dollars.** In order to benefit from the discounted pricing please return all forms by **June 6th, 2007**.

**For more information or assistance, please contact Clarkson-Conway Inc. (GES CANADA) Customer Service at (514) 861-9694
THE CLARKSON-CONWAY INC. (GES CANADA) TEAM**

HAVE A GREAT SHOW!



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TURN KEY SPECIAL

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
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SPECIAL \$750.00*

The **SPECIAL MODULAR BOOTH PACKAGE** INCLUDES:

- Velcro compatible panels available in six colours: black, blue, burgundy, grey, red, hunter green **OR** in white fibrex **COLOUR CHOICE** _____
- 2.5m (8') high x 3m (10') wide background with 2.5m (8') high sides extending 1m from the backwall and 91.5cm (3') high side dividers for the remaining 2m in Velcro compatible, or white fibrex panels
- One fascia with company name (logo at additional charge)
- One track of 3 (150 watt each) spotlights (**electrical outlet not included**)
- One (1) furniture package **A** _____ **B** _____ **C** _____
- Twenty (20) Velcro dots

A

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



B

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



C

1 - 6' TABLE DRAPED BLACK
2 - # 503 GREY SIDE CHAIRS



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

TEXT FOR FASCIA _____

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

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

Amount	\$750.00
GST 6% R100992197	\$45.00
Sub total	\$795.00
QST 7.5% 1000169915	\$59.63
TOTAL	\$854.63

Signature: _____

Date: _____

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

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

Chaises / Chairs

0503



Chaise tissu gris
Side chair grey fabric

0504



Fauteuil tissu gris
Armchair grey fabric

0502-5



Fauteuil "Déco" noir
"Deco" armchair black

0502



Fauteuil aluminium
Aluminium armchair

Tabourets / Stools

0511



Tabouret champignon
Mushroom stool

0512



Tabouret de bar noir
Black bar stool

0512-Z



Tabouret chrome "Z"
"Z" chrome stool

0514



Tabouret tissu gris
High stool grey fabric

Tables / Tables

0521



Table à café
Coffee table 30" x 18"H

0523



Table
Table 30" x 30"H

0527 A30



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

0527 A40



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

0553
0551



Table avec jupe
Draped table 72" x 30"H
Table avec jupe
Draped table 48" x 30"H

Disponible 42" haut / Available 42" high

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Comptoirs, bureau / Counters, Desk

0614-06



Bureau 40" x 20" x 30" H
Desk

0651-CC-06



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

0651-06



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

0650-06



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

Présentoirs / Displays

0532



Chevalet 61" H
Tripod easel

0632-A



Porte affiche 60" H
Sign holder

0654-0



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

0621



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

Divers / Miscellaneous

0608



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

0606-06



Boîte de tirage 18,5" x 18,5" x 40"H
Raffle Box

0661



Présentoirs 9" x 9" x 9" H
Display Units
Dimensions disponibles sur demande
Dimensions available upon request

0532-A



Support à brochure 9" x 55"H
Literature rack

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**DEMANDE DE
LOCATION DE MEUBLES**
**REQUEST FOR
RENTAL OF FURNITURE**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Discounted Price Deadline: June 6th, 2007

Compagnie/Company
Rue/Street
Ville/City, Province Code postal/Postal Code

Nom/Name
Tél. /Tel.: () Télécop./Fax: ()
Courriel / Email No. de stand/Booth #

TABLES					
Qté Qty.	No.	Description	Prix escompté Discounted Price	Prix régulier Regular price	TOTAL
	0525	Table de cocktail 40" h 40" H cocktail table	90.00	126.00	
	CM-T	Table carré en chrome Chrome square table	75.00	105.00	
	0521	Table à café (blanche) 18" h Coffee table (white) 18" H	49.00	69.00	
	0523	Table 30" de diamètre, 30" h blanche 30" diameter, 30" H white table	68.00	95.00	

TABLES D'ÉTALAGE DRAPÉES (3 CÔTÉS) / DRAPED (3 SIDES) DISPLAY TABLES					
Qté Qty.	No.	Description	Prix escompté Discounted Price	Prix régulier Regular price	TOTAL
	0551	4'L avec volant 30" ht / 4'L draped 30" H	66.00	92.00	
	0553	6'L avec volant 30" ht / 6'L draped 30" H	75.00	105.00	
	0541	4'L avec volant 42" ht / 4'L draped 42" H	87.00	122.00	
	0542	6'L avec volant 42" ht / 6'L draped 42" H	93.00	130.00	
	0547	Volant-4 ^{ème} côté/4 th side draped (30" H)	20.00	28.00	
	0549	Volant-4 ^{ème} côté/4 th side draped (42" H)	24.00	34.00	

rouge / red bleu / blue vert / green or / gold
 noir/black Bourgogne / burgundy blanc / white

ACCESSOIRES / ACCESSORIES					
	0534	Corbeille à papier Waste paper basket	12.00	17.00	
	0693-4	Panneau d'affichage 4' X 8' 4' X 8' Poster Panel	95.00	133.00	
	0632-A	Chevalet pour enseigne (dbl face) Sign holder (dbl -sided) Visual panel: 26" X 36"/panneau visuel: 26" X 36"	43.00	60.00	
	0257	<input type="checkbox"/> Ral. électrique OU <input type="checkbox"/> Prises multiples <input type="checkbox"/> Extension Cord OR <input type="checkbox"/> Power Bar	15.00	21.00	
	0282-A	Lumière Arm-Clamp Spotlight	35.00	49.00	

PRÉSENTOIRS / STANDS					
	MFS	Magazine Floor Stand / présentoir à magazines (chrome base with 6 black wire grill holders / 6 compartiments en metal noir avec base en chrome)	80.00	112.00	
	MTS	Magazine Table Stand / présentoir à magazines pour table (single-tier Plastic Holder) 9.25"X10.75" H	16.00	22.00	
	PTS	Pamphlet Table Stand / présentoir pour brochures (pour table) (single-tier plastic holder) 6.75"X7.75" H	14.00	20.00	
	BTS	Brochure table stand / présentoir pour brochures (pour table) (single-tier plastic holder) 4.25"X7.75" H	8.00	11.00	
	DTS	Diskette-size table stand (single-tier plastic holder) 4.25"X3.75" H	7.00	10.00	

CHAISES / CHAIRS					
Qté Qty.	No.	Description	Prix escompté Discounted price	Prix Régulier Regular price	TOTAL
	0504	Fauteuil (tissu gris) Arm chair (grey fabric)	41.00	57.00	
	0503	Chaise (tissu gris) Side chair (grey fabric)	34.00	48.00	
	0510	Chaise steno Steno chair	50.00	70.00	
	0512	Tabouret de bar (chrome / noir) Bar stool (chrome / black)	34.00	48.00	
	0514	Tabouret avec dos (tissu gris) Stool with back (grey fabric)	57.00	80.00	
	CM-C	Chaise en chrome Chrome chair	50.00	70.00	
	0502.5	Chaise deco (noire) Deco chair (black)	50.00	70.00	

TAPIS / CARPET					
Seuls les tapis de grandeur spéciale sont agencés dans la couleur et aux joints Only the cut & lay carpets match on colour and seams.					
COULEUR DE TAPIS VOIR CI-DESSOUS / COLOUR OF CARPET SEE BELOW					
Qté Qty.	No.	Description	Prix escompté Discounted price	Prix Régulier Regular price	TOTAL
	0576	10' x 10' Tapis standard/Standard carpet COULEUR VOIR PLUS BAS / COLOUR SEE BELOW	144.00	202.00	
	0577	10' x 20' Tapis standard/Standard carpet COULEUR VOIR PLUS BAS / COLOUR SEE BELOW	288.00	403.00	
	0579	10' x 30' Tapis standard/Standard carpet COULEUR VOIR PLUS BAS / COLOUR SEE BELOW	433.00	606.00	

TAPIS GRANDEUR SPÉCIALE – CARPET CUT & LAY SIZES POUR TOUTES AUTRES DIMENSIONS / FOR ALL OTHER SIZES					
Seuls les tapis de grandeur spéciale sont agencés dans la couleur et aux joints Only the cut & lay carpets match on colour and seams.					
Qté Qty.	No.	Description	Prix escompté Discounted price	Prix Régulier Regular price	TOTAL
	00578	$X = \frac{\pi}{4} \frac{ca}{sq. ft.}$ COULEUR VOIR PLUS BAS / COLOUR SEE BELOW	2.00/ p.c./s.f.	2.80/ p.c./s.f.	

rouge / red bleu / blue vert / green or / gold noir / black
 Bourgogne / burgundy gris / grey

SOUS-TAPIS -PLASTIQUE / UNDER PADDING - VISQUEEN					
Qté Qty.	No.	Description	Prix escompté Discounted price	Prix Régulier Regular price	TOTAL
	0564	Recouvrement de plastique (pi ca) Visqueen covering (sq.ft.) 0 à/to 300 301 à/to 1000 1001 ++	0.50 0.40 0.30	0.70 0.55 0.40	
	0564-B	Sous-Tapis (pi ca) / Underpadding (sq.ft.)	1.00	1.20	

Directives / Instructions:	Montant / Amount	\$
	TPS / GST 6% R100992197	\$
	Total Partiel / Sub total	\$
	TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL \$

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

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**DEMANDE DE LOCATION DE
MOBILIER MODULAIRE**

**REQUEST FOR RENTAL OF
MODULAR FURNITURE**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Discounted Price Deadline: June 6th, 2007

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

Qté. Qty.	No.	DESCRIPTION	Prix escompté Discounted price	Prix régulier Regular price	Total
	0603	Table de présentation Display table (26" x 58" x 30" h.)	137.00	192.00	
	0606-55	Boite de tirage (métal noir / panneau noir) Raffle box (black aluminium / black panel) (20" x 20" x 40" h.)	87.00	122.00	
	0650-06	Comptoir vitrine Showcase counter (20" x 40" x 40" h.)	212.00	297.00	
	0651-06	Comptoir Counter (20" x 40" x 40" h.)	150.00	210.00	
	0653	Rayonnage (avec éclairage) Showcase (with lighting) (20" x 20" x 79" h.)	336.00	470.00	
	0654	Rayonnage (ouvert sur les 4 côtés) Showcase (open on 4 sides) (20" x 40" x 79" h.)	444.00	622.00	
	0657	Rayonnage (tablettes ajustables droites/straight adjustable shelves) <input type="checkbox"/> Display stand (tablettes ajustables à angle/angled adjustable shelves) <input type="checkbox"/>	172.00	241.00	
	0659	Vitrine avec néon (Alimentation électrique extra) Showcase with fluorescent light (Electricity Extra)	258.00	361.00	
	0681	Tablette inclinée / Melamine angled shelf	21.00	29.00	
	0682	Tablette droite / Melamine straight shelf			
	651C	Comptoir courbé blanc White curved counter	225.00	315.00	
	0614	Bureau aluminium (blanc) Aluminium desk (white)	138.00	193.00	
CUBE 18" x 18"	0661-20 A 0661-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	88.00	123.00	
CUBE 18" x 40"	0662-20 A 0662-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	108.00	151.00	
CUBE 26" x 26"	0663-20 A 0663-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	103.00	144.00	
CUBE 40" x 40"	0664-20 A 0664-40	_____ @ 20" Ht. _____ @ 24" Ht. _____ @ 30" Ht. _____ @ 40" Ht. Quantité totale / Total Quantity = _____	139.00	195.00	

Directives / Instructions:	Montant / Amount	\$
	TPS / GST 6% R100992197	\$
	Total Partiel / Sub total	\$
Signature:	TVQ / QST 7.5% 1000169915	\$
	TOTAL	\$
Date:		

INDEMNITÉ D'ANNULATION Seules les réclamations faites sur les lieux **avant** l'ouverture du salon seront considérées. Après le début d'installation, toute annulation d'articles livrés sera facturée à **50%** du coût original.
PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
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**DEMANDE DE LOCATION
D'AMEUBLEMENT DISTINCTIF**
**REQUEST FOR RENTAL OF
SPECIALTY FURNITURE**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

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

Qté. Qty.	No.	DESCRIPTION	Prix régulier Regular price	Total
	30CM-2	Lutrin / Lectern	71.00	
	30CM-3	Fauteuil conférence, cuir noir / Conference black leather chair	92.00	
	30CM-4	Fauteuil de réunion, cuir noir / Sled base black leather meeting chair	52.00	
	30CM-5	Table de conférence 4' x 8' (aussi en 4' x 6') / 4' x 8' conference table (also in 4' x 6')	162.00	
	30EC-1	Tabouret bistro / Cafe bar stool	44.00	
	30EC-2	Table Cocktail / Walk up bar table	96.00	
	30EC-3	Tabouret ergonomique / Ergonomic bar stool	71.00	
	30EC-4	Tabouret euro / Euro stool	82.00	
	30EC-7	Fauteuil en cuir / Leather lounge chair	288.00	
	30EC-8	Canapé en cuir / Leather sofa	481.00	
	30EC-9	Causeuse en cuir / Leather 2 seater	380.00	
	30EC-10	Table à café / Coffee table	193.00	
	30EC-11	Table de coin / End table (avec compartiment / center storage)	153.00	
	30EC-12	Chaise Bahia / Bahia chair	52.00	
	30EC-13	Fauteuil Gama / Gama chair	66.00	
	30EC-14	Table bar Bikini / Bikini bar table	117.00	
	30EC-15	Tabouret Florence / Florence stool	117.00	
	30EC-16	Table Bikini, 29" haut / Bikini 29" high table	86.00	
	30HS-2	Fauteuil traditionnel / Traditional chair	299.00	
	30HS-3	Causeuse traditionnelle / Traditional two seat sofa	491.00	
	30HS-4	Lampe classique / Classic lamp	105.00	
	30HS-5	Table de coin / End table	86.00	
	30HS-6	Table à café / Coffee table	131.00	
	30HS-7	Fauteuil tissu gris / Grey fabric chair	117.00	
	30HS-9	Causeuse tissu gris / Grey 2 seater sofa	178.00	
	30HS-10	Lampe noire / Black lamp	57.00	
	30HS-11	Table de coin 24" x 24" (aussi en chêne moyen) / 24" x 24" end table (also in medium oak)	57.00	
	30HS-12	Table à café 24" x 48" (aussi en chêne moyen) / 24" x 48" coffee table (also in medium oak)	82.00	
	30SM-1	Fauteuil wingback / Traditional wingback chair	244.00	
	30SM-2	Fauteuil, bois et tissu / Traditional wood armed chair	193.00	
	30SM-3	Bahut et huche 20" x 72" (placage bois) / Credenza/hutch 20" x 72" (wood veneer)	572.00	
	30SM-4	Bureau exécutif 36" x 72" (placage bois) / Executive desk 36" x 72" (wood veneer)	572.00	
	30SM-11	Bibliothèque 72" (disponible en 48") / 72" bookcase (available in 48")	82.00	
	30SM-12	Meuble d'ordinateur 20" x 36" / 20" x 36" computer stand	96.00	
	30SM-13	Bureau de réception "L" 30" x 60" x 40" / "L" shaped manager's desk 30" x 60" x 40"	173.00	
	30SM-14	Fauteuil exécutif / Manager's chair	82.00	

Directives / Instructions:	Montant / Amount	\$
	TPS / GST 6%	\$
	R100992197	\$
	Total Partiel / Sub total	\$
Signature:	TVQ / QST 7.5%	\$
	1000169915	\$
Date:	TOTAL	\$

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

CANCELLATION CLAUSE Claims will not be considered unless filed by the exhibitor on-site, prior to show opening. Items delivered and cancelled after move-in begins will be charged at 50% of the original price.
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NOTICE: We reserve the right to adjust any orders calculated incorrectly.



**Services d'expositions
Exposition Services**
Place Bonaventure
800, de la Gauchetière Ouest
Bureau 9230
Montréal, QC, Canada H5A 1L4
Tél. 514.861.9694
Fax 514.392.1577
clarkson@ges.com gesexpo.ca

SHIPPING AND DRAYAGE INFORMATION PAGE

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

****CLARKSON-CONWAY INC. (GES CANADA) HAS BEEN SELECTED AS THE OFFICIAL DRAYAGE CONTRACTOR****

- DUE TO THE LACK OF STORAGE FACILITIES AT THE EXHIBITION SITE, ADVANCE SHIPMENTS MUST BE SENT TO THE WAREHOUSE.
- **ALL SHIPMENTS MUST BE PREPAID BY THE SHIPPER. ALL SHIPPING WAYBILLS MUST BE MARKED "BILL TO SHIPPER" (INCLUDING CHARGES FOR SHIPPING, DUTIES AND TAXES).**
- ALL SHIPMENTS ORIGINATING OUTSIDE CANADA MUST BE CLEARED THROUGH CUSTOMS.
- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- COMMON CARRIERS (OVER THE ROAD FREIGHT LINES) DO NOT MAKE DELIVERIES ON SATURDAYS OR SUNDAYS UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE.
- ALL SHIPMENTS BY FREIGHT, RAIL, MOTOR FREIGHT OR AIR MUST BE PREPAID AND MADE ON A STRAIGHT BILL OF LADING DETAILED TO SHOW NUMBER OF PIECES, WEIGHT, CLASSIFICATION, AND CARRIER.
- IN ORDER TO ENSURE ORDERLY AND EXPEDITIOUS HANDLING OF EXHIBIT MATERIAL IN AND OUT OF THE SHOW, IT IS SUGGESTED THAT LOCAL EXHIBITORS ARRANGE ALL MOVEMENT OF EXHIBIT MATERIAL THROUGH CLARKSON-CONWAY INC. WHO WILL HAVE PRIORITY AT THE UNLOADING AREA AT ALL TIMES.
- A SERVICE DESK WILL BE MAINTAINED DURING THE INSTALLATION AND DISMANTLING OF THE EXHIBITION FOR EXPEDITING FREIGHT, TAKING ORDERS FOR OUTGOING SHIPMENTS AND PREPARING BILLS OF LADING.
- SHIPMENTS LEFT ON-SITE AFTER **18:00 June 23rd, 2007** WILL BE TRANSFERRED TO A STORAGE WAREHOUSE. CHARGES RELATING TO SUCH HANDLING AND SHIPPING ARE THE RESPONSIBILITY OF THE EXHIBITOR.
- IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CONFIRM RETURN-SHIPPING ARRANGEMENTS WITH CLARKSON-CONWAY INC. (GES CANADA)
- CLARKSON-CONWAY INC. (GES CANADA) EMPLOYEES ARE COVERED BY WORKER'S COMPENSATION INSURANCE.
- FOR RATES PLEASE REFER TO THE ENCLOSED "ORDER FOR FREIGHT HANDLING/DRAYAGE SERVICE" FORM.

FREIGHT HANDLING / DRAYAGE SERVICE INCLUDES:

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



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Fax 514.392.1577
clarkson@ges.com gesexpo.ca

**ORDER FOR FREIGHT HANDLING /
DRAYAGE SERVICE**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Company		Name	
Street		Tel.: ()	Fax: ()
City, Province	Postal Code	Email	Booth #
On-Site Representative			
Name:		Cell:	

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

SHIPMENTS TO ADVANCE WAREHOUSE
Canadian Ophthalmological Society 2007 <i>(INSERT BOOTH # HERE)</i>
<i>(INSERT EXHIBITING COMPANY NAME HERE)</i>
C/O CLARKSON-CONWAY INC. C/O REIMER ROADWAY 1725 CHEMIN ST-FRANÇOIS DORVAL, QUEBEC, CANADA, H9P 2S1

SHIPMENTS DIRECT TO SHOW SITE
Canadian Ophthalmological Society 2007 <i>(INSERT BOOTH # HERE)</i>
<i>(INSERT EXHIBITING COMPANY NAME HERE)</i>
C/O CLARKSON-CONWAY INC. C/O FAIRMONT THE QUEEN ELIZABETH 900 RENÉ-LÉVESQUE BLVD WEST (RECEIVING DOCK) (ENTER VIA BELMONT STREET) MONTRÉAL, QUÉBEC, CANADA, H3B 4A5

METHOD OF CALCULATION:

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

RATES AND DEADLINE SHIPPING DATES:

- A) ADVANCE SHIPMENTS TO WAREHOUSE TO ARRIVE BETWEEN: June 4th – 18th, 2007**
WE WILL SHIP _____ LBS AT **\$65.00** PER 100 LBS. (MINIMUM \$130.00 PER SHIPMENT) = \$ _____
- B) DIRECT TO SHOW SITE TO ARRIVE BETWEEN: 10:00 -20:00 Wednesday June 20th, 2007**
WE WILL SHIP _____ LBS AT **\$60.00** PER 100 LBS. (MINIMUM \$120.00 PER SHIPMENT) = \$ _____
- C) SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE**
WE WILL SHIP _____ LBS AT **\$80.00** PER 100 LBS. (MINIMUM \$160.00 PER SHIPMENT) = \$ _____
- D) CHARGES FOR **SMALL PACKAGES** WHOSE TOTAL SHIPMENT IS LESS THAN 50 LBS. AT **\$75.00****
PLEASE INDICATE IF SHIPMENT(S) WILL BE **SHIPPED IN ADVANCE** **OR DIRECT TO SHOW SITE**

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

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

PLEASE NOTIFY YOUR TRANSPORTER (SHIPPER /CARRIER) THAT THE MAXIMUM TRUCK HEIGHT OF THE HOTEL'S RECEIVING DOCK AREA IS 11' (EMPTY).	Amount	\$
	GST 6% R100992197	\$
	Sub total	\$
	QST 7.5% 1000169915	\$
	TOTAL	\$

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

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

LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Embellissez
votre stand avec
des fleurs...*

*Make your
stand bloom with
flowers...*





Arrangements floraux professionnels

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

Professional Floral Arrangements

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





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**DEMANDE DE LOCATION DE
PLANTES ET / OU FLEURS**
**REQUEST FOR RENTAL OF PLANTS
AND / OR FLOWERS**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007
Discounted Price Deadline: June 6th, 2007

Compagnie/Company	
Rue/Street	
Ville/City, Province	Code postal/Postal Code

Nom/Name	
Tél. /Tel.: ()	Télécop./Fax: ()
Courriel / Email	No. de stand/Booth #

Qté. Qty.	No.	Description	Prix escompté Discounted price	Prix régulier Regular price	TOTAL
	0110	Plantes tropicales (3' à 5'ht) Tropical plants (3' to 5'H)	61.00	79.00	
	0111	Chrysanthèmes (jaune / blanc ou mauve) Potted chrysanthemums (yellow / white or mauve)	35.00	46.00	
	0112	Azalées Azaleas	58.00	75.00	
	0113	Fougères Ferns	58.00	75.00	
	0114	Arrangement de fleurs coupées fraîches Fresh cut flower arrangement	A.E.D.	T.B.D.	
	0114-A	<u>Arrangement tropical vase</u> : Oiseaux de paradis, Lys orange, Roses orange, Branche de Salix Torturosa, Verdures Exotiques <u>Tropical Floral Arrangement</u> :Birds of Paradise, Tiger lilies, Orange Roses, Curly Willow branches, Exotic greens	163.00	212.00	
	0114-B	<u>Arrangement Orchidée Monochromatique</u> : Fleurs d'orchidée cymbidium, Orchidées Dandrobium, mousse verte, verdure variées <u>Orchid Arrangement</u> : Cymbidium Orchids, Dandrobium Orchids, Green Moss, Greens	93.00	121.00	
	0114-C	<u>Arrangement branche de Cymbidium</u> : Branche cymbidium, branches Salix Torturosa, grosse feuille exotique dans pot en hauteur <u>Cymbidium Branch Arrangement</u> : Cymbidium Orchid branch, Curly Willow, large Exotique leaves in pot	163.00	212.00	
	0114-D	10 tulipes françaises dans un vase clair 10 French Tulips in vase	136.00	177.00	
	0114-E	<u>10 Lys Calla Blanc</u> : Lys Calla, branches, grosses feuilles exotiques dans un vase cylindre <u>10 White Large Calla Lily</u> : White Calla Lily, Large Exotic greens, Curly Willow in cylinder vase	173.00	225.00	
	0114-F	<u>Arrangement Protea</u> : Protea au centre, Lys Calla en hauteur croisés, Chrysanthème d'Hollande lime, verdure variée exotique. <u>King Protea Arrangement</u> : King Protea in middle, Yellow Calla, Lime Holland mums, Exotic greens	119.00	155.00	

Demandez au fleuriste de visiter notre stand pour demande très spéciale

Ask the florist to visit our booth for very special arrangements.

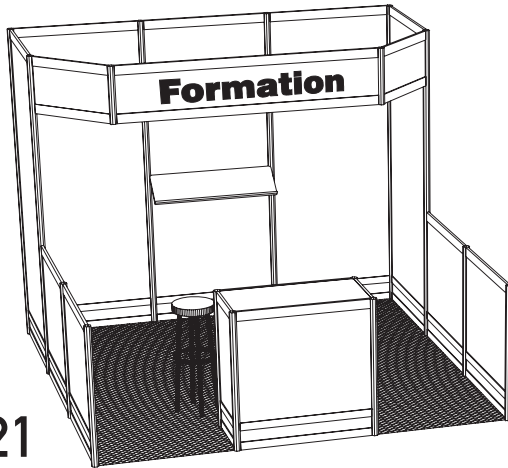
Directives / Instructions:	Montant / Amount	\$
	TPS / GST 6% R100992197	\$
	Total Partiel / Sub total	\$
Signature:	TVQ / QST 7.5% 1000169915	\$
	Date:	TOTAL

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PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
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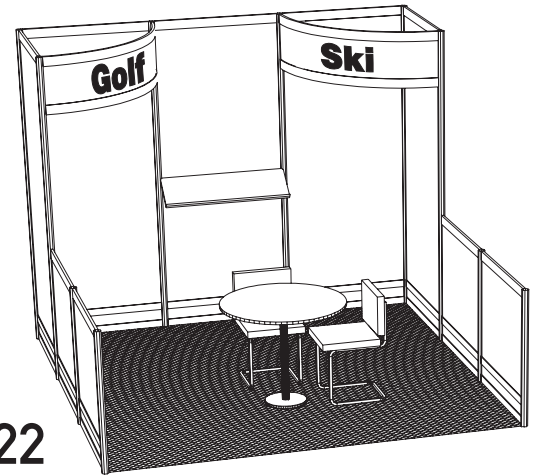
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Location de stand

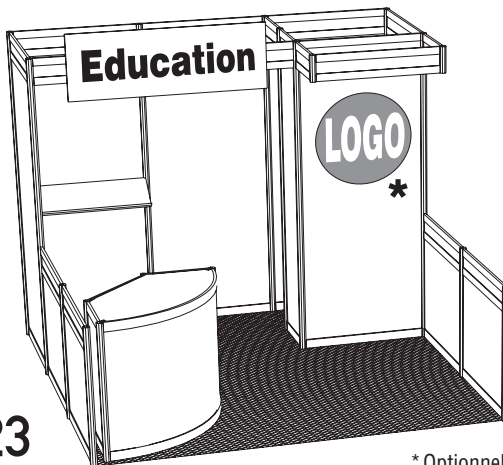
3 m x 3 m (10' x 10')



MB- 21

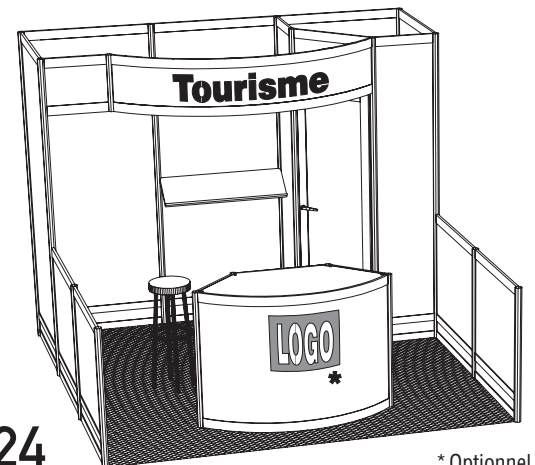


MB- 22



MB- 23

* Optionnel
Optional



MB- 24

* Optionnel
Optional

Choix de couleurs de panneaux / Choice of panels



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

Optionnel / Optional



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



Services d'expositions Exposition Services

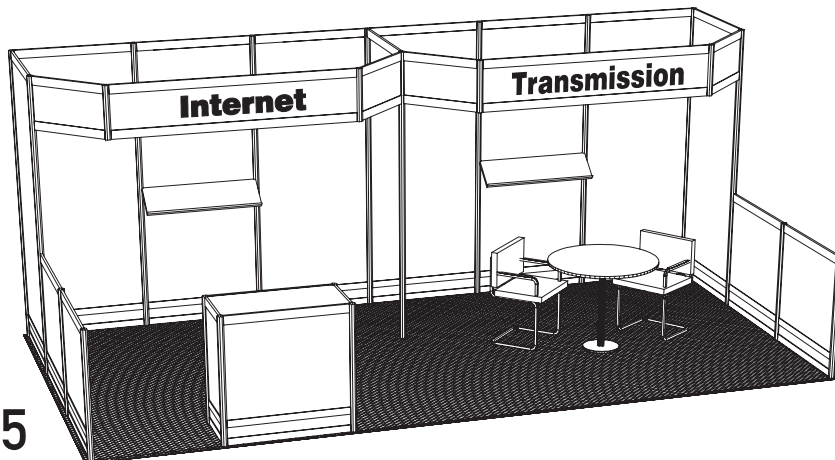
Place Bonaventure
800, de la Gauchetière Ouest, #9230
Montréal, QC H5A 1L4

Tél. 514.861.9694

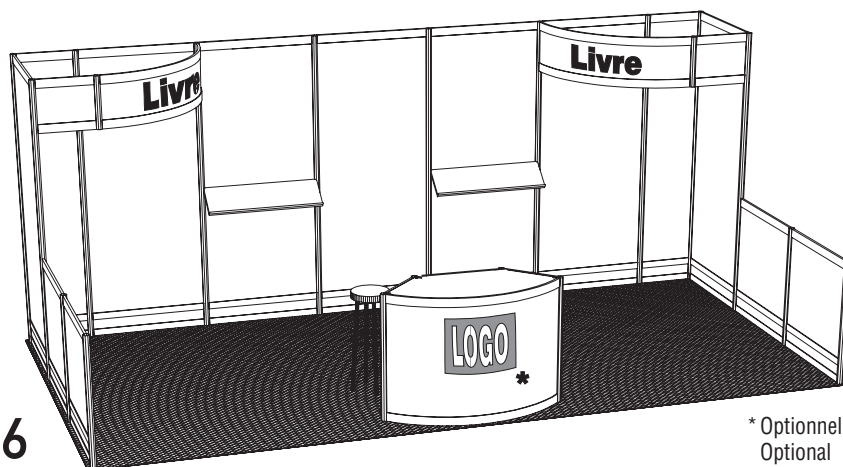
Télécop. 514.392.1577

clarkson@gesexpo.com ■ gesexpo.ca

POUR COMMANDER: Complétez le formulaire « Location de stand » TO ORDER: Complete the "Exhibit Rental Order Form"

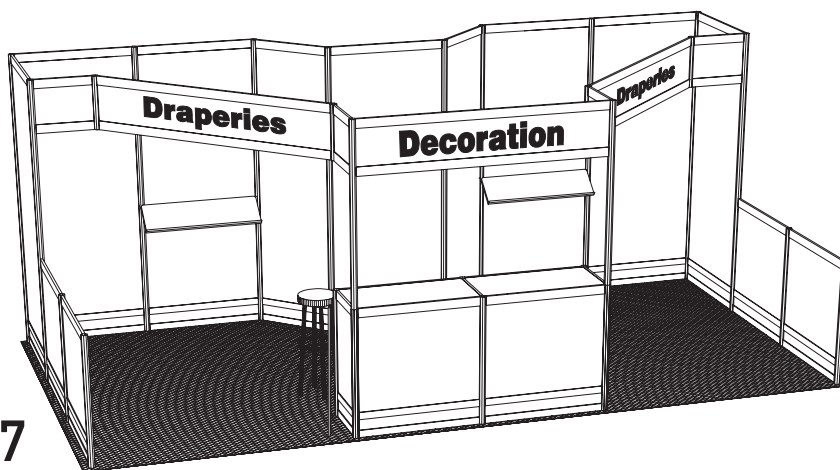


MB- 25



MB- 26

* Optionnel
Optional



MB- 27



Services d'expositions
Exposition Services

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Montréal, QC H5A 1L4

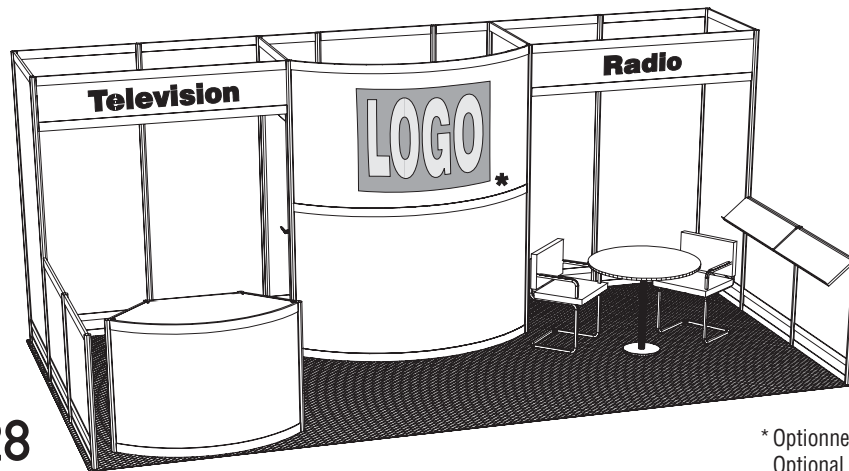
Tél. 514.861.9694

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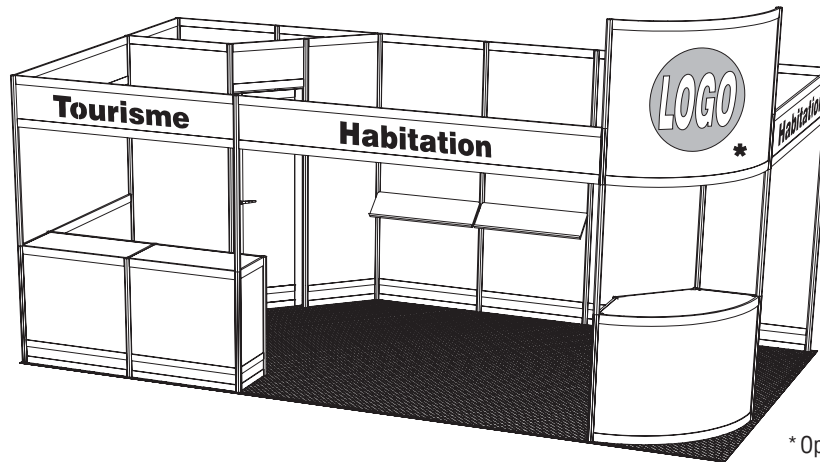
Exhibit Rental

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



MB- 28

* Optionnel
Optional



MB- 29

* Optionnel
Optional

Choix de couleurs de tapis
Choice of carpet colours



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



Vert / Green Or / Gold Bleu / Blue



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**DEMANDE DE LOCATION DE
STANDS D'EXPOSITION**

**REQUEST FOR RENTAL OF
EXHIBIT**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Discounted Price Deadline: June 6th, 2007

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

CHOIX DE LA COULEUR DES PANNEAUX / CHOOSE YOUR PANEL COLOUR

VELCRO Noir / black Gris / grey Rouge / red
 Bleu / blue Vert / green Bourgogne / burgundy

FIBREX Blanc / white Érable / maple Noir / black

CHOIX DE LA COULEUR DU TAPIS / CHOOSE YOUR CARPET COLOUR

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

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

	2 ^{ème} enseigne s'il y a lieu / 2 nd sign if required
--	--

# du modèle / Model #	Description	Prix escompté / Discounted price	Prix régulier / Regular price	Total
MB- 21	1 comptoir, 1 tabouret, 1 corbeille à papier et éclairage * 1 counter, 1 bar stool, 1 waste paper basket and lighting*	810.00	1 134.00	
MB- 22	1 table, 2 chaises, 1 corbeille à papier et éclairage * 1 table, 2 chairs, 1 waste paper basket and lighting*	880.00	1 232.00	
MB- 23	1 comptoir courbe, 1 tabouret, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 waste paper basket and lighting*	970.00	1 358.00	
MB- 24	1 comptoir courbe, 1 tabouret, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 waste paper basket and lighting*	1060.00	1 484.00	
MB- 25	1 comptoir, 1 tabouret, 1 table, 2 chaises, 1 corbeille à papier et éclairage * 1 counter, 1 bar stool, 1 table, 2 chairs, 1 waste paper basket and lighting*	1320.00	1 848.00	
MB- 26	1 comptoir courbe, 1 tabouret, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 waste paper basket and lighting*	1330.00	1 862.00	
MB- 27	2 comptoirs, 1 tabouret, 1 corbeille à papier et éclairage * 2 counters, 1 bar stool, 1 waste paper basket and lighting*	1495.00	2 093.00	
MB- 28	1 comptoir courbe, 1 tabouret, 1 table, 2 chaises, 1 corbeille à papier et éclairage * 1 curved counter, 1 bar stool, 1 table, 2 chairs, 1 waste paper basket and lighting*	1770.00	2 478.00	
MB- 29	2 comptoirs, 1 comptoir courbe, 2 tabourets, 1 corbeille à papier et éclairage * 2 counters, 1 curved counter, 2 bar stools, 1 waste paper basket and lighting*	1950.00	2 730.00	

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

Directives / Instructions:	Montant / Amount	\$
	TPS / GST 6% R100992197	\$
	Total Partiel / Sub total	\$
	TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL
		\$

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

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



**Services d'expositions
Exposition Services**
Place Bonaventure
800, de la Gauchetière Ouest
Bureau 9230
Montréal, QC, Canada H5A 1L4
Tél. 514.861.9694
Fax 514.392.1577
clarkson@ges.com gesexpo.ca

**DEMANDE
DE SERVICE DE MAIN-D' ŒUVRE**

**REQUEST
FOR LABOUR SERVICE**

**COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007**

Compagnie/Company	
Rue/Street	
Ville/City, Province	Code postal/Postal Code

Nom/Name	
Tél. /Tel.: ()	Télécop./Fax: ()
Courriel / Email	No. de stand/Booth #

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

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

Tarifs de main-d'oeuvre:

Labour rates:

Temps régulier: 60.00 \$ /homme-heure (minimum d'une heure par homme)
Lundi au Vendredi entre 8h00 et 16h00
Temps supplémentaire: 90.00 \$ /homme-heure (minimum d'une heure par homme)
Lundi au Vendredi 16h00 à 18h00 et
Samedi et Dimanche 8h00 à 16h00
Temps double: 120.00 \$ /homme-heure (minimum d'une heure par homme)
Lundi au Vendredi après 18h00
Samedi et Dimanche après 16h00 + jours fériés

Straight time: \$ 60.00 /per man hour (one hour minimum per man)
Monday – Friday 8H00 – 16H00
Overtime: \$ 90.00 /per man hour (one hour minimum per man)
Monday – Friday 16H00 – 18H00
Saturday / Sunday : 8H00 – 16H00
Double time: \$120.00/ per man hour (one hour minimum per man)
Monday – Friday after 18H00
Saturday – Sunday after 16H00 + holidays

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

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

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

We will require labour according to this schedule:

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

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

Veuillez indiquer le plan choisi;

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

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

Please indicate service desired;

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

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

Nom du représentant

Representative's name

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

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

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

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

Nous chargeons 25% du total de la facture de main-d'oeuvre pour ce service additionnel (minimum 40\$)

Pour que nous puissions effectuer le travail exigé, sans la supervision de votre représentant, veuillez cocher les cases appropriées.

Our charge for this additional service is 25% of your total labour bill (\$40 minimum)

In order to complete work without your representative present, we must have the information below completed.

- Unité complète
- Nombre de caisses
- Photos ci-incluses
- Directives de montage dans la caisse
- Directives de montage ci-incluses
- Directives spéciales ci-incluses

- Self-contained unit
- Number of crates
- Photos attached
- Set-up plans in crate
- Set-up plans attached
- Set-up instructions attached

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

Shipping instructions for close of show:
--

Directives / Instructions:	Montant / Amount	\$
	Plan B + 25%	\$
	TPS/GST 6% R100992197	\$
	Total Partiel / Sub-total	\$
	TVQ/QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL
		\$

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



**Services d'expositions
Exposition Services**

Place Bonaventure
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Montréal, QC H5A 1L4

Tel. 514.861.9694
Fax 514.392.1577
clarkson@ges.com ■ gesexpo.ca

Graphic Department

COMPUTER DATA EXCHANGE PROTOCOL

Transport:

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

Platforms:

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

File formats :

Supported colour mode is CMYK

Supplied files must be **vector EPS**.

Bitmap files (TIF, JPG, BMP, PSD) must be at 100 d.p.i. at final size (a good tip: work with 400 d.p.i. files as usual, but at 25% of the final size of your sign).

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

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

Supported programs:

Coredraw 11, Photoshop 7, Illustrator 10, Photoshop & Illustrator CS

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

N.B. Quark XPress is not standard for trade show graphics, therefore supplemental fees will be applied.

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



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clarkson@ges.com gesexpo.ca

**DEMANDE DE
PRODUCTION GRAPHIQUE**

**REQUEST FOR
GRAPHICS**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Discounted Price Deadline: June 6th, 2007

Compagnie/Company	
Rue/Street	
Ville/City, Province	Code postal/Postal Code

Commandez à l'avance et économisez. Toutes les commandes passées lors de l'installation seront facturées à un prix plus élevé.

Prix pour dimensions standards / Prices for standard sizes

No.	Qté. Qty.	Dimension / Size	Prix escompté Discounted price	Prix régulier Regular price
		8 1/2" X 11"	25.00	35.00
0903		7" X 11"	30.00	42.00
0904		11" X 14"	35.00	49.00
		11" X 20"	40.00	56.00
0905		14" X 22"	45.00	63.00
		7" X 44"	45.00	63.00
		20" X 22"	55.00	77.00
0906		22" X 28"	65.00	91.00
		26 1/2" X 36"	75.00	105.00
0908		40" X 60"	225.00	315.00

Nom/Name	
Tél. /Tel.: ()	Télécop./Fax: ()
Courriel / Email	No. de stand/Booth #

Order in advance and save. All orders placed during exhibition move-in will be charged a premium.

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

AUTRES TYPES D'AFFICHAGE / OTHER SIGN PRODUCTS

° Impressions couleur grand format / Wide format colour prints

° Bannières / Banners

° Affiches pour boîtes lumineuses / Backlit signage

° Traitement infographique / Computerized graphic services

° Sur / On : foamcore, plexiglass, PVC, masonite, etc...

Prix sur demande / Pricing on request.

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

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

--	--

Les prix actuels tiennent compte des conditions suivantes:

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

Current prices are based on the following:

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

Directives / Instructions:	Montant / Amount	\$
	TPS / GST 6% R100992197	\$
	Total Partiel / Sub total	\$
	TVQ / QST 7.5% 1000169915	\$
Signature:	Date:	TOTAL
		\$

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PAIEMENT ANTICIPÉ EXIGÉ Les chèques de compagnie seront acceptés jusqu'à deux (2) semaines avant le début de la période de montage.
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**PAYMENT POLICY AND
AUTHORIZATION**

COS Annual Meeting & Exhibition
Fairmont The Queen Elizabeth Hotel
June 20-23, 2007

Company		Name	
Street		Tel.: ()	Fax: ()
City, Province	Postal Code	Email	Booth #
On-Site Representative			
Name:		Cell:	

Payment for Services

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

Show site Representative

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

Discount Prices

To qualify for rebate pricing, orders must be received with payment on or before the rebate price deadline date **(June 6th 2007).**

Third Party Billing

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

Tax Exemptions

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

Adjustments and Cancellations

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

Method of Payment

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

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

CREDIT CARD CHARGE AUTHORIZATION:

Charge to: Mastercard Visa American Express

□□□□□□□□□□□□□□□□ exp.: □□□□

Cardholder's Signature _____

Please Print clearly the following information:

Cardholder's name: _____

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

BANK WIRE TRANSFER INFORMATION:

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

*Exhibitors will be charged a \$25.00 fee for returned NSF checks.

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Telecommunications Service for Special Events

Voice services

- * Business line _____ X 41.55 \$
(fax-modem-sale terminal)
- * Telephone set _____ X 10.35 \$
- * Call waiting _____ X 8.00 \$
- * Long distance plan YES NO
if yes, 2.95\$ network charge
- * Toll restriction _____ X 5.00 \$
- * Voice mail _____ X 10.00 \$

Connection charges: cable and labor 187,00 \$ per line
Minimum one month service.

Note: The return of the rental equipment is the responsibility of each exhibitor. A charge will be applied to your account if the equipment is not returned.

Internet services

- * Internet service with unlimited access (56 kbps) _____ X 24.95 \$
- * High speed service (1,5 meg) with unlimited acces _____ X 69.95 \$
- * High speed service (3,0 meg) with unlimited acces _____ X 99.95 \$

Connection charge for high speed internet: 125.00 \$ per service - Bell installation
 0.00 \$ per service - self-installation

Internet services require a business line.

Monthly rate (Business line): 41.55\$
Connection charge: 187.00\$ (Business line only)

Minimum one month service.

High speed line available where technology permits.

**Following installation, you will receive 2 invoices,
1 for Voice service and 1 for Internet service.**

- * ISDN ACCESS (2B + D) _____ X 132.50 \$
2 Channels Voice and/or Data type B
(64 kbps per Channel B)
Equipment rental not available
NATIONAL ISDN-1
Network Termination 1 Unit (NT-1)
available on request _____ X 27.45 \$

Information about service and applications are available to any customer by calling our supplier Center number **1 888 999-4736** (Canada only). Information such as required setups configuration equipments and ensuring basic operation of the line is available.

Connection charge: 224.00 \$ first access.
Each additional: 186.50 \$

Minimum one month service. Long distance charges, GST and QST are additional. Prices are based on Montreal rates and are subjects to change without notice.

A mandatory advance payment of \$250.00 is required for non-Bell customers.

We accept: Visa Master Card Amex
Card number: _____ Expiration date: _____

Labor charge of 77.00\$ may apply to recover material and to restore the site to its former condition.

ORDER FORM (This request form should be completed and returned 15 days before the installation date)

Name of event: _____
Date of event: From _____ to _____ Installation date: _____
Name and adress of installation: _____ Booth number or room _____
Plan: Attached To follow
Hotel contact: _____
Phone number: _____

The undersigned requests Bell to install a telephone service according to specifications indicated above and agrees to pay all long distance and other charges subject to the Company's Tariffs and General Regulations.

Billing name: _____
Address: _____
City: _____ Province or State _____ Postal Code: _____
By: _____ Title: _____
Head office tel. No: _____ Fax: _____
Name of person responsible for account: _____ Tel. No: _____

Return to: Bell Canada / Special Events Coordinator
700 de la Gauchetière O 7ième étage
Montreal Québec H3B 4L1

Telephone: 514-870 1870 or 1 800 472 5113
Facsimile: 514-391 1322 or 1 800 473 7299
E-mail: evenements.speciaux@bell.ca

Description: All meeting and conference facilities of Fairmont The Queen Elizabeth are equipped with high-speed internet connections (T1).

Technical Data : For further technical questions, Please contact our Systems Manager

Usage : High Speed Internet: www, ftp, Telnet, WebCasting, Email access, Virtual Private Network (VPN Access to YOUR company network)

Hotel will provide the following: CAT5 cable
 Any required Hubs (based on number of connections required)
 An Internet connection

Guest must provide of the following: Computer
 MS Windows 95 or more recent, NT, Mac or Unix operating system
 Network card (installed and configured)
 TCP/IP protocol (installed)
 Web browser (Netscape/Internet explorer)

ORDER FORM

High Speed Line	Additional Computers attached to HUB
1 day / per meeting room Line (high speed) with unlimited Internet access _____ X \$300.00	1 day Each additional computer attached to hub _____ X \$30.00
2 days Line (high speed) with unlimited Internet access _____ X \$500.00	2 days Each additional computer attached to hub _____ X \$50.00
3 days and more (max. 1 month) Line (high speed) with unlimited Internet access _____ X \$600.00	3 days and more (max. 1 month) Each additional computer attached to hub _____ X \$60.00

Event Description							
NAME OF EVENT: _____							
DATE OF EVENT: From: _____ To: _____	INSTALLATION DATE: _____						
MEETING ROOM:	Booth (If apply)						
Note: If connection required in specific booth, please provide floor plan	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Plan</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">Attached</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">To follow</td> </tr> </table>	Plan	<input type="radio"/>	Attached		<input type="radio"/>	To follow
Plan	<input type="radio"/>	Attached					
	<input type="radio"/>	To follow					

PAYMENT INFO	
CREDIT CARD PRE-PAYMENT REQUIRED	
<input type="checkbox"/> Master Card	Card No. _____
<input type="checkbox"/> Visa	Expiry date _____
<input type="checkbox"/> American Express	Cardholder's Name _____
<input type="checkbox"/> Diners Club / En Route	Signature _____

Contact Information	
Name: _____	
Address: _____	
City: _____	Province or State: _____
By: _____	Postal/zip Code: _____
(Signature)	(Block letters)
	Title: _____
Contact: _____	Fax: _____
	Date: _____
	Tel. No.: _____
	E-mail: _____

NOTE: This request form should be completed and returned 7 days before the installation date.

Return to: Fairmont The Queen Elizabeth
 Conference Services & Catering
 900 Rene-Levesque, West
 Montreal, Quebec H3B 4A5
 Telephone: 514-861-3511 Fax: 514-954-2258

Note: The return of equipment (Hubs, Cables) provided by hotel is the responsibility of each exhibitor/meeting organizer. A charge will be applied to your account if the equipment is not returned.



THE QUEEN ELIZABETH

900 boul. René-Levesque O. , Montréal, Québec, H3B 4A5, Tel. (514) 861-3511 Fax (514) 954-2258



LE REINE ELIZABETH

CONTRAT POUR SERVICES TECHNIQUES / CONTRACT FOR TECHNICAL SERVICES

Kiosque No.		Nom de compagnie/ Company Name	
Exposition		Adresse complète / Full Address:	
Salle de réunion / Meeting Room			
Date de l'événement / Date of event		Représentant/Representative	
		Téléphone / Fax	

ÉLECTRICITÉ / ELECTRICITY

Quant.	Description	Prix regulier / Regular Price	Commandes tardives / Late order **	Total
	1 prise de courant / 1 outlet Receptacle Double/ Duplex Plug 120v/15 amps.	\$30.00/expo.	\$35.00/expo.	
	Amperage Supplémentaire/Additional Amperage	\$1.25 / amperage		
	Barre à Prises Multiples/Power Bar	\$15.00 chaque/each	\$20.00 chaque/each	
	Rallonge Électrique/Power Cord	\$15.00 chaque/each	\$20.00 chaque/each	

ECLAIRAGE / LIGHTING

Quant.	Description	Prix regulier / Regular Price	Commandes tardives / Late order **	Total
	Projecteur 150 watts Spotlight 150 watts	\$25.00/expo.	\$31.00/expo.	
	Projecteurs 3-150 watts sur support 3-150 watt spotlights on stand	\$55.00/expo.	\$68.00/expo.	

Autre / Other

PAIEMENT PAR CARTE DE CRÉDIT OBLIGATOIRE / CREDIT CARD PRE-PAYMENT REQUIRED

- Master Card** No. de Carte / Card No.
 Visa Date d'expiration / Expiry date
 American Express Nom du détenteur / Cardholder's Name
 Diners Club / En Route

** Les tarifs des commandes tardives seront appliquées lors d'une demande de 24 heures ou moins.
** Late order prices will be applied for any request of less than 24 hours.

Equipment audio-visuel additionnel disponible sur demande. Aussi disponible :Eau, système de drainage, air comprimé, etc. Veuillez communiquer avec le département des services techniques au (514) 861-3511 ext:2225
Additional audio-visual equipment available upon request. Also available : Water, drainage, compressed air. Please call our engineering departement at (514) 861-3511 ext: 2225

Main d'oeuvre/Labor

Lundi au vendredi de 8:00 à 16:00 \$40.00 / heure / hour
Monday to Friday between 8:00 to 16:00
Fins de Semaine & jours fériés / Weekends & Holidays \$55.00 / heure / hour
Demande tardive / Late Request (24hrs ou moins / or less) \$67.00 / heure / hour

AVIS : Tout le materiel et les kiosques d'exposition doivent être conformes au code de sécurité et d'incendie. Tout équipement électrique doit avoir été approuvé par l'ASC et conforme aux règlements du B.E.E. L'hôtel Le Reine Elizabeth se réserve le droit de démanteler tout item qui pourrait présenter des risques de sécurité ou incendie.

NOTE : All display booths & materials must comply with fire & safety codes. All electrical equipment must be CSA approved and conform with B.E.E. regulations. The Queen Elizabeth reserves the right to insist on the dismantling of any items it feels presents a security or fire hazard.

Sous Total / Sub Total _____

+ 6% TPS / GST _____

+ 7.5% Prov. Tax _____

TOTAL _____

Signature _____

Date _____

MENDELSSOHN CUSTOMS AND TRANSPORTATION SERVICES

MENDELSSOHN has been appointed as official customs broker and transportation provider for the **Canadian Ophthalmological Society 70th Annual Meeting & Exposition**. Mendelssohn has developed the most dependable network of transportation services expressly designed for convention and trade show traffic. For all customs and shipping needs, we recommend that you deal directly with Mendelssohn. They will advise on how best to ship goods and will assist exhibitors in the completion of customs documents.

Their Canada Bound Customs and Shipping Guide PDF forms are available on-line @ www.mend.com or go directly to: www.mend.com/html/download.html

FOR CUSTOMS INQUIRIES PLEASE CONTACT

Ms. Kim Leblanc

kleblanc@mend.com

Tel: 514-987-2700 ext. 26

Fax: 514-849-3446

Cell: 514-241-0559 (24hrs)

FOR TRANSPORTATION INQUIRIES PLEASE CONTACT

Mr. Glen Anderson

ganderson@mend.com

Tel: 514-987-2700 ext. 22

Fax: 514-849-3446

Cell: 514-240-7499 (24hrs)

HAND CARRYING or PRIVATE VEHICLE

It is necessary to notify Mendelssohn six weeks in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit Mendelssohn to supply you with the appropriate customs forms (PAPS) and advise their border offices of your crossing.

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

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

ALL SHIPMENTS MUST BE LABELED AS FOLLOWS

For direct to SHOW SITE SHIPMENTS uncrated material / van line & air freight
FOR: Canadian Ophthalmological Society 70th Annual Meeting & Exposition
Exhibitor's Name:
Booth number:
C/O: Fairmont Queen Elizabeth C/O Clarkson Conway Canadian Ophthalmological Society 70th Annual Meeting & Exposition 900 Bl. René Lévesque West Montreal, Qc H3B 4A5 CANADA
Please notify Mendelssohn For Customs Clearance. Tel: 514-987-2700

OR

For shipments to ADVANCE WAREHOUSE crated material / common carrier
FOR: Canadian Ophthalmological Society 70th Annual Meeting & Exposition
Exhibitor's Name:
Booth number:
C/O: Warehouse Reimer Express C/O Clarkson Conway Canadian Ophthalmological Society 70th Annual Meeting & Exposition 1725 Chemin St-Francois Dorval, Qc H9P2S1 CANADA
Please notify Mendelssohn For Customs Clearance. Tel: 514-987-2700

Order Form

Customs and
Transportation Services

Mendelssohn
LIVINGSTON

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

We wish to use Mendelssohn's services for: (please check one)

Customs Clearance and Transportation
(Shipment Order Form Required)

Customs Clearance Only

Transportation Only
(Shipment Order Form Required)

Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

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

Event Name: International Computing Event

Facility Name: Event Facility

Event Date/s: Apr 14, 99 - Apr 17, 99

Booth #: 234

Shipment Date: Apr 3, 99

From (City, State): Chicago, IL

Carrier Name: Mendelssohn

It Consists Of (# of Cartons, etc.): 11

Weight: 300

lbs kgs

Rep At The Event: Joe Smith

Staying At (Hotel): Anywhere Place

Tel: 416-555-1234

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

Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

Province / State: IL

Postal/Zip: 66666-6666

Name: Sandy Smith

Tel: 708-555-1212

Fax: 708-555-2222

Ship Via:

Common Carrier

Our Company Vehicle

Van Line Service

Air Freight Service

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

Credit Card Information must be completed

Charge to:

Visa

MasterCard

American Express

Cardholder Name: Joe Smith

Title: Accounting Manager

Card Account Number: 123456789012

Expiry Date: 12/99

Cardholder's Signature: Joe Smith

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

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

Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

Province/State: IL

Postal/Zip: 66666-6666

Name: Joe Smith

Tel: 708-555-1200

Fax: 708-555-1201

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

Title: Accounting Manager

Date: March 14, 1999

Order Form

Customs and
Transportation Services



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

We wish to use Mendelssohn's services for: (please check one)

- Customs Clearance and Transportation (Shipment Order Form Required) Customs Clearance Only Transportation Only (Shipment Order Form Required)

Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

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

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

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

Weight: lbs kgs

Rep At The Event:

Staying At (Hotel):

Tel:

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

Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

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

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

Credit Card Information must be completed

Charge to: Visa MasterCard American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: _____

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

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

Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

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

Title:

Date:

CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

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

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page of/de

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)</p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p>
<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI NO <input checked="" type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.) No sale involved</p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p>	<p>10 Currency of Settlement / Devises du paiement</p>

	11 No. of Pkgs. Nbre. De Colis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
				14 Unit Price Prix Unitaire	15 Total

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p>	<p>16 Total Weight / Poids total</p> <p>Net N/A</p> <p>Gross / Brut</p>	<p>17 Invoice Total Total de la facture</p>
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>		

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name: Tel: Fax:</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Name: Tel: Fax:</p>
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<p>21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) N/A</p>	<p>22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p>	
<p>23</p>	<p>24</p>	<p>25</p>

Shipment Order Form

Customs and
Transportation Services



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

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

Section 1 Pick-Up Information

Shipper: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Tel: _____ Fax: _____
Hours of Operation: _____ Dock: Yes No Lift Gate Required: Yes No
Inside Pick-Up: Yes No Pick-Up Date: _____ To Arrive By: _____

Section 2 Freight Information

COMMODITY: Exhibit Related Articles

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

Total Weight:

Section 3 Event Information

Event Name: _____
Event Location: _____
Consignee / Exhibitor Name: _____ Booth #: _____
Address: _____

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

Shipment Order Form

Customs and
Transportation Services



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

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

Section 1 Pick-Up Information

Shipper: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

State: IL

Zip: 66666-66

Contact: Sandy Smith

Tel: 708-555-1212

Fax: 708-555-2222

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

Dock: Yes No

Lift Gate Required: Yes No

Inside Pick-Up: Yes No

Pick-Up Date: April 3

To Arrive By: April 9

Section 2 Freight Information

COMMODITY: Exhibit Related Articles

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

Total Weight: 301 lbs

Section 3 Event Information

Event Name: International Computing Event

Event Location: Event Facility

Consignee / Exhibitor Name: ABC Distributing Company

Booth #: 234

Address: 100 Anywhere Street

Montreal, QC

M7W 2P6

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