GUIDELINES FOR 2015 ANNUAL MEETING EXHIBITORS

1. For the 2015 Annual Meeting, the Exhibit Hall will be located in the Montego Bay Convention Centre, just a few minutes away from the Hilton Rose Hall Resort. Bus transportation to and from the Convention Centre is included in each registration, at specific times, for Exhibit Hall Set-up, Exhibit Hall hours, and Exhibit Hall Breakdown. Please see the Schedule of Events for exact times.

2. The Exhibit Hall will be located in the Montego Bay Convention Centre’s Grand Ballroom (D2-D3) and can adequately accommodate 82 tabletops (6 feet by 29 inches) and 22 (8 feet by 10 feet) spaces for booth set-ups, or a combination of both. Booth Space consists of floor space measuring 8 feet by 10 feet, plus one table (6 feet by 29 inches) and two chairs, along the wall of the Exhibit Hall. A Full Tabletop includes one table and two chairs, while a Half Tabletop includes half of one table and one chair. Exhibit space will be assigned on a first-come, first-served basis. The final deadline for reserving exhibit space is Monday, January 12, 2015. Exhibit space assignments will be made after that date.

3. All exhibitors are required to read and sign the Montego Bay Convention Centre’s Guidelines for Exhibitor Move-in and Move-out form, and submit it to Nicholette A. Wade, Director of Event Services, at the Convention Centre. Once signed, the form can be scanned and submitted to Ms. Wade via e-mail using the following address: nwade@mobaycentre.com. If you need to reach Ms. Wade for any reason, you can e-mail her or call her direct line at 876-622-9338. If contacting her by e-mail, please reference the CCTA’s 2015 Annual Meeting in the subject line.

4. The Montego Bay Convention Centre has also prepared an Exhibitor Services Order Form for your use in ordering electrical outlets, internet services, or additional tables and chairs for your exhibit space. This form must be returned by January 9, 2015, fully completed, and can be sent to Ms. Wade’s e-mail address.

5. For ordering audio and video equipment for your exhibit space, please use the services of Jamaica Audio Visual Co. (JAVCO). A flyer for the company’s services is available for review. Please contact the company directly at 876-953-2546 or javcojm@gmail.com to place your order or request additional pricing information.

6. The period allotted for the set-up of the Exhibit Hall is 3:00 to 5:15 p.m. on Tuesday, February 3, 2015. Arrangements have been made for all boxes shipped through Federal Express or Gordon’s Agency Ja. Ltd. to be delivered to the Exhibit Hall prior to set-up. JAVCO will have also installed any equipment ordered.

7. The CCTA will provide security for the Exhibit Hall from February 3 through mid-day on Feb. 6. Exhibitors will have between 8:00 a.m. and 12:00 p.m. on February 6 to remove all display materials and shipping materials. Federal Express and Gordon’s Agency will be available at this time to pick up boxes for shipping. Please make sure you have made the shipping arrangements. Please read Guidelines to Shipping To and From Jamaica for additional information.
The following policies and procedures have been revised to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

**Guidelines for Exhibitor Move-in and Move-out**

All loading and unloading of exhibits must be through designated loading doors. The main lobby glass entrance doors are not available for this purpose. The only exception will be for hand carried materials, when necessary, and with the prior approval of the MBCC.

Move-in and move-out through the facility lobbies is strictly limited to hand carried items. Dollies, flatbeds, or anything mechanical is prohibited unless entered through the loading dock and taken to its destination via the back of the house. Materials that require the use of wheeled or mechanical equipment must be delivered via the loading docks. Exhibitors are to use the delivery area at the rear of building for the unloading of items. **There is a 15 minutes time allotted to each vehicle and the instructions of the security personnel must be followed.**

**Decorator/Exhibitor Guidelines**

**General Rules & Regulations**

1. The location of entrance units, provided by the decorator, must be approved by the Centre.
2. Use of Centre equipment, supplies and other materials is limited to Centre personnel unless approved in writing by Operator.
3. Centre personnel must perform the movement of Centre’s furniture, fixtures and equipment only.
4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.
5. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
6. Use of glitter and confetti is not permitted in the Centre without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee’s responsibility.
7. Candles are permitted only if they are completely covered or in a base with water.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
10. Holes may not be drilled, cored or punched into any part of the Centre or exterior premises.
11. Centre office telephones are reserved exclusively for Centre operations. Centre numbers may not be published as official show or convention number.
12. Animals and pets are not permitted in the Centre except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals. The paperwork needed if approved: copies of vaccination certificate, municipal license/certificate and a licensed trainer (needs to be present during show).
13. All facility utilities are property of the Centre and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee’s responsibility.

14. No soliciting is permitted in the Centre or on Centre premises.

15. Any and all conditions or activities the Centre deems unsafe will be terminated immediately upon request. The Centre will remove disruptive parties as necessary.

16. The Centre provides on an exclusive in-house basis telecommunications and food and beverage services.

17. Alcoholic beverages may not be brought into the Centre without prior written permission. Centre may prohibit the consumption of alcoholic beverages at any time. Corkage fee will apply to any beverages brought from outside.

18. Unless prior approval is granted, no one under the age of eighteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.

19. Adhesive backed decals & stickers may not be distributed in the Centre. Costs associated with the cleanup & related materials are the Licensee’s responsibility.

20. Any equipment with a ceiling needs a smoking detector and fire extinguisher.

21. Vehicles approved to be inside the building as exhibition need to have ¼ or less in the gas tank. Once the vehicle is established the battery needs to be disconnected and a pamper must be placed under the car due to possible leakages. Insurance may be requested. Contact your Event Manager for details.

22. Furniture at public areas cannot be removed.

23. The MBCC is not responsible for any equipment, materials, etc. stored at the facility.

FACILITIES & EQUIPMENT RULES AND REGULATIONS

1. Any alteration or activity that could leave lasting effects or damage in the Centre is not allowed.

2. Licensee Service Contractor will do a walk-through inspection with the Building Operations on the 1st move-in day and the last day of move-out for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.

3. All Centre equipment (i.e. forklift, scissor lift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.

4. All operators of forklifts, scissor lifts, boom lifts, genie lifts, or any lifts are required to have all appropriate certifications. Contact the Business Centre for details and rentals.

5. All electrical cords should be taped down immediately after placement. See “TAPE” section for approved tape product.

6. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.

7. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of the Centre. Licensee will be charged for all repair expenses.

8. The function space is to be returned in the same condition as it was received.

9. A Fire watch is mandatory when smoke or fog machines are used inside the Centre.

10. Helium balloons are PROHIBITED inside the Centre. A $100 fee will be charged for each balloon that has to be taken down from the ceiling.

11. Exterior banners are PROHIBITED outside the facility.

12. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Operator.
13. Unless prior written approval is granted by the Centre, no one under the age of eighteen (18) is allowed on the exhibit floor and/or loading dock during move-in and move-out.

14. The moveable air-walls in the exhibition halls, ballrooms and meeting rooms must be installed and removed by the Centre's personnel only.

15. Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect the Centre’s carpet and tiles.

16. Dragging or moving of any equipment on or across the tiled floor is PROHIBITED. Any damages will be billed to Licensee.

17. Any equipment with a ceiling needs a smoking detector and fire extinguisher.

ABANDONED PROPERTY
The Service Contractor and/or exhibitors, at the close of the show, must remove all materials from the contracted space. The Centre WILL NOT provide storage or ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any materials.

CEILING RIGGING
1. Exhibit Halls are regulated with fire code for fireproofing material. It is recommended to use the pre-wired or grid system for all rigging in Exhibit Halls. Damage to fireproofing material on the beams is the responsibility of the Licensee and the Licensee’s Service Contractor and will be billed accordingly.

2. Certified riggers must install all rigging in the building.

3. All operators of scissor lift, boom lift, genie lift, forklift or any lifts are required have all appropriate certifications.

4. Prior to rigging any gear into the ceiling, a waiver must be signed by the Licensee Service Contractor at the Security Office. With a signed waiver, the Centre will have authorization to deactivate the fire beam detectors. Licensee will incur a $250.00 cost when a false alarm is activated without a signed waiver.

5. The Centre will not provide any lifts or gear for rigging. The Licensee is responsible for providing the equipment necessary for rigging.

FREIGHT AND/OR DRAYAGE DELIVERIES
1. Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, TARA Courier, AirPak Express, etc. WILL NOT BE ACCEPTED by the Centre before, during or following the Lease term. Shipments delivered to the Centre, during the term of the Lease, must be to the attention of the Licensee’s Service Contractor.

2. Exhibitor’s freight and/or drayage must be loaded in and out through the rear dock doors.

PARKING
Parking in the loading dock basin is prohibited and violators will be towed at the owner’s expense.

STORAGE
Limited storage is available within specifically marked areas on the loading dock equipment or supplies. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly PROHIBITED. Empty crates may NOT be stored inside the facility during show days.

SMOKING
Smoking is not permitted in any meeting room or public area. Montego Bay Convention Centre is a non-smoking facility and smoking is PROHIBITED in the exhibition halls, ballrooms, meeting rooms, restrooms and pre-function areas of the Centre.
**TAPE**
Licensee and/or Service Contractor are responsible for the removal of all tape and residue from the exhibition hall(s), concourse and meeting room floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the Licensee.

The use of high residue tape is prohibited on tiled floors and carpeted areas. On carpeted areas, the Centre requires the use of SHURTAPE PC 628 GAFFERS tape. If any tape or residues have to be removed by the Centre after the event, Licensee will incur all labor and expense. If carpet is damaged by the use of inappropriate cleaning chemicals, Licensee will be billed for any carpet replacement.

**FLOOR PLANS & EXHIBITOR**

1. Aisle dimensions and locations are subject to Fire Chief’s approval. Aisles must be a **minimum of 8’ wide**.
2. Submit copies of the exhibition space to the Event Manager for Security’s approval. Any revisions must be resubmitted.
3. Registration area layouts are required for approval.
4. The proposed floor plan submitted for approval must include the following:
   a. Show title, contracted dates, Service Contractor name and address.
   b. Booth configurations drawn to scale, including base dimensions heights and locations.
   c. Aisle locations and dimensions.
   d. Floor plans must show electrical floor plates.
   e. Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
   f. All exits & primary entrances
   g. All permanent and temporary concession and novelty stands.
   h. All fire safety devices including extinguishers and alarm stations.
   i. Dimensions of all service desks.
   j. Dimensions of Service Contractor storage areas or “bone yards”.
   k. Distinction between pipe and drape and hard wall.
5. A copy of the final approved floor plan is to be displayed in the Service Contractor’s desk. The decisions of the Fire Marshal are final.
6. The exhibitor service kits should include telephone, electric, internet and cable (if applicable) forms.
7. One (1) completed exhibitor service kit should be submitted to the Event Manager.
8. Blockage of building restrooms, concession stands, and exits are prohibited.
9. The MBCC does not provide rental of tables and chairs for exhibitors.

**FIRE CODE REGULATIONS**
The Centre mandates a strict adherence to the Jamaica Fire Brigade Safety Code. The decision of the Fire Chief is final.

1. Licensees, show management, exhibitors and all other parties comply with all Fire Chief mandated fire codes which apply to public assembly
2. The following materials are prohibited without written consent of Centre: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents/explosives; flammable cryogenic gasses; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Centre may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the
right to submit such information to the Fire Department for approval.

4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.

5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Centre.

CLEANING SERVICES PROVISIONS

1. The Centre will provide general cleaning services for public spaces and meeting rooms; however, it is the responsibility of the Licensee and the Service Contractor to clean exhibit areas and loading docks. Food & beverage Department will be responsible for trash within 20' of concession areas.

2. Cleaning company Service contractors have the responsibility to provide their own equipment and supplies (trash bins, cleaning supplies and vacuums, etc).

3. All subcontracting cleaning staff must have proper identification while on premises and properly uniformed as well.

A. Required Personnel and Equipment
Cleaning companies shall be required to provide the following personnel and equipment:

1. Personnel of a proper crew size necessary to insure completion of cleaning duties in the allotted time frame for move-in, show, and move-out.

2. Vacuums, vacuum bags, etc. necessary to clean carpet aisles and booths.

3. Push brooms, hand brooms, dust pans, etc. necessary for the removal of debris.

4. Scrapers, scraper blades, cleaners, etc. necessary for the removal of tape and tape residue from floors.

5. Wet vacuums, extractors, etc. are necessary for the removal of liquid spills.

6. Trash bags of varying sizes, etc. necessary for the collection and removal of trash.

7. Pallet jacks that may be necessary for the removal of certain bulk trash items.

8. Electrical cords, extension cords, adapters, etc. are necessary to provide electrical connection to cleaning equipment.

NOTE: The Centre will continue to provide the tilt dumpsters for bulk trash removal.

B. Required Duties
Cleaning companies shall be required to perform the following duties:

1. At the start of move-out, it is required to clean the pre-function area and/or registration area first.

2. Removal of all food products and byproducts trash from event areas immediately following the event. If the Centre has to remove any food products and byproducts trash, the labor expenses will be charged to the licensee at the prevailing rate.

3. Cleaning of carpeted aisles.

4. Cleaning of exhibit booths (carpet and non-carpet areas) and trash cans.

5. Removal of tape and tape residue from carpeted and non-carpeted floors.

6. Removal of bulk trash. This shall include, but is not limited to, pallets, carpeting, collateral material, props, signs, books, magazines, brochures, giveaway items, boxes, visqueen, construction materials, and crates.

7. Cleaning of spills.

C. Unsuitable Activities
   Cleaning companies shall refrain from the following activities:

   1. Emptying of trash cans on carpeted surfaces. Labor and expenses incurred to clean the carpet will be billed to Licensee.

   2. Dragging or moving of any equipment on or across the tiled floor or carpeted areas without proper protection. Any damages will be billed to Licensee.

   3. Storing of any equipment and/or supplies within the confines of the Centre at any time.

   4. Obstructing dumpster(s) at any time which would impact the removal of the dumpster(s), all expenses incurred will be billed to Licensee.

   5. Overloading dumpster(s) above the rim, all expenses incurred to level the dumpsters will be billed to Licensee.

D. Miscellaneous

   1. A representative of the Centre and the decorating company shall perform a pre and post show inspection of all event areas. It is the responsibility of the Centre to provide event areas in a “clean” condition. It is the responsibility of the cleaning company, contracted by the decorator, to return event areas to a minimum of a “broom clean” condition.

   2. Should the cleaning company fail to perform their expected duties, or perform their duties in a manner not in compliance with the quality of work expected by the Centre, the Centre shall charge the licensee for labor and materials necessary to properly maintain contracted space.

I have read these regulations and will enforce them when working at the Montego Bay Convention Centre. I understand that failure to enforce them may result in financial penalties.

Please sign and return the original to the Event Manager, Montego Bay Convention Centre.

__________________________  __________________________
Signature                                Print Name

__________________________  __________________________
Company                               Date
# Exhibitor Services Order Form

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
<th>FAX:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>CITY:</td>
<td>STATE:</td>
</tr>
<tr>
<td>EVENT NAME:</td>
<td>EVENT DATES:</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>BOOTH #:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>PRINT NAME:</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE MARK APPROPRIATE BOXES BELOW.**

- □ WIRE TRANSFER
- □ CREDIT CARD

**ACCEPTED METHODS OF PAYMENT ARE CREDIT CARD (Visa and MasterCard ONLY) WIRE TRANSFER AND MANAGERS’ CHEQUES.**

MAKE CHEQUES PAYABLE TO: MONTEGO BAY CONFERENCE CENTRE

- □ FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:
- □ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOUR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

**EXHIBITOR AUTHORIZATION**

- □ PERSONAL CREDIT CARD
- □ COMPANY CREDIT CARD

- □ FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:
- □ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOUR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

**THIRD PARTY AUTHORIZATION**

<table>
<thead>
<tr>
<th>CREDIT CARD NO.:</th>
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</thead>
<tbody>
<tr>
<td>EXPIRATION DATE:</td>
</tr>
<tr>
<td>□ PERSONAL CREDIT CARD</td>
</tr>
<tr>
<td>□ COMPANY CREDIT CARD</td>
</tr>
<tr>
<td>CARDHOLDER’S NAME (PRINT):</td>
</tr>
<tr>
<td>CARDHOLDER’S SIGNATURE:</td>
</tr>
<tr>
<td>BILLING ADDRESS:</td>
</tr>
<tr>
<td>CITY/STATE/PROVINCE/ZIP:</td>
</tr>
<tr>
<td>PHONE (EXT):</td>
</tr>
</tbody>
</table>

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE** Order and Full Payment Must Be Received By Deadline Date for Advance Rate

Your signature indicates that you have read and fully understand our payment policy, terms and conditions.

Signature:
Exhibitor Services Order Form

**ELECTRICAL OUTLETS**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST US$</th>
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</thead>
<tbody>
<tr>
<td>120 VOLTS: 0-500 WATTS (5 AMPS)</td>
<td>75.00</td>
</tr>
<tr>
<td>501-1000 WATTS (10 AMPS)</td>
<td>85.00</td>
</tr>
<tr>
<td>1001-2000 WATTS (20 AMPS)</td>
<td>95.00</td>
</tr>
<tr>
<td>220 VOLTS SINGLE PHASE</td>
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<tr>
<td>20 AMPS</td>
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<tr>
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<td>60 AMPS</td>
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<tr>
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<td>785.00</td>
</tr>
<tr>
<td>200 AMPS</td>
<td>1,200.00</td>
</tr>
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</table>

**ISLAND BOOTHS**

There is a charge for wiring and outlets.

**DEDICATED OUTLETS**

Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only.

If you require power at any other time order 24 hour power at double the outlet rate

See reverse side for additional terms and conditions

**INTERNET SERVICES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Pre-booked</th>
<th>Event Day</th>
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<tbody>
<tr>
<td>Basic Internet Service</td>
<td>US$10.00 per day/device</td>
<td>US$12.00 per day/device</td>
</tr>
<tr>
<td>Wireless Internet Access</td>
<td><em>US$10.00 per day/device</em></td>
<td><em>US$12.00 per day/device</em></td>
</tr>
<tr>
<td>Internet Kiosk Access</td>
<td>US$12.00 per hour</td>
<td>US$12.00 per hour</td>
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**Premium Internet Services for Streaming**

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<tr>
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<tbody>
<tr>
<td>Internet for Live Streaming 2MB (Per device - 1 day)</td>
<td>US$140</td>
<td>US$140</td>
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<tr>
<td>Internet for Live Streaming 4MB (Per device - 1 day)</td>
<td>US$235</td>
<td>US$235</td>
</tr>
<tr>
<td>Internet for Live Streaming 6MB (Per device - 1 day)</td>
<td>US$320</td>
<td>US$320</td>
</tr>
<tr>
<td>Internet for Live Streaming 2MB (Per device - 2~7 days)</td>
<td>US$240</td>
<td>US$240</td>
</tr>
<tr>
<td>Internet for Live Streaming 4MB (Per device - 2~7 days)</td>
<td>US$435</td>
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</tr>
<tr>
<td>Internet for Live Streaming 6MB (Per device - 2~7 days)</td>
<td>US$540</td>
<td>US$540</td>
</tr>
<tr>
<td>On-site Technical Support</td>
<td>$FREE</td>
<td>$FREE</td>
</tr>
</tbody>
</table>

While every effort will be made to ensure continuous internet access, sometimes the internet connection may not be available due to no fault of the Convention Centre. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

Prices are based on current rates and are subject to change without notice.

*Valid for day of purchase only and within Event Hours

**IN ADDITION TO THAT PROVIDED BY CCTA**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Advance Rate Per Unit</th>
<th>Standard Rate Per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRESTLE TABLES (6ft) w/h skirting</td>
<td>$35.00</td>
<td>$44.00</td>
<td></td>
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<tr>
<td>TRESTLE TABLES without skirting</td>
<td>$30.00</td>
<td>$38.00</td>
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</tr>
<tr>
<td>BANQUET CHAIRS</td>
<td>$1.50</td>
<td>$2.00</td>
<td></td>
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<tr>
<td>COCKTAIL TABLES (HIGH BOYS, BISTRO)</td>
<td>$35.00</td>
<td>$44.00</td>
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</tr>
</tbody>
</table>

**TRANSFORMER TO BOOST 220V TO 230V - $3.00 PER AMP WITH A 20 AMP MINIMUM**

**LIGHTING EQUIPMENT** (Including electricity consumed) Provide Drawing Showing Light Location(s)

120 WATT QUARTZ FLOOD LIGHT\(^1\) | 140.00 (Exterior Only) |
120 WATT CHROME ARM LIGHT\(^2\) | 155.00 (Exterior Only) |
\(^1\) Inline booths Only / Light on 8 Foot Pole
\(^2\) Hardwall Booths Only

**MATERIAL** (Electricity Not Included) (120 Volt Only)

15' EXTENSION CORD | 15.00 |
MULTI OUTLET POWER STRIP | 30.00 |

MBCC RESERVES THE RIGHT TO CORRECT ORDERS FIGURED INCORRECTLY

Sub Total

Add 16.5% GCT

TOTAL PAYMENT

FOR OFFICE USE ONLY

DATE RECEIVED:

PAYMENT METHOD:

AMOUNT RECEIVED:

RECEIPTED BY:
VERY IMPORTANT TERMS AND CONDITIONS

1. Order with payment and floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date.
2. In the event that the totals are calculated incorrectly on the front of this form, MBCC reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax or e-mail of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths and material for distribution. If floor plan showing main power location is not submitted prior to move-in date, MBCC will bring the main power to a convenient location at their discretion.
4. Outlet rates listed do not include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space regardless of booth type requires labor and is performed on a time and material basis. Exhibitors are invited to contact the Event Manager to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of ½ hour or half the total time of installation, whichever is greater. Labour to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum of ½ labour charge at the corresponding labour rates to make the disconnection. Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
7. In the event 1000 watt overhead quartz lights are required, lift and labour charges will be applied to hang the lights as requested. Please contact the Event Manager to determine if any additional charges will apply.
8. MBCC employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. MBCC is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of MBCC. It shall be removed only by MBCC employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up from the Operations Service areas.
11. 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 through MBCC.
12. All equipment regardless of source of power must comply with all local codes. MBCC reserves the right to inspect all electrical devices and connections to ensure compliance will all codes, for which labour charges can be incurred. MBCC is required to refuse connections where the Exhibitor’s wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All exhibitor’s cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by MBCC within 14 calendar days prior to show opening. MBCC will not refund overpayment, except General Consumption Tax, in amounts less than $50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds MBCC and SMG as its operator harmless for any and all losses of power beyond MBCC’s control but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by Exhibitors.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay MBCC its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice.
21. By signing this form, Exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTIONS – WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for in-line and peninsula booths. All other locations require labour on a time and material basis. Exhibitors with hard wall booths must make arrangements with MBCC to bring power inside the booth on a time and material basis.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Rental Price</th>
<th>Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>50” Plasma Monitor</td>
<td>$360.00</td>
<td></td>
</tr>
<tr>
<td>42” Plasma Monitor</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>26” LCD TV</td>
<td>$90.00</td>
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<tr>
<td>20” LCD Monitor</td>
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<tr>
<td>DVD PLAYER</td>
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</tr>
<tr>
<td>LCD Projector - 3,000 Lumens</td>
<td>$275.00</td>
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<tr>
<td>Lap Top or Desk Top computer</td>
<td>$75.00</td>
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</tr>
<tr>
<td>Laser Printer</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Power Strip</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Trade Show Booths</td>
<td>Call For Pricing</td>
<td></td>
</tr>
</tbody>
</table>