



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, 29 th 2016	8:00AM-12:00PM
Exhibitor Move-in	Sunday May, 29 th 2016	12:00PM-3:00PM
Exhibit Hours	Monday May, 30 th 2016	9:00AM-5:30PM
Exhibitor Hours	Tuesday May, 31 st 2016	9:00AM-5:30PM
Exhibitor Hours	Wednesday June, 1 st 2016	9:00AM-3:30PM
Exhibitor Move-out	Wednesday June, 1 st 2016	3:30PM-5:30PM
RSS Move-out	Wednesday June, 1 st 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: gabriela@podiumconferences.com

Show Services

Company Name: Robinson Show Services
Contact: Alexandra Buonaiuto or Elaine Blosmanis
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

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

<p>COMPANY INFORMATION</p> <p>Contact Name: _____</p> <p>Company Name: _____</p> <p>_____</p> <p>Company Address: _____</p> <p>_____</p> <p>Contact #: _____</p> <p>Email: _____</p> <p>If on site contact different from above:</p> <p>Onsite Contact Name: _____</p> <p>Onsite Contact Cell: _____</p>	<p>SHOW INFORMATION</p> <p>The Canadian Association of Neuroscience Conference 2016</p> <p>Show Dates: May 29th-June1st 2016</p> <p>Venue Name: Sheraton Centre Toronto</p> <p>Move-in Time: 12:00PM</p> <p>Booth #: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please Note: The Exhibitor must complete all information in this template</p> </div>
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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.



Exhibitor Show Special 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

A – SHOW SPECIAL

Quantity	Show Special Description	Discount Price	Regular Price	Total
	Booth Package: 1 - 6' black skirted table, 2 - side chairs and 1 - wastebasket	\$91.00	\$130.00	

B – SHOW SPECIAL

Quantity	Show Special Description	Discount Price	Regular Price	Total
	Booth Package: 1 - 42" Cruiser table – black top, 2 - black backless bar stools, 1 - wastebasket	\$113.75	\$162.50	

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**

SKIRTED TABLE – 30" HIGH					
Quantity	Product SKU	Skirted Tables Description – Black Top & Black Skirt	Discounted Price	Regular Price	Total
	DT4	Skirted 4' Table - Skirted on 4 Sides	\$68.25	\$97.50	
	DT6	Skirted 6' Table – Skirted on 3 Sides	\$68.25	\$97.50	
	DT8	Skirted 8' Table – Skirted on 3 Sides	\$81.90	\$117.00	
	S4	4th Side Skirt – Optional	\$13.65	\$19.50	
	WV	White Vinyl for Table Top	\$22.75	\$32.50	
	SC	Alternative table colour skirt (see below)	\$10.50	\$15.00	

SKIRT COLOUR OPTIONS:

Black Blue White Red Burgundy Green Silver

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

SKIRTED TABLE – 42" HIGH					
Quantity	Product SKU	Skirted Raised Tables Description - Black Top & Black Skirt	Discounted Price	Regular Price	Total
	RDT4	Skirted 4' Table - Skirted on 4 Sides	\$72.80	\$104.00	
	RDT6	Skirted 6' Table – Skirted on 3 Sides	\$54.60	\$78.00	
	RDT8	Skirted 8' Table – Skirted on 3 Sides	\$91.00	\$130.00	
	RS4	4th Side Skirted – Optional	\$18.20	\$26.00	
	WV	White Vinyl for Table Top	\$22.75	\$32.50	
	SC	Alternative table colour skirt (see below)	\$10.50	\$15.00	

SKIRT COLOUR OPTIONS:

Black Blue White Red Burgundy Green Silver

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



RSS GREEN INITIATIVE

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					
Quantity	Product SKU	Unskirted Tables Description	Discounted Price	Regular Price	Total
	UDT6/8	Unskirted Table -30" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$31.50	\$45.00	
	UDTS6/8	Unskirted Table – 40" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$59.15	\$84.50	
BISTRO TABLE					
Quantity	Product SKU	Bistro Tables Description	Discounted Price	Regular Price	Total
	CT-R30	Cruiser Bistro Table Raised Height Star Base – 30" Round, 42" High (Black Top)	\$68.25	\$97.50	
	CT-R42	Cocktail table Regular Height Star Base – 30" Round, 30" High (Black Top)	\$68.25	\$97.50	
	CT-SP	Black Full Spandex Cover for Star base cruiser bistro table	\$27.30	\$39.00	
	CT-GT	Glass Bistro Top Raised Cruiser Table – 30" Round, 42" High	\$86.45	\$123.50	
	CT – BB	Bugle base cruiser – 30" Round, 42" High	\$86.45	\$123.50	

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					
Quantity	Product SKU	Coffee & End Tables Description	Discounted Price	Regular Price	Total
	CT-18	Coffee Table 18" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$68.25	\$97.50	
	ET-22	End Table – 22" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$22.75	\$32.50	

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



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 3/4", 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					
Quantity	Product SKU	Skirted Tables Description	Discounted Price	Regular Price	Total
	CF	Folding Chair	\$18.20	\$26.00	
	CU	Upholstered Side Chair Black <input type="checkbox"/> Grey <input type="checkbox"/>	\$40.60	\$58.00	
	CS	Steno Chair	\$63.70	\$91.00	
	CE	Ergonomic Steno Office Chair	\$81.90	\$117.00	

STOOLS					
Quantity	Product SKU	Skirted Raised Tables Description	Discounted Price	Regular Price	Total
	BSBB	Bar Stool – Backless (Black Frame & Seat)	\$36.40	\$52.00	
	BSBW	Bar Stool – Backless (Chrome Frame & White Seat)	\$36.40	\$52.00	
	BSLB	Bar Stool – Ladder Back (Black Frame & Seat)	\$50.05	\$71.50	
	BSLW	Bar Stool – Ladder Back (Chrome Frame & White Seat)	\$50.05	\$71.50	
	BSGB	Bar Stool – Gas Lift with (Back Chrome Frame & Black Seat)	\$68.25	\$97.50	
	BSGW	Bar Stool – (Back Chrome & White Seat)	\$68.25	\$97.50	
	BSWC	Bar Stool – White Coco	\$68.25	\$97.50	

BACKLESS BAR STOOL OPTIONS:

FRAME: Black Chrome
SEAT: Black White Red

CHAIRS

Folding Chair
Black, Grey



Upholstered Side Chair
Black, Grey



Steno
Chair



Ergonomic Steno
Office Chair



STOOLS

Bar Stool – Backless
Black, White



Bar Stool – Ladder Back
Black, White



Bar Stool – Gas Lift
Black & White



Bar Stool - Coco





Furniture Lounge 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

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WEDNESDAY MAY 11TH 2016

LOUNGE – ARMLESS SERIES					
Quantity	Product SKU	ARMLESS SERIES DESCRIPTION	Discounted Price	Regular Price	Total
	AS	Armless Sofa – 3 Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$163.80	\$234.00	
	ALS	Armless Love Seat -2 Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$136.50	\$195.00	
	ASS	Armless Single Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$72.80	\$104.00	

LOUNGE – BARCELONA SERIES					
Quantity	Product SKU	BARCELONA SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	BSS	Barcelona Single Seat Black <input type="checkbox"/> White <input type="checkbox"/>	\$72.80	\$104.00	
	OR	Ottoman Round Black <input type="checkbox"/> Cream <input type="checkbox"/>	\$50.40	\$72.00	

LOUNGE – STAGE SERIES

Quantity	Product SKU	STAGE SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	SSB	Black Chrome Leg	\$105.00	\$150.00	
	SSW	White Chrome Leg	\$105.00	\$150.00	

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





Furniture Display Accessories & Custom Drape Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

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

CUSTOM BOOTH DRAPE – Alternative Colours or Additional Drape					
Quantity	Product SKU	Custom Booth Drape Description	Discounted Price	Regular Price	Total
	SPD	Side Premier Drape – 3ft High Pre 10ft Run	\$36.40	\$52.00	
	BPD	Back Premier Drape – 8ft High Per 10ft Run	\$45.50	\$65.00	

DRAPE COLOUR OPTION

Black White Red Blue Grey

DISPLAY ACCESSORIES

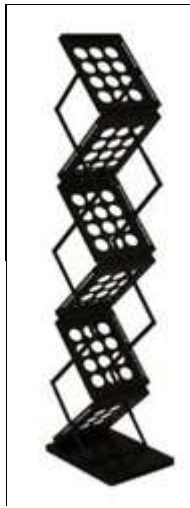
Sign Holder
22"x28"



Easel



Literature Stand
Z Rack



Garment Rack- 5ft
Single



Garment Rack 5ft
Double



Bag Holder
3 Prongs 36" High



Bag Holder
Double Tier
4 Prongs



Wastebasket



Poster Board 4'x6'
4'x 6' or 4' x 8'
Horizontal & Vertical



Retractable Stanchion
2 Stanchions & 1 Tape



Rope Stanchion – 6ft
Black & Red



Draw Drum
Small & Medium



Mirror – Full Length



Bar Fridge



DRAPE COLOURS

8' Linen Drape

Available in the following colours:

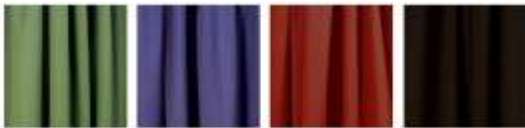


White

Silver

Red

Grey



Green

Blue

Burgundy

Black



Graphics & Sign 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

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.

SIGNS	CIRCLE VIEW	QTY	DISCOUNT	REGULAR	TOTAL
7"X11"	Vertical or Horizontal	_____X	\$38.22	\$54.60 =	\$ _____
7"X22"	Vertical or Horizontal	_____X	\$43.75	\$62.40 =	\$ _____
7"X44"	Vertical or Horizontal	_____X	\$45.50	\$65.00 =	\$ _____
11"X14"	Vertical or Horizontal	_____X	\$48.23	\$68.90 =	\$ _____
14"X22"	Vertical or Horizontal	_____X	\$52.78	\$75.40 =	\$ _____
22"X28"	Vertical or Horizontal	_____X	\$73.71	\$105.30 =	\$ _____
28"X44"	Vertical or Horizontal	_____X	\$104.65	\$149.50 =	\$ _____
36"X24"	Vertical or Horizontal	_____X	\$113.75	\$162.50 =	\$ _____

ADDITIONAL SIGNS	QTY	DISCOUNT	REGULAR	TOTAL
Table Top Banner	_____X	\$268.45	\$383.50 =	\$ _____
Roller Banner incl. Nylon Bag	_____X	\$450.45	\$643.50 =	\$ _____
36" x 84" Free Standing Sign 1/2" Gator board with Edge Plate	_____X	\$359.45	\$513.50 =	\$ _____
6' Table Throw 30"H x 72"W x 30"D	_____X	\$359.45	\$513.50 =	\$ _____
8ft Table Throw 30"H x 96"W x 30"D	_____X	\$432.25	\$617.50 =	\$ _____





Carpet Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

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➤ **WEDNESDAY MAY 11TH 2016**

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

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

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.

CARPET

Black



Blue



Red



Grey



White

