Robinson Show Services
Exhibitor Manual: Furniture

The Canadian Association of Neuroscience Conference 2016

Sheraton Centre Toronto
123 Queen Street West
Toronto, ON M5H 2M9
Grand Ballroom, Foyer & Sheraton Hall A-E
May 29th- June 1st 2016
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Dear Canadian Association of Neuroscience Conference 2016 exhibitor,

We are pleased to announce Robinson Show Services Inc. has been named the Official Show Services Contractor for The Canadian Association of Neuroscience Conference 2016. The Robinson Team is looking forward to help make your event a success.

We carry the following products and services to enhance your booth’s visibility:

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Under-padding
- Booth Rentals
- Signs & Graphics

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at www.robinsonshowservices.ca.

We would be delighted to assist you with any questions or special requests you may have.

Sincerely,

Team Robinson

Robinson Show Services Inc.
7615 Kimbel Street Unit 1-2
Mississauga, Ontario, Canada L5S 1A8
Phone: 905-417-7789
Fax: 905-417-2244
E-Mail: exhibitorservices@robinsonshowservices.ca

DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS
The Canadian Association of Neuroscience Conference 2016

Sheraton Centre Toronto
123 Queen Street West
Toronto, ON M5H 2M9
Grand Ballroom, Foyer & Sheraton Hall A-E
May 29th - June 1st 2016

EXHIBITION SCHEDULE

- **RSS Move-in**
  - Sunday May, 29th 2016
  - 8:00AM-12:00PM

- **Exhibitor Move-in**
  - Sunday May, 29th 2016
  - 12:00PM-3:00PM

- **Exhibit Hours**
  - Monday May, 30th 2016
  - 9:00AM-5:30PM

- **Exhibitor Hours**
  - Tuesday May, 31st 2016
  - 9:00AM-5:30PM

- **Exhibitor Hours**
  - Wednesday June, 1st 2016
  - 9:00AM-3:30PM

- **Exhibitor Move-out**
  - Wednesday June, 1st 2016
  - 3:30PM-5:30PM

- **RSS Move-out**
  - Wednesday June, 1st 2016
  - 5:30PM-8:00PM

MOVE-OUT INFORMATION

- Aisle carpet (if any) must be removed prior to the return of empty crates.
- Robinson will begin returning empty crates immediately after show closing.
- Exhibitor materials must be cleared from the show floor by **5:30 PM**. To ensure all materials are removed from the facility in a timely fashion, please have carriers check in by **2:00 PM**.

DISCOUNT PRICE DEADLINE DATE

Take advantage of our discounted price (30%) by ordering before **WEDNESDAY MAY 11TH 2016**
BOOTH EQUIPMENT

Each exhibitor will receive:
1 – 8ft deep 10ft wide blue draped booth with 8ft back wall and 3ft side rails
1 – 6ft skirted black top black table with 2 chairs
1 – Wastebasket
1 – Cardstock booth ID sign (8.5 x 11)

EXHIBIT HALL CARPET

The exhibit area may or may not be carpeted with existing facility carpet. Rental carpet is available through Robinson Show Services to enhance your booth space.

RULES AND REGULATIONS

For any questions regarding your booth space, and/or your exhibit, please contact:

CONTACT

Show Manager

Company Name: Podium Conferences
Contact: Gabriela Dominguez
Tel: 250-472-7644 ext. 103
Email: gabiela@podiumconferences.com

Show Services

Company Name: Robinson Show Services
Contact: Alexandra Buonaiuto or Elaine Blo
Tel: 905 417 7789
Email: exhibitorservices@robinsonshowservices.ca

Venue

Company Name: Sheraton Centre Toronto
Contact: Stephen Bell
Tel: 416-361-1000
Email: Stephen.bell@sheraton.com
Show: The Canadian Association of Neuroscience Conference 2016

Booth # _________
Booth Size _______________

Company Name _______________________________
_____________________________________________

Address _______________________________
Postal Code _______________________________

Email Address _______________________________
Phone # _______________________________

Email for invoice (if different from above) _______________________________

Onsite Contact Name _______________________________
Cell # _______________________________

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYMENTS FOR THIS ORDER

Third Party Company Name _______________________________
_____________________________________________

Contact Name _______________________________
_____________________________________________

Third Party Address _______________________________
Post Code _______________________________

Contact’s Email _______________________________
Phone # _______________________________

Email for Invoice (if different from above) _______________________________

CREDIT CARD

THIS SECTION MUST BE COMPLETED FOR YOUR ORDER TO BE PROCESSED

Master Card ☐ Visa ☐ Amex ☐

Account # _______________________________________________

Expiry Date ________________ Card Verification Digits ________________

Card Holder Name _______________________________
_____________________________________________

Card Holder Billing Address __________________________________________
_____________________________________________

Card Holder Signature _______________________________ Date _______________________________

BANK WIRE TRANSFER

Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9
Canadian Banks do not carry IBAN numbers
Please reference – The Canadian Association of Neuroscience Conference 2016 & Booth Number on all Bank Transfer so we properly credit your account.
Customers are responsible for the bank processing fee of $30.00 CDN.

PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.
All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

**Method of Payment:** RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional $30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

**Charges:** A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

**Third Party Billing:** In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

**Cancellations and Amendments:** Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a $100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

**By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.**

**Exhibiting Company**

Authorized Signature ___________________________________ Date ________________________________

Authorized Name – Please Print ___________________________________________________________

**Third Party**

Authorized Signature _______________________________ Date ________________________________

Authorized Name – Please Print ____________________________

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, send your feedback to exhibitorservices@robinsonshowservices.ca
# Order Summary Form

**COMPANY INFORMATION**  
Contact Name: ________________________________________  
Company Name: _______________________________________  
____________________________________________________  
Company Address: _____________________________________  
____________________________________________________  
_______________________________________  
Contact #: ____________________________________________  
Email: _______________________________________________  
If on site contact different from above:  
Onsite Contact Name: __________________________________  
Onsite Contact Cell: ____________________________________

**SHOW INFORMATION**  
The Canadian Association of Neuroscience Conference 2016  
Show Dates: May 29th-June1st 2016  
Venue Name: Sheraton Centre Toronto  
Move-in Time: 12:00PM  
Booth #: _____________

Please Note: The Exhibitor must complete all information in this template

**METHOD OF PAYMENT:** Credit Card ☑️  Wire ☐  Transfer ☐

Credit Card Number _____________________________  
Expiry Date _____________________________

Card Verification Digits _____________________________  
Type of Card: MasterCard ☐  Visa ☐

Card holder name ______________________________________________________________

Card holder billing address _________________________________________________________

**DISCOUNT APPLICABLE BEFORE – WEDNESDAY MAY 11TH 2016**

**PLEASE NOTE RSS ORDER DEADLINE DATES MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND THAT YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.**
<table>
<thead>
<tr>
<th>Order Summary Show Specials</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Show Specials</td>
<td>$</td>
</tr>
<tr>
<td>Furniture Table</td>
<td>$</td>
</tr>
<tr>
<td>Furniture Chair &amp; Stool</td>
<td>$</td>
</tr>
<tr>
<td>Furniture Lounge</td>
<td>$</td>
</tr>
<tr>
<td>Furniture Display Accessories &amp; Custom Drape</td>
<td>$</td>
</tr>
<tr>
<td>Graphics &amp; Sign Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous charges</td>
<td>$</td>
</tr>
<tr>
<td>30% Onsite Fee</td>
<td>$</td>
</tr>
<tr>
<td>Wire Transfer Charge ($30.00 CAD)</td>
<td>$</td>
</tr>
<tr>
<td>Total Payment Amount</td>
<td>$</td>
</tr>
</tbody>
</table>

Please indicate details of miscellaneous charges:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Note: Orders submitted without a completed credit card form and full payment will not be processed.
A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER
Take advantage of our discount price (30%) by ordering before the deadline date –

**WEDNESDAY MAY 11TH 2016**

### A – SHOW SPECIAL

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Show Special Description</th>
<th>Discount Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Booth Package:</strong> 1 - 6’ black skirted table, 2 - side chairs and 1 - wastebasket</td>
<td>$91.00</td>
<td>$130.00</td>
<td></td>
</tr>
</tbody>
</table>

### B – SHOW SPECIAL

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Show Special Description</th>
<th>Discount Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Booth Package:</strong> 1 - 42” Cruiser table – black top, 2 - black backless bar stools, 1 - wastebasket</td>
<td>$113.75</td>
<td>$162.50</td>
<td></td>
</tr>
</tbody>
</table>

**SHOW SPECIALS**
Furniture Table Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _________________________________  Booth # ____________

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – WEDNESDAY MAY 11TH 2016

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Skirted Tables Description – Black Top &amp; Black Skirt</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DT4</td>
<td>Skirted 4' Table - Skirted on 4 Sides</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT6</td>
<td>Skirted 6’ Table – Skirted on 3 Sides</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT8</td>
<td>Skirted 8’ Table – Skirted on 3 Sides</td>
<td>$81.90</td>
<td>$117.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>S4</td>
<td>4th Side Skirt – Optional</td>
<td>$13.65</td>
<td>$19.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WV</td>
<td>White Vinyl for Table Top</td>
<td>$22.75</td>
<td>$32.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SC</td>
<td>Alternative table colour skirt (see below)</td>
<td>$10.50</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

SKIRT COLOUR OPTIONS:

Black □  Blue □  White □  Red □  Burgundy □  Green □  Silver □

NOTE: Black will be provided if no colour is chosen.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Skirted Raised Tables Description - Black Top &amp; Black Skirt</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RDT4</td>
<td>Skirted 4’ Table - Skirted on 4 Sides</td>
<td>$72.80</td>
<td>$104.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RDT6</td>
<td>Skirted 6’ Table – Skirted on 3 Sides</td>
<td>$54.60</td>
<td>$78.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RDT8</td>
<td>Skirted 8’ Table – Skirted on 3 Sides</td>
<td>$91.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RS4</td>
<td>4th Side Skirted – Optional</td>
<td>$18.20</td>
<td>$26.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WV</td>
<td>White Vinyl for Table Top</td>
<td>$22.75</td>
<td>$32.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SC</td>
<td>Alternative table colour skirt (see below)</td>
<td>$10.50</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

SKIRT COLOUR OPTIONS:

Black □  Blue □  White □  Red □  Burgundy □  Green □  Silver □

NOTE: Black will be provided if no colour is chosen.
As one of our green initiatives Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of exhibitor tables. All table tops are black. We encourage the use of these tables, for long term environmental benefit. Any exhibitor ordering white vinyl table tops will be charged a disposable environmental disposal fee of $25. $10 from this fee will be donated to the World Wild Life Fund.

### UNSKIRTED TABLE

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Unskirted Tables Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UDT6/8</td>
<td>Unskirted Table – 30” 6’ 8’</td>
<td>$31.50</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UDT56/8</td>
<td>Unskirted Table – 40” 6’ 8’</td>
<td>$59.15</td>
<td>$84.50</td>
<td></td>
</tr>
</tbody>
</table>

### BISTRO TABLE

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Bistro Tables Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CT-R30</td>
<td>Cruiser Bistro Table Raised Height Star Base – 30” Round, 42” High (Black Top)</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT-R42</td>
<td>Cocktail table Regular Height Star Base – 30” Round, 30” High (Black Top)</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT-SP</td>
<td>Black Full Spandex Cover for Star base cruiser bistro table</td>
<td>$27.30</td>
<td>$39.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT-GT</td>
<td>Glass Bistro Top Raised Cruiser Table – 30” Round, 42” High</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT – BB</td>
<td>Bugle base cruiser — 30” Round, 42” High</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
</tbody>
</table>

**BISTRO TABLE TOP OPTIONS:**

- Black  
- White  
- Stainless  
- Glass  
- (Add $25.00 for glass top)

**BISTRO TABLE TOP COLOUR OPTIONS:**

- Black  
- White  
- Silver  

### COFFEE & END TABLE

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Coffee &amp; End Tables Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CT-18</td>
<td>Coffee Table 18” High Wood White Grey</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ET-22</td>
<td>End Table – 22” High Wood White Grey</td>
<td>$22.75</td>
<td>$32.50</td>
<td></td>
</tr>
</tbody>
</table>
TABLES

Skirted Table 30” Available in 4’, 6’, 8’ or Raiser 42” in 6’ & 8’

UnSkirted Table 30”, 40” Available in 6’, 8’

SKIRT COLOURS

Table Skirting Colours

White, Silver, Dark Green, Green, Spandex Black, Blue, Black, Spandex White, Red

BISTRO TABLES

Cruiser Table Black Top
Regular Height 30”
Raised 42”

Cocktail Table
Glass Top

Cruiser Table
Full Spandex

Cruiser table with bugle base

COFFEE & END TABLE

Coffee Table Wood
Length 35 3/8”, Height 18 1/8”, Width 35 3/8”
White, Grey

End Table Wood
Length 21 5/8”, Height 17 ¾”, Width 21 5/8”
White, Grey
# Furniture Chair & Stool Order Form

The Canadian Association of Neuroscience Conference 2016  
Company Name ________________________________  
Booth # ______________

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date – **WEDNESDAY MAY 11TH 2016**

### CHAIRS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Skirted Tables Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF</td>
<td>Folding Chair</td>
<td>$18.20</td>
<td>$26.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU</td>
<td>Upholstered Side Chair Black □ Grey □</td>
<td>$40.60</td>
<td>$58.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>Steno Chair</td>
<td>$63.70</td>
<td>$91.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE</td>
<td>Ergonomic Steno Office Chair</td>
<td>$81.90</td>
<td>$117.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STOOLS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Skirted Raised Tables Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBB</td>
<td>Bar Stool – Backless (Black Frame &amp; Seat)</td>
<td>$36.40</td>
<td>$52.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBW</td>
<td>Bar Stool – Backless (Chrome Frame &amp; White Seat)</td>
<td>$36.40</td>
<td>$52.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSLB</td>
<td>Bar Stool – Ladder Back (Black Frame &amp; Seat)</td>
<td>$50.05</td>
<td>$71.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSLW</td>
<td>Bar Stool – Ladder Back (Chrome Frame &amp; White Seat)</td>
<td>$50.05</td>
<td>$71.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSGB</td>
<td>Bar Stool – Gas Lift with (Back Chrome Frame &amp; Black Seat)</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSGW</td>
<td>Bar Stool – (Back Chrome &amp; White Seat)</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSWC</td>
<td>Bar Stool – White Coco</td>
<td>$68.25</td>
<td>$97.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKLESS BAR STOOL OPTIONS:**

**FRAME:** Black □ Chrome □  
**SEAT:** Black □ White □ Red □
CHAIRS

Folding Chair  
Black, Grey

Upholstered Side Chair  
Black, Grey

Steno Chair  
Office Chair

STOOLS

Bar Stool – Backless  
Black, White

Bar Stool – Ladder Back  
Black, White

Bar Stool – Gas Lift  
Black & White

Bar Stool - Coco
The Canadian Association of Neuroscience Conference 2016

Company Name________________________________________________          Booth #____________________

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date –

**WEDNESDAY MAY 11TH 2016**

<table>
<thead>
<tr>
<th>LOUNGE – ARMLESS SERIES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td><strong>Product SKU</strong></td>
<td><strong>ARMLESS SERIES DESCRIPTION</strong></td>
<td><strong>Discounted Price</strong></td>
</tr>
<tr>
<td>AS</td>
<td>Armless Sofa – 3 Seat Black</td>
<td></td>
<td>$163.80</td>
</tr>
<tr>
<td>ALS</td>
<td>Armless Love Seat -2 Black</td>
<td></td>
<td>$136.50</td>
</tr>
<tr>
<td>ASS</td>
<td>Armless Single Seat</td>
<td></td>
<td>$72.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOUNGE – BARCELONA SERIES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td><strong>Product SKU</strong></td>
<td><strong>BARCELONA SERIES DESCRIPTION</strong></td>
<td><strong>Discounted Price</strong></td>
</tr>
<tr>
<td>BSS</td>
<td>Barcelona Single Seat</td>
<td>Black</td>
<td>$72.80</td>
</tr>
<tr>
<td>OR</td>
<td>Ottoman Round</td>
<td>Black</td>
<td>$50.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOUNGE – STAGE SERIES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td><strong>Product SKU</strong></td>
<td><strong>STAGE SERIES - DESCRIPTION</strong></td>
<td><strong>Discounted Price</strong></td>
</tr>
<tr>
<td>SSB</td>
<td>Black Chrome Leg</td>
<td></td>
<td>$105.00</td>
</tr>
<tr>
<td>SSW</td>
<td>White Chrome Leg</td>
<td></td>
<td>$105.00</td>
</tr>
</tbody>
</table>
LOUNGE ARMLESS SERIES
Armless Sofa – 3 Seat
Black, Red, White

Armless Love Seat - 2
Black, Red, White

Armless Single Seat
Black, Red, White

LOUNGE BARCELONA SERIES
Barcelona Single Seat
Black, White

Ottoman Round
Black, Cream

LOUNGE STAGE SERIES
Stage Series
Black, white
The Canadian Association of Neuroscience Conference 2016

Company Name ___________________________________________ Booth # ___________

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date –

**WEDNESDAY MAY 11TH 2016**

### DISPLAY ACCESSORIES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Display Accessories Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SH2228</td>
<td>Sign Holder 22” x 28” – Lolly Pop</td>
<td>$50.05</td>
<td>$71.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EA</td>
<td>Easel – holds 22” x 28” Sign</td>
<td>$27.30</td>
<td>$39.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LS2</td>
<td>Literature Stand – Z Rack</td>
<td>$54.60</td>
<td>$78.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRS</td>
<td>Garment Rack on Wheels Single – 5ft</td>
<td>$45.50</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRD</td>
<td>Garment Rack on Wheels Double – Rack 5ft</td>
<td>$54.60</td>
<td>$78.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BH3</td>
<td>Bag Holder – 3 Prong 36” High</td>
<td>$59.15</td>
<td>$84.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BHM</td>
<td>Bag Holder – Double Tier 4 Prong</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WB</td>
<td>Waste Basket</td>
<td>$10.92</td>
<td>$15.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDB4x6</td>
<td>Poster Display Board 4x6 - Horizontal</td>
<td>$72.80</td>
<td>$104.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDB4x8</td>
<td>Poster Display Board 4x8 – Horizontal</td>
<td>$81.90</td>
<td>$117.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRE</td>
<td>2 Stanchions – Retractable +Tape</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRR6</td>
<td>2 Stanchions + Rope (Red 6’)</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRB6</td>
<td>2 Stanchions + Rope (Black 6’)</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRB6</td>
<td>2 Stanchions + Rope (Blue 6’)</td>
<td>$86.45</td>
<td>$123.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DDS</td>
<td>Draw Drum – Small</td>
<td>$31.85</td>
<td>$45.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DDM</td>
<td>Draw Drum – Medium</td>
<td>$50.05</td>
<td>$71.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Mirror – Full Length</td>
<td>$50.05</td>
<td>$71.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BF</td>
<td>Bar Fridge</td>
<td>$77.35</td>
<td>$110.50</td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM BOOTH DRAPE – Alternative Colours or Additional Drape

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product SKU</th>
<th>Custom Booth Drape Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPD</td>
<td>Side Premier Drape – 3ft High Pre 10ft Run</td>
<td>$36.40</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BPD</td>
<td>Back Premier Drape – 8ft High Per 10ft Run</td>
<td>$45.50</td>
<td>$65.00</td>
<td></td>
</tr>
</tbody>
</table>

**DRAPE COLOUR OPTION**

- Black  
- White  
- Red  
- Blue  
- Grey
DISPLAY ACCESSORIES

- Sign Holder
  - 22" x 28"

- Easel

- Literature Stand
  - Z Rack

- Garment Rack - 5ft
  - Single

- Bag Holder
  - 3 Prongs 36" High
  - Double Tier
  - 4 Prongs

- Garment Rack 5ft
  - Double

- Poster Board 4' x 6'
  - 4' x 6' or 4' x 8'
  - Horizontal & Vertical

- Bag Holder

- Wastebasket

- Bag Holder
  - Double Tier
  - 4 Prongs

- Retractable Stanchion
  - 2 Stanchions & 1 Tape

- Rope Stanchion
  - 6ft
  - Black & Red

- Rope Stanchion
  - "Black & Red"

19
DRAPE COLOURS

8’ Linen Drape
Available in the following colours:

White  Silver  Red  Grey

Green  Blue  Burgundy  Black
A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date –

WEDNESDAY MAY 11TH 2016

Graphics must be provided in the following formats AI/EPS. Files should be formatted in high-resolution quality, 100-300dpi. All graphics must be submitted 10 business days prior to your event. Specify target colours such as PMS, C or U and send us 100% accurate proofs. (Colour variations may occur due to output devices). Graphics must be provided with exact specifications/requirements.

All sign prices are digitally produced with colour copy, mounted on white foam board. Standard signs include up to 10 words and a maximum of three colours.

<table>
<thead>
<tr>
<th>SIGNS</th>
<th>CIRCLE VIEW</th>
<th>QTY</th>
<th>DISCOUNT</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7”X11”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$38.22</td>
<td>$54.60</td>
<td>$ ______</td>
</tr>
<tr>
<td>7”X22”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$43.75</td>
<td>$62.40</td>
<td>$ ______</td>
</tr>
<tr>
<td>7”X44”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$45.50</td>
<td>$65.00</td>
<td>$ ______</td>
</tr>
<tr>
<td>11”X14”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$48.23</td>
<td>$68.90</td>
<td>$ ______</td>
</tr>
<tr>
<td>14”X22”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$52.78</td>
<td>$75.40</td>
<td>$ ______</td>
</tr>
<tr>
<td>22”X28”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$73.71</td>
<td>$105.30</td>
<td>$ ______</td>
</tr>
<tr>
<td>28”X44”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$104.65</td>
<td>$149.50</td>
<td>$ ______</td>
</tr>
<tr>
<td>36”X24”</td>
<td>Vertical or Horizontal</td>
<td>___X</td>
<td>$113.75</td>
<td>$162.50</td>
<td>$ ______</td>
</tr>
<tr>
<td>ADDITIONAL SIGNS</td>
<td>QTY</td>
<td>DISCOUNT</td>
<td>REGULAR</td>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----</td>
<td>----------</td>
<td>---------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Table Top Banner</td>
<td></td>
<td>$268.45</td>
<td>$383.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roller Banner incl. Nylon Bag</td>
<td></td>
<td>$450.45</td>
<td>$643.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36” x 84” Free Standing Sign</td>
<td></td>
<td>$359.45</td>
<td>$513.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2” Gator board with Edge Plate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ Table Throw 30”H x 72”W x 30”D</td>
<td></td>
<td>$359.45</td>
<td>$513.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8ft Table Throw 30”H x 96”W x 30”D</td>
<td></td>
<td>$432.25</td>
<td>$617.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Carpet Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _________________________________ Booth # _____________

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date –

- **WEDNESDAY MAY 11TH 2016**

- Formula for Calculating Actual Booth Size Sq. ft. = Length x Width
- Custom colours & sizes available – call for a quote

<table>
<thead>
<tr>
<th>Size</th>
<th>Description</th>
<th>Discounted Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXHIBIT HALL IS CARPETED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5’ X 10’</td>
<td>Booth Carpet</td>
<td>$84.00</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>8’ X 10’</td>
<td>Booth Carpet</td>
<td>$84.00</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>10’ X 10’</td>
<td>Booth Carpet</td>
<td>$140.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>20’ X 10’</td>
<td>Booth Carpet</td>
<td>$210.00</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>20’ X 20’</td>
<td>Booth Carpet</td>
<td>$291.20</td>
<td>$416.00</td>
<td></td>
</tr>
<tr>
<td>30’ X 10’</td>
<td>Booth Carpet</td>
<td>$392.00</td>
<td>$560.00</td>
<td></td>
</tr>
<tr>
<td>40’ X 10’</td>
<td>Booth Carpet</td>
<td>$490.00</td>
<td>$700.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Underpad – Booth size sq. ft. (100 sq. ft. minimum)</td>
<td>$0.95</td>
<td>$1.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VisQueen Plastic Protector overlay on carpet (100 sq. ft. minimum) Exhibitor is responsible for removal of plastic cover prior to show opening</td>
<td>$0.42</td>
<td>$0.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Cut Carpet per. Sq. ft.</td>
<td>$1.37</td>
<td>$1.95</td>
<td></td>
</tr>
</tbody>
</table>

**Please indicate choice:**

- [ ] Black
- [ ] Blue
- [ ] Red
- [ ] Grey
- [ ] White (50% surcharge applied to white)
CANCELLATION POLICY: Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.

Note: If carpet is damaged, dirty or has to be cut for electrical wiring, additional charges will apply.