

exhibitor **MANUAL**



Dear Exhibitor,

We are pleased to announce that **Robinson Show Services Inc.** has been named your event Official Show Services Contractor. Team Robinson looks forward to help making your exhibit experience a stress-free success.

Whatever you need, Robinson can assist to provide products and services to enhance your booth's visibility.

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at www.robinsonshowservices.ca or contact our Exhibit Team at 905-417-7789.

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Under-padding
- Booth Rentals
- Labour – Install & Dismantle
- Signage & Graphic Design
- Transportation Services
- Advance & Post Show Warehousing

We are always 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
Email: exhibitorservices@robinsonshowservices.ca

DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS

Venue Address

Advance Warehouse SHIPPING ADDRESS

Official Show Services Contractor

Robinson Show Services
7615 Kimbel Street, Unit 1
Mississauga Ontario L5S 1A8
Canada

Phone 905.417.7789
Fax 905.417.2244
Website www.robinsonshowservices.ca
Email connect@robinsonshowservices.ca

Show Manager

Show Services

Robinson Show Services

ext.

ext.

ext.

ext.

ext.

Show Information

Booth Size
Backwall Drape
Sidewall Drape
Aisle Carpet Colour
Booth Package Includes
Exhibit Hall Carpet
Storage - Onsite/Offsite

Important Dates - PRE SHOW DEADLINES

EAC Insurance:

Graphics Submission:

Discount Pricing:

Direct Shipments:

Address for Direct Shipments:

Exhibition Schedule

Exhibitor Move-in:
All Clear Aisle time:
Exhibit Hours:

to
to
to
to
to

Exhibitor Move-out:
Carrier Check In:

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:

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

Coordinator Name:

Office: 905.417. 7789 ext:

Cell:

Email: @robinsonshowservices.ca OR
exhibitorservices@robinsonshowservices.ca



robinsonshowservices.ca

terms & conditions



PLEASE NOTE:

1. It is forbidden to make alterations to any existing part of the venue, including but not limited to furnishings and equipment, without prior written authorization from the venue. This includes the drilling of holes, mechanical fastening (nails, staples, and push pins etc.); adhesive fastening (tape, glue, Velcro); or the fixing in any manner of decals, promotional literature or posters. Violating this restriction will result in a minimum fine of \$500.00 per occurrence. Labour/Repair charges may be applied for the removal of prohibited items from venue property.

2. The use of masking, clear packaging and plastic-based tapes are prohibited. To affix booth floor covering to the exhibit floor, only cloth based tapes such as Polyken are acceptable. Labour/Repair charges will be applied to remove prohibited tape from the venue property.

3. Display or exhibit materials must not be attached to the drapes, lighting, chandeliers, walls, or hung from the ceiling. The exhibitor, in erecting a display, must not affix materials onto any surface, using thumb tacks, nails, spikes, staples, nor may they use adhesives. Exhibitors will be directly responsible for damage to Robinson equipment or supplies, and/or damage to the facility.

4. Sample food or beverage products must not be prepared, distributed or sold without the express written authorization from the venue and show manager. Most venues do not allow outside food and beverages in their banquet space. Please contact the venue directly for more information on their food and beverage policies. It should be further noted, venues charge a daily cleaning fee to exhibitors who are granted permission to serve food and beverages during an event.

5. Passenger elevators and escalators are not to be used for transporting freight or equipment from floor to floor. This includes hand dollies, hand-carrying of boxes, easels, chairs, tables etc.

6. Protective footwear, i.e. safety shoes must be worn during move-in and move-out. At specific times,

the exhibit floor (or parts therein) may be deemed "Construction" areas by the Show Manager. If you have been given permission to be on the floor at these times, you will be required to wear an approved hard-hat within the designated "Construction" zone. Also, when working at heights greater than 3 meters (10 feet) fall protection must be worn.

7. During move-in and move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work zones.

8. Ontario Law prohibits smoking anywhere inside the facility, public areas, or within close proximity to entrance or exit doorways.

LIABILITY

9. "Hold Harmless" – The Exhibitor(s) assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought upon the premises of the Facility and shall indemnify and hold harmless the Facility agents, servants and employees from any and all such losses, damages and claims.

SAFETY

10. Displays, exhibits or shipments of an excessive weight must receive prior approval by the Facility, and must be placed on wooden platforms to distribute the weight evenly to avoid damage to the floor and/or carpeting.

11. It is not permitted to use chairs, tables and other rental furniture to support standing weight. Please use proper ladders.

12. Flammable, explosive or corrosive liquids or materials are prohibited in the exhibit area. It is an offence to ship hazardous materials. Each offence is subject to fines or penalties.

13. All displays and exhibits must be assembled in a safe and secure fashion to prevent hazards or damage to any other exhibitor, participant and/or display.

14. Exhibitors and their Exhibitor Appointed Contractors (EAC's) are not permitted to operate lifts or motorized material handling equipment for the installation and dismantle of exhibits.

15. Due to fire regulations, booths and tables are not permitted to block entrance or exit doors. The Fire Code requires a minimum of 3 meters, (10 feet), clearance from all entrances and exits.

16. Please use caution while in the exhibit hall. This is an active work area during move-in and move-out with potential hazards such as machinery, equipment and obstacles.

17. Stay clear of trucks, trailers and dock areas.

18. It is recommended as a safety precaution, and for insurance purposes, no one under the age of 16 be permitted in the exhibit area during move-in and move-out. If children are present during these times, they must be supervised by an adult at all times.

FULL FREIGHT SERVICE

19. Full Freight Service is available to all exhibitors within the GTA, such as: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. This service package includes:

- Pick-up & Return of your exhibit materials from your office
- Storage at Robinson Show Services Warehouse (pre & post show)
- Material handling
- Storage of empty crates during the show (if onsite storage is unavailable, additional charges will apply)
- Post show service
- Our Full Freight Service is available to all exhibitors within the GTA and surrounding area only for shipments limited to a size of 4' x 4' x 4' (skid).

To place your order, please refer to the full freight order form in this manual.

ADVANCE WAREHOUSE

20. Robinson will accept and store your shipment at our warehouse for a maximum of two weeks in advance of the show.

- Please call Robinson Show Services directly at 905.417.7789 if you require further information, quotations or assistance with transportation/storage options.
- Please fill out the Advance Warehouse form in your manual.
- Advance Warehouse Address (shipping Labels are included in your manual)

Robinson Show Services

(Show Name)

(Exhibitor Name Here), (Booth #)

7615 Kimbel Street, Unit 1-2 Receiving,

Mississauga, Ontario, L5S 1A8

Tel. # 905.417.7789

- Shipping hours are Monday – Friday between 9am – 4pm. Excluding statutory holidays.
- Shipments must include an official weight ticket or bill of lading.

To place your order: please refer to the advance warehouse order form in this manual.

EXHIBITORS PLEASE NOTE

21. It is the responsibility of Exhibitors to notify Robinson Show Services of any shipments requiring material handling or special handling, (including Forklift services-see below). If shipments are sent by carrier directly to show site, please schedule the delivery date and time with Robinson Show Services and have all tracking numbers available on-site during move-in.

22. When ordering Advance Warehouse, Material Handling is compulsory. If material handling is not included with the order, charges for this service will subsequently be added to the bill. In addition, it is highly recommended that Robinson Show Services provide post show service, to complement other freight services already in place. It should be noted that freight remaining on the show floor or left on the dock following the take-down of the event, will be collected and returned to

Robinson's warehouse for storage. Additional post show and material handling charges will be applied, including a 30% late fee.

23. Advance Warehouse order forms must be submitted to Robinson Show Services for processing prior to the shipment being delivered to the warehouse. Robinson Show Services reserves the right to decline any carrier delivering freight to the warehouse on behalf of an exhibitor, if the relevant paperwork has not been provided beforehand by the exhibitor, and full payment received.

24-A. Exhibitors must pay full shipment and customs fees prior to shipping exhibit material to the Advance Warehouse or to the show site. Should exhibit material be shipped pre-paid, penalty charges of \$100 plus customs fees will automatically be charged to your credit card.

24-B. Small Package/Box Deliveries (including Portable Display Cases): Canada is an International destination and as such, duties, taxes and customs clearance fees apply. If you are shipping Air or Ground with the following small packaging companies - FedEx, UPS, Airbornr, DHL or any other small package/box carriers, please confirm that all ancillary charges (duties, taxes & customs clearance fees) are PREPAID. This included 3rd party shippers (i.e Fullfillment Centres, etc). Shipments sent collect will not be accepted.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Robinsons is billed 30-90 days after the event has closed. In these situation, any charges (duties, taxes & customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

MATERIAL HANDLING

25. Robinson Show Services is the exclusive material handling provider for show materials. This includes delivering shipments from delivery trucks to exhibitor booth locations, removal of empty crates to designated storage areas (maybe off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading crates to carrier location.

26. All items brought into the facility through the loading dock are subject to material handling charges per CWT (100 lbs) and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors.

Freight will be rounded up to the nearest 100lbs (a minimum of 200lbs will be charged for all freight orders). Exhibitors will be charged for actual weight if different from weight recorded on the order form.

27. All freight either being collected by RSS staff or delivered to our warehouse or show site without a weight ticket will be weighed. The dimensions generated on our scale will be used for billing. Invoices will be adjusted for off target shipments and a further payment will be deducted from your credit card.

28. The use of dollies, pump trucks and other mechanical equipment to unload vehicles is not allowed. To place an order, please refer to material handling order form included in this manual. Shipments sent collect will not be accepted.

29. All material handling services performed after 4pm Monday to Friday and all day Saturday/Sunday are subject to overtime charges.

MATERIAL HANDLING EXCEPTIONS

30. Hand-carry. Limited to one trip per booth, per show at NO CHARGE. Freight on wheels is not considered hand-carry. Cart services intended for "Private Own Vehicle" will be billed at a fixed rate per local.

STORAGE DURING THE SHOW

31. Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

32. Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.

33. If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite. To place an order, please refer to the storage order form included in this manual.

NOTE: if onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors procuring material handling.

34-A. There may be a time lapse between the delivery of your freight/shipment(s) to your booth and representatives arrival at the booth upon move in. Upon move out this period between exhibitor departure and material pick up also exists. Robinson recommends exhibitors arrange to remain with or assign a designate to remain with materials during these expected unsecured periods.

34-B. Materials should be insured from period of departure from exhibitors firm until post show return. Exhibitors All-Risk coverage is recommended and can be accomplished by the addition of a rider to existing policies

34-C. Robinson Show Services will not be held responsible for concealed damage upon delivery to showsite or advanced warehouse, loss or damage after delivery to booth, before or during installation time or post show prior to carrier pickup. Robinsons liability is limited to \$0.30/lb per article to a maximum of \$30.00 per article and \$150.00 per shipment. Values exceeding this limitation require additional insurance by the shipper.

35. Exhibit Property Disposal - is NOT included as part of material handling charges.

POST SHOW

36. We recommend that you order RSS Post Show Services as this guarantees your exhibit material is secure

at the end of the show. All exhibitors using this service will have up to 5 business days to make arrangements for your freight to be collected from RSS warehouse. If your exhibitor material is not collected during the stipulated time frame, storage charges will apply.

37. Prior to leaving show site, it is the exhibitor's responsibility to affix labels, bill of lading and if applicable, a "Customs Commercial Invoice" to your exhibit material. If the compulsory documents are not included and RSS office staff is required to contact the exhibitor to request the information, an administration fee of \$100.00 will apply. To place an order, please refer to the Post Show Order form included in this manual.

NOTE: if your carrier does not collect your freight during the dismantle window, it is the responsibility of RSS to clear the show floor. Your freight will be stored at our warehouse and charges will apply, (refer to additional terms and conditions for more information).

38. All exhibit material and equipment must be removed by the exhibitor during the assigned dismantle period. Any material left on show site after this time will be removed by RSS and stored at our warehouse for a maximum of 5 business days at the exhibitor's expense. If the named contact, supplied by the show manager does not reply within 5 business days to our written correspondence informing re: your exhibit material, we will retain your freight for a further 6 weeks.

This will be classed as long term storage and premium pricing will apply. After this date, RSS will dispose of your exhibit material. Please note, RSS shall not be liable for any loss or damage to your exhibit material left on show site post show.

ADDITIONAL TERMS AND CONDITIONS

39. Payment in full must be submitted with your order form. Any orders received without payment will not be processed and will be returned to you via email.

PAYMENT CANNOT BE PROCESSED

40. Charges will apply upon date payment received. Orders received before the discount date will be given a 30% discount.

41. Onsite orders will be charged a 30% late fee (this includes ordering of booth furnishings, material handling, onsite/offsite storage & post show services).

CANCELLATION POLICY

42. Written cancellation submitted after processing of payment and more than 7 business days prior to the event 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). Refunds are not applicable on graphics once produced.

EAC

43. If you intend to use an exhibit appointed contractor, please complete and return the relevant forms 6 weeks prior to exhibitor move-in.

FURNISHINGS TERMS AND CONDITIONS

44. If you would like to designate an outside contractor to manage services on behalf of your exhibit, completion of the Third Party Authorization Form is required prior to order processing.

45. Exhibitors not selecting a colour choice will be provided with a default colour as selected by Robinson Show Services.

46. Furniture quantities are limited. Robinson Show Services reserves the right for substitution with similar product.

47. Exhibitor is responsible for all items for the duration of rental period. Price is for duration of rental period. Charges are for rental of equipment only unless otherwise specified. All items remain property of Robinson Show Services.

48. Robinson Show Services is not responsible for Exhibit Materials left in rental Exhibits or storage counters.

49. All orders received after the Discounted Price Date will be processed at the Standard Price.

Exhibitor Appointed Contractor Form

Notification of intent to use an EXHIBITOR APPOINTED CONTRACTOR (EAC)

Service Contractors other than the Official Service Contractor designated by Show Management, must complete the following form and submit it two weeks prior to move-in. **Email: exhibitorservices@robinsonshowservices.ca or fax to 905.417.2244.**

SHOW NAME/EVENT	
COMPANY NAME	BOOTH#
EXHIBITOR APPOINTED CONTRACTOR NAME	
ADDRESS OF CONTRACTOR	
TYPE OF SERVICE TO BE PERFORMED	

Exhibitor Information

1. Exhibitors are permitted to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met. Exhibit Appointed Contractors must forward a copy of their General Liability Insurance Certificate (minimum coverage of two million dollars) to Robinson Show Services no later than 10 days prior to the first day of exhibitor move-in, or they will not be permitted to service your exhibit. This document must include the following: Name of venue; Show Management and Robinson Show Services.

2. A Safety Clearance Certificate must also be submitted. Companies based in Ontario are required to submit a WSIB Certificate and companies operating in Quebec, will be required to provide a CSST Certificate. For organizations operating outside of these areas, please contact Robinson Show Services for information about the appropriate certificate required.

3. It is the responsibility of the exhibitor to ensure that representatives of the Exhibitor Appointed Contractor abide by the official rules and regulations for this event.

CONTACT NAME:

EXHIBITING COMPANY NAME:

BOOTH#

EMAIL ADDRESS:

AUTHORIZED SIGNATURE:

DATE:

PRINT NAME:

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to ensure that the EAC adheres to all show, facility and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. **ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY PRIOR TO SHOW OPENING.**

Exhibitor Appointed Contractors will not be given permission to perform any of the following:

DRAYAGE/FORKLIFT/GENIE OPERATIONS
PLUMBING TELECOMMUNICATIONS

OVERHEAD RIGGING
BOOTH CLEANING

ELECTRICAL/MECHANICAL
BOOTH SECURITY

PRODUCTION/STAGING
CATERING/FOOD & BEVERAGES

Payment & Credit Card Authorization Form

Exhibitor Information

Company Name:		Booth Number:	Booth Size:
Show Name/Event:		Date of event:	
Company Street Address:			
City/State/Province:	Country:	Postal Code /ZIP:	
Email:	Phone Number:		
Email for Invoice (If different from above)			
Onsite Contact Name:		Cell Number:	

Third Party Company Information (Complete this section if a third party will be making payments for orders)

Third Party Company Name:		
Contact Name		
Third Party Street Address:		
City/State/Province:	Country:	Postal Code /ZIP:
Contact's Email:	Phone Number:	
Email for Invoice (If different from above)		

Billing Information

(Third party payment information OR exhibitor payment information)



☐ Personal Card
☐ Company Card

Card Type - please check one



Cardholder Name (please print):			
Card Number		Expiry:	Security Code:
Cardholder Signature:			Date: D D M M Y Y
Cardholder Billing Street Address:			
City/State/Province	Country:	Postal Code/ZIP:	

Bank Wire Transfer

Canadian Imperial Bank of Commerce, 31 Lakeshore Road East, Mississauga, Ontario, L5M 0R7
 CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 1047701 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers
- Please reference – Show Name & 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 the 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 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. Cheques are accepted. Rental rate will apply as per date payment is received.

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 7 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 6 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). Refunds are not applicable on graphics once produced.

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, please send your feedback to exhibitorservices@robinsonshowservices.ca

Exhibitor Move-In Form

SHOW NAME/EVENT

COMPANY NAME

BOOTH#



DELIVERING TO SITE?

- ☐ YES - Help us with details below for a smooth move-in
- ☐ NO - We do not require loading dock space or assistance

Delivery Method	Vehicle Type	Vehicle Size	#Deliveries	Move-In Preferred (Specify 3 hr Delivery Window)
Passenger Vehicle				
Official Carrier				
Alternate Carrier				

Special Requirements (please give details if separate deliveries):

MOVE-IN / MOVE-OUT

Move In and Move Out times will be scheduled for Exhibitors based on scope of build, booth size and location. Please complete and submit above questionnaire to: exhibitorservices@robinsonshowservices.ca as soon as possible to assist in dock time allocations.



WHAT ARE YOU SHIPPING?

For (Y/N) options check box to indicate required service given

Container Type	Quantity	Weight Total lbs	Heaviest Unit Total lbs	Storage Required Yes/No	Accessible Storage	Forklift Required To Booth Yes/No	In Booth Yes/No
Boxes							
Skids							
Crates							

Return Completed Form to Robinson Show Services
exhibitorservices@robinsonshowservices.ca

Move Out Procedure

SHOW NAME/EVENT	
COMPANY NAME	BOOTH#

Move out schedule and all clear aisle times are identified in Show Facts section of manual.

Exhibitors may begin dismantling of exhibits once show has closed. Empties will be returned in an orderly fashion based on booth designation (i.e. booths in front of hall first and then back)

Exhibitors requiring use of docks should pack all materials up and consolidated all freight towards the back of the hall. Once completed exhibitors should proceed to the Robinson desk near back of the hall. Exhibitors will be put into queue for dock usage.

VEHICLES THAT ARRIVE AT THE DOCKS WITHOUT PRIOR ARRANGEMENTS FROM ROBINSON SHOW SERVICES WILL BE TURNED BACK AND PUT IN QUEUE AFTER THOSE THAT HAVE ARRANGED PICKUPS.

We will do our best to accommodate all Exhibitors - however, due to the nature of the show, dock times are not guaranteed AND will be contingent on completion of pack out.

FREIGHT FREE AISLES must be maintained to ensure smooth move-out. Please keep empties adjacent to your booth to allow neighboring booths to pass



Freight not removed from show floor by times identified in show facts will be "FORCED FREIGHT" by Robinson Show Services and stored until pickup. Charges will be applied and Exhibitor will be billed for transportation and storage space.

If you have any other requirements, please call Exhibitor Support at 905.417.7789

Exhibitor Move-Out Bulletin



MOVE OUT PROCEDURE

Step One

Pack items in booth. Proceed to Loading Docks with packed items. Check in at Robinson Exhibitor Hub location at back of hall to receive authorization for vehicle to gain access into pickup area.

Step Two (Complete details below) Provide completed paperwork to Exhibitor Representative

Provide completed paperwork to Exhibitor Representative to gain access to pickup area. Authorized paperwork to be provided via hard or digital copy to driver. Drivers without paperwork or digital copy will not be allowed entry into dock area.

There may be a time lapse between the delivery of your freight/shipment(s) to your booth and representatives arrival at the booth upon move in. Upon move out this period between exhibitor departure and material pick up also exists. Robinson recommends exhibitors arrange to remain with or assign a designate to remain with materials during these expected unsecured periods.

SHOW NAME/EVENT

COMPANY NAME

BOOTH#

VEHICLE PICKING UP (description)

LICENSE PLATE

CONTACT NUMBER

APPROVED

TIME LOAD INDICATED



LIVE LOAD

UPON COMPLETION OF LOADING, VEHICLES MUST EXIT DOCK AREA IMMEDIATELY.

Dock Location: see shows facts

Carpet Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
SHOW NAME/EVENT:	DATE:	

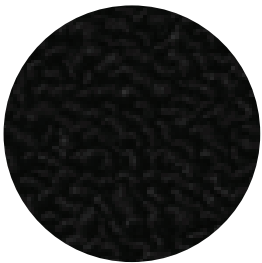
- Formula for calculating actual booth size or underpad in SQ. FT = Length of booth x Width of booth - applicable for booth size 20 x 20 and larger
- Custom colours and sizes available - please call for a quote

Product SKU	Booth Size	Description	Discounted Price	Regular Price	Total
PB810	8' x 10'	Booth Carpet - Single Booth	\$ 180.00	\$ 234.00	\$
PB1010	10' x 10'	Booth Carpet - Single Booth	\$ 180.00	\$ 234.00	\$
PB1020	10' x 20'	Booth Carpet - Double Booth	\$ 320.00	\$ 416.00	\$
PB1030	10' x 30'	Booth Carpet - Triple Booth	\$ 495.00	\$ 643.50	\$
PUP		Underpad - booth size Sq.Ft. (100 sq.ft. minimum)	\$ 1.25	\$ 1.88	\$
PVQ		VisQueen Plastic Protector overlay on carpet (100 sq.ft minimum)	\$ 0.55	\$ 0.72	\$
PBCS		Custom cut carpet (per sq.ft.) (additional charges may apply for angled/round cuts)	\$ 4.95	\$ 6.43	\$

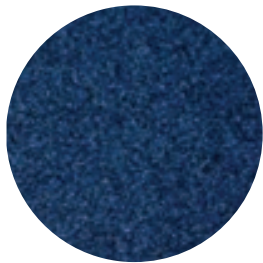
CANCELLATION POLICY: Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.

Please indicate choice: ☒

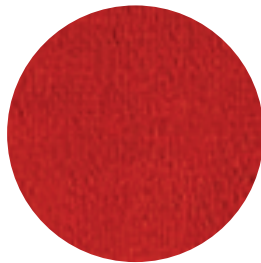
CUSTOM COLOURS are available at a premium. CALL FOR OPTIONS



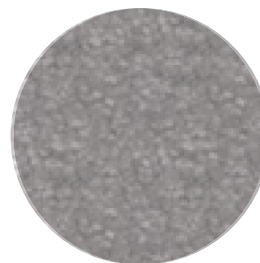
Black



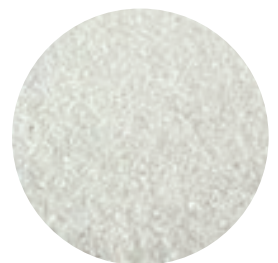
Blue



Red



Grey



White
(100% surcharge applied)

Carpet colour is subject to availability. If no colour is selected, predominant show colour will be provided



Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$

Call for Options

Hardwall Booths/ Counters Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Standard Hardwall Models

Product SKU	Description	Panel Colour (Check one:)	Discount	Regular	Total
HB1	8' x 10' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,044.00	\$1,409.00	
HB2	10' x 10' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,044.00	\$1,409.00	
HB3	10'x10' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,124.00	\$1,573.00	
HB4	10'x 10' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,184.00	\$1,641.00	
HB5	10'x 10' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,472.00	\$1,988.00	
HB6	10'x 10' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,472.00	\$1,988.00	
HB15	10'x 13' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,687.00	\$2,193.00	
HB16	10'x 15' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$1,971.00	\$2,660.00	
HB20	10'x 20' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$2,510.00	\$3,263.00	
HB21	10'x 20' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$2,798.00	\$3,637.00	
HB22	10'x 20' Hardwall	Maple <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/>	\$2,900.00	\$3,770.00	

Slatwall Models

HS10	10' Slatwall with Header	White	\$1,044.00	\$1,409.00	
HS11	10' Slatwall Backwall	White	\$ 898.00	\$1,167.00	

Gondolas

HGS	3' Slatwall Gondola	White	\$ 445.00	\$ 578.50	
HGP	3' Pegboard Gondola	White	\$ 412.00	\$ 536.50	
HGD	3' Shelving Gondola	White	\$ 412.00	\$ 536.50	
	<input type="checkbox"/> Flat Shelves <input type="checkbox"/> Angled				

Counters

HCS0.5	Counter with storage - 1/2m x 1/2m x 40" h	\$ 165.00	\$ 214.50	
HCP0.5	Pedestal - 1/2m x 1/2m x 40" h	\$ 165.00	\$ 214.50	
HCCH0.5	Charging Station - 1/2m x 1/2m x 40" h	\$ 180.00	\$ 215.00	
HCDP0.5	Display Pedestal - 1/2m x 1/2m x 40" h (Plexi Box 20" x 20" x 14" h)	\$ 235.00	\$ 308.00	
HCSC1	Curved Counter - 1m x 1/2m x 40" h (10" w x 36" h opening at back)	\$ 288.75	\$ 375.50	
HCSC1.5	Curved Counter - 1.5m x 1/2m x 40" h (open at back)	\$ 345.00	\$ 451.00	
HCSC2	Curved Counter - 2m x 1/2m x 40" h (open at back)	\$ 385.00	\$ 500.00	
HCS1	Counter with storage - 1m x 1/2m x 40" h (sliding doors at back)	\$ 180.00	\$ 215.00	
HCS1.5	Counter with storage - 1.5m x 1/2m x 40" h (sliding doors at back)	\$ 235.00	\$ 308.00	
HCS2	Counter with storage - 2m x 1/2m x 40" h (sliding doors at back)	\$ 275.00	\$ 357.50	

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Standard Model 1



HB1 - Premium 3m x 2.5m x 2.5m high high backwall with 1/2m return and 1m high sidewalls (8'x10' approx.)
Includes 1 Header: 77.5" wide x 11.875" high

Enhanced Model 1E



Standard Model 2



HB2 - Premium 3m x 3m x 2.5m high high backwall with 1 return and 1m high sidewalls (10'x10' approx.)
Includes 1 Header: 77.5" wide x 11.875" high

Enhanced Model 2E



Standard Model 3



Enhanced Model 3E



HB3 - Premium 3m x 3m x 2.5m high backwall and sidewalls (10'x10' approx.)

*Customize your booth with additional items such as, **slatwall, shelves, monitors or cabinets.**
See **HARDWALL ACCESSORIES SECTION***

Hardwall Booths

Standard Model 4



HB4 - Premium 3m x 3m x 2.5m high high backwall and sidewalls (10'x10' approx.) Includes 1 Header: 77.5" wide x 11.8/5" high

Enhanced Model 4E



Standard Model 5



HB5 - Premium 3.0 m x 3m x 2.5m high backwall and 1m x 1m storage room with lockable door. Includes 1 Header: 77.5" wide x 11.875" high. (10' x 10' approx.)

Enhanced Model 5E



Standard Model 6



HB6 - Premium 3m x 3m x 2.5m high backwall and 1m high sidewalls, includes 2 built-in counters (10'x10' approx.)

Enhanced Model 6E



*Customize your booth with additional items such as, **slatwall, shelves, monitors or cabinets.**
See **HARDWALL ACCESSORIES SECTION***

Hardwall Booths

Standard Model 15



HB15 - Premium 4m x 3m x 2.5m high high backwall with return and 1m high sidewalls (13'x10' approx.)

Enhanced Model 15E



Standard Model 16

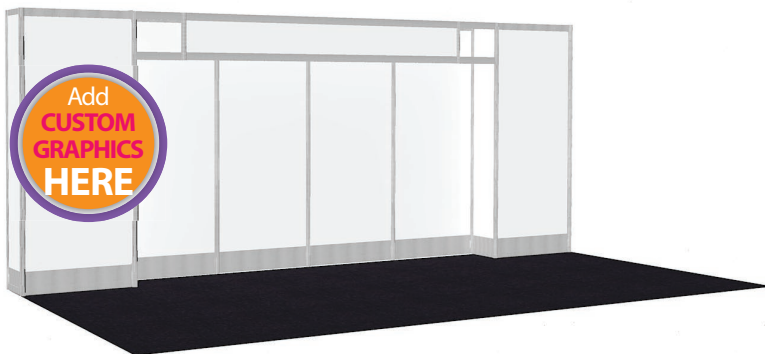


HB16 - Premium 4.5m x 3m x 2.5m high backwall and 1m high sidewalls (15'x10' approx.)

Enhanced Model 16E



Standard Model 20



HB20 - Premium 6m x 3m x 2.5m high backwall with 4m wide feature wall (10'x20' approx.)
Includes 1 Header: 116.875" wide x 11.875" high

Enhanced Model 20E



*Customize your booth with additional items such as, **slatwall, shelves, monitors or cabinets.**
See **HARDWALL ACCESSORIES SECTION***

Hardwall Booths

Standard Model 21



Enhanced Model 21E



HB21 - Premium 6m x 3m x 2.5m high backwall(10'x20' approx.) Includes 1 Header: 116.875" wide x 11.875" high

Standard Model 22



Enhanced Model 22E



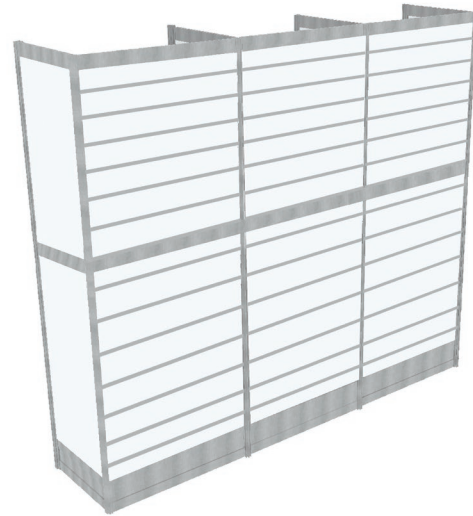
HB22 - Premium 6m x 3m x 2.5m high backwall (10'x20' approx.) Includes 6 built-in storage counters with lockable sliding doors, 12 flat white shelves (10" deep) & 2 Headers: 77.5" wide x 11.875" high

*Customize your booth with additional items such as, **slatwall, shelves, monitors or cabinets.**
See **HARDWALL ACCESSORIES SECTION***

Slatwall Models



HS10 - Premium 3m x 1/2m x 2.5m high backwall with white slatwall panels and 1/2m return (10' approx)
Includes 1 Header: 77.5" wide x 11.875" high

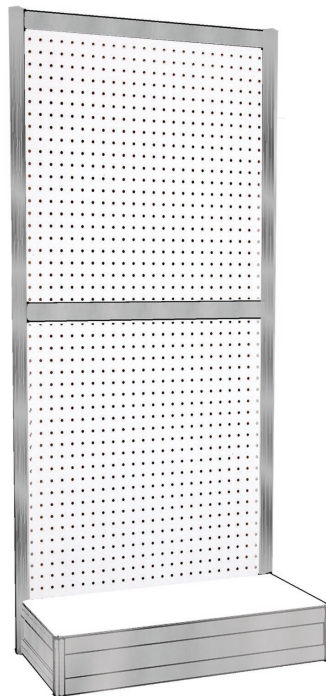


HS11 - Premium 3m x 1/2m x 2.5m high backwall with white slatwall panels and 1/2m return (10' approx)

Gondolas



HGS - Slatwall Gondola
1m wide x 2.5m high with 1/2m deep platform.



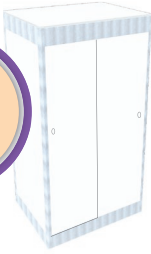
HGP - Pegboard Gondola
1m wide x 2.5m high with 1/2m deep platform.



HGD - Display Gondola
1m wide x 2.5m high with 1/2m deep platform. Includes 2 flat shelves OR 2 angled shelves. Indicate shelves on Accessories Order Form.

Hardwall Booths - Counters

Counters



HCS0.5 - Counter with Storage
1/2m x 1/2m x 40" high

HCP0.5 - Pedestal (closed back)
1/2m x 1/2m x 40" high

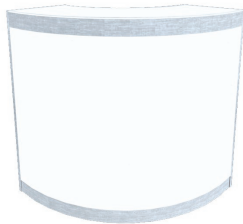
- ☐ Open back
- ☐ Add sliding door lock
- ☐ Add middle shelf



HCCH0.5 - Charging Station
1/2m x 1/2m x 40" high - includes
4 cable hubs (USB Charger, Cord Adapter,
Micro USB, Mini USB, Ports for iPhone,
iPads, AirPro, iPod & Android)



HCDP0.5 - Display Pedestal
1/2m x 1/2m x 40" high with



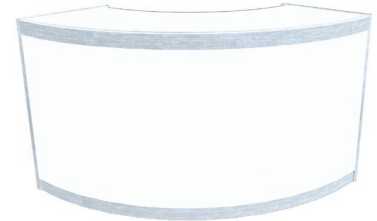
HCSC1 - Curved Counter
1 meter curved x 1/2m x 40" high
(10" wide x 36" high opening at back)

- ☐ Closed back
- ☐ Open back
- ☐ Add middle shelf
- ☐ Add sliding door lock



HCSC1.5 - Curved Counter
1-1/2 meter curved x 1/2m x 40" high
(open at back)

- ☐ Closed back
- ☐ Open back
- ☐ Add middle shelf
- ☐ Add sliding door lock



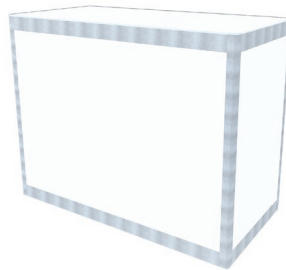
HCSC2 - Curved Counter
2 meter curved x 1/2m x 40" high
(open at back)

- ☐ Closed back
- ☐ Open back
- ☐ Add middle shelf
- ☐ Add sliding door lock



HCS1 - Counter (open at back)
1 meter x 1/2m x 40" high

- ☐ Closed back
- ☐ Open back
- ☐ Add middle shelf
- ☐ Add sliding door lock



HCS1.5 - Counter (open at back)
1-1/2 meter x 1/2m x 40" high

- ☐ Closed back
- ☐ Open back
- ☐ Add middle shelf
- ☐ Add sliding door lock



HCS2 - Counter (open at back)
2 meter x 1/2m x 40" high

- ☐ Closed back
- ☐ Open back
- ☐ Add middle shelf
- ☐ Add sliding door locks

Kiosks/Hardwall Accessories/Showcase Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME: _____ BOOTH# _____ BOOTH SIZE: _____

SHOW NAME/EVENT: _____ DATE: _____

Kiosks					
Product SKU	Description	Panel Colour	Discount	Regular	Total
HK1C	1m x 8ft h kiosk	Check one: <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 345.00	\$ 451.00	
HK1CM	1m x 8ft h kiosk w/ monitor	Check one: <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 690.00	\$ 902.00	
HK2C	1m x 8ft h double sided kiosk	Check one: <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 790.00	\$1112.00	
HKCS	Computer Stand	Check one: <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 165.00	\$ 214.50	
Hardwall Booth Accessories					
HAS12	Flat Wall Shelf - 12" deep x 39" wide - white		\$ 52.00	\$ 78.00	
HAS12A	Angled Wall Shelf - 12" deep x 39" wide - white		\$ 56.00	\$ 83.00	
HACL1	Cliplight 10 watt #1		\$ 39.00	\$ 51.00	
HACL2	Cliplight 10 watt #2		\$ 50.00	\$ 65.00	
HASWF	Slatwall Panel Full Height (1 metre wide x 96" high) white		\$ 275.00	\$ 357.50	
HASWHT	Slatwall Panel Half Height - Top (1 metre wide x 42-1/4" high) white		\$ 96.00	\$ 120.00	
HASWHB	Slatwall Panel Half Height - Bottom (1 metre wide x 42-1/4" high) white		\$ 96.00	\$ 120.00	
HAPP	Wall Mount Plexi Pocket		\$ 32.00	\$ 48.00	
HAPH	Pegboard Hook 4" & 6"		\$ 6.00	\$ 7.80	
HASH	Slatwall Hook 3" & 5"		\$ 6.00	\$ 7.80	
HAWB	Waterfall Bracket - for use with slatwall only		\$ 39.00	\$ 59.00	
HAAL	Alligator Lock (for sliding doors)		\$ 17.00	\$ 26.00	
Showcases					
DSH1/3	1/3 Vision Showcase		\$ 374.00	\$ 561.00	
DSHF	Full Vision Showcase		\$ 403.00	\$ 605.00	
DSHC	Corner Showcase		\$ 423.00	\$ 635.00	
DSTR	Freestanding Tower Showcase		\$ 434.00	\$ 651.00	
DSTS	Square Tower Showcase		\$ 434.00	\$ 651.00	

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Kiosks



HK1C - 1 meter wide x 8ft high kiosk with storage counter



HK1CM 1 meter wide x 8ft high kiosk with storage counter and 43" wall mounted monitor



HK2C - 1 meter centre tower with 2 storage counters (monitors, keyboards/mouse not included)



HKCS - Computer Stand 1 meter wide x 1/2m deep x 40" high with lower shelf for keyboard

Hardwall Booth Accessories



HAS12 - Flat Wall Shelf
12" deep x 1m wide



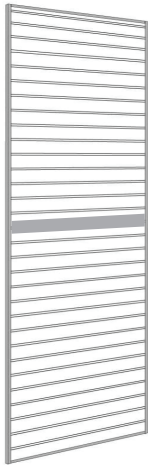
HAS12A - Angled Shelf
12" deep x 1m wide



HACL1 - 10 watt Clip Light
(electrical not included)



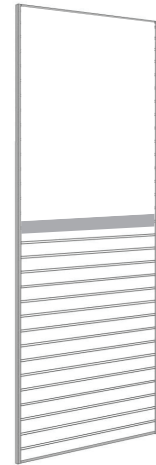
HACL2 - 10 watt Clip Light: Silver
(electrical not included)



HASWF Full Height Slatwall Panel
1m wide x 96" high - white



HASWHT Slatwall Panel Top
1m wide x 42-1/4" high - white



HASWHB Slatwall Panel Bottom
1m wide x 42-1/4" high - white



HAPP - Wall Mount
plexi pocket



HAPH - Pegboard Hook 4" & 6" long



HASH - Slatwall Hook 3" & 5" long



HAWB -Waterfall Bracket
(Slatwall only)



HAAL - Alligator Lock
(sliding doors)

Display/Showcases



DSH 1/3
1/3 Vision Counter Showcase
48" w x 24" d x 36" h. Complete with lockable storage and lightbar



DSHF
Full Vision Counter Showcase
48" w x 24" d x 36" h. Complete with lockable sliding glass doors and lightbar



DSHC
Corner Counter Showcase
55" w x 24" d x 36" h. Complete with lockable door



DSTR
Full Tower Showcase
40" w x 16" d x 79" h. Complete with lockable doors, 3 shelves and 2 halogen lights



DSTS
Square Tower Showcase
24" w x 24" d x 79" h. Complete with lockable door, 3 shelves and 2 halogen lights

custom EXHIBITS

CUSTOMIZE YOUR EXHIBIT

TRANSFORM YOUR SPACE

1 DISCOVER
IDEAS

2 CREATE
YOUR VISION

3 SPEAK
TO US

You dream it,
we design it
and take care
of the rest!

Contact Robinson's
creative department to
work with you to **design**
an exhibit to fit *your*
needs and budget.

Let's **connect** to
discuss your
custom **build** needs.

connect@robinsonshowservices.ca or 905 417 7789

custom EXHIBITS

CUSTOMIZE YOUR EXHIBIT

TRANSFORM YOUR SPACE

1 DISCOVER
IDEAS

2 CREATE
YOUR VISION

3 SPEAK
TO US

You dream it,
we design it
and take care
of the rest!

Contact Robinson's
creative department to
work with you to **design**
an exhibit to fit *your*
needs and budget.

Let's **connect** to
discuss *your*
custom **build** needs.

connect@robinsonshowservices.ca or 905 417 7789

Lounge Furniture Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Lounge Seating												
Product SKU	Description	Black	Brown	Grey	Cream	White	Pink	Red	QTY	Discount	Regular	Total
LAS3	Armless 3 Seater Sofa									\$ 432.00	\$ 565.00	
LCS	Corner Seat for Sofa									\$ 235.00	\$ 308.00	
LLS	Armless Loveseat									\$ 345.00	\$ 451.00	
LSS	Armless Single Seat									\$ 235.00	\$ 308.00	
LLS2	Lowback Sofa 2 Seater									\$ 345.00	\$ 451.00	
LTA	Tulsa Armchair									\$ 165.00	\$ 241.50	
LLA	Leather Accent Chair									\$ 288.75	\$ 375.50	
LCCC	Leather Cube Chair - Chrome									\$ 288.75	\$ 375.50	
LUG	Upholstered Armchair (Grey only)									\$ 288.75	\$ 375.50	
LSG	Studded Armchair (Grey only)									\$ 288.75	\$ 375.50	
LCCB	Leather Cube Chair - Black									\$ 165.00	\$ 214.50	
LXOH4	Bench (2-3 Seater)									\$ 288.75	\$ 375.50	
LXO	Round Ottoman (3-4 Seater)									\$ 165.00	\$ 241.50	
Specialty Lounge Furniture												
LXBS	Barcelona Chair									\$ 235.00	\$ 308.00	
LXAC	Armless 3 Seater Couch									\$ 385.00	\$ 500.00	
LXAC	Tufted Bench									\$ 385.00	\$ 500.00	
LXOM	Miniature Ottoman									\$ 68.75	\$ 89.50	
LXBBB	Bean Bag Chair - Black									\$ 95.00	\$ 125.00	
LXBBO	Bean Bag Chair - Orange									\$ 95.00	\$ 125.00	
LXBBG	Bean Bag Chair - Green									\$ 95.00	\$ 125.00	
LXBBP	Bean Bag Chair - Purple									\$ 95.00	\$ 125.00	
LXBBY	Bean Bag Chair - Yellow									\$ 95.00	\$ 125.00	

*See Furnishings Terms & Conditions

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Lounge Seating - Armless



LAS3B - Armless Sofa - 3 Seater: Black
82" w x 36" d x 36" h



LAS3W - Armless Sofa - 3 Seater: White
82" w x 36" d x 36" h



LAS3R - Armless Sofa - 3 Seater: Red
82" w x 36" d x 36" h



LCSB - Armless Corner Seat: Black
28" w x 36" d x 36" h



LCSW - Armless Corner Seat: White
28" w x 36" d x 36" h



LCSR - Armless Corner Seat: Red
28" w x 36" d x 36" h



LLSB - Armless Love Seat: Black
57" w x 36" d x 36" h



LLSW - Armless Love Seat: White
57" w x 36" d x 36" h



LLSR - Armless Love Seat: Red
57" w x 36" d x 36" h



LSSB - Armless Single Seat: Black
28" w x 36" d x 36" h



LSSW - Armless Single Seat: White
28" w x 36" d x 36" h

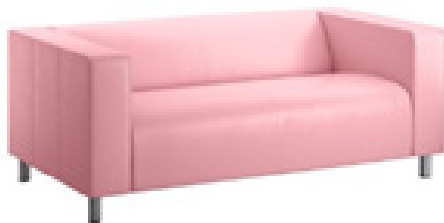


LSSR - Armless Single Seat: Red
28" w x 36" d x 36" h

Lounge Seating



LLS2W - Lowback Sofa: White
70"w x 34"d x 26" h



LLS2P - Lowback Sofa: Pink
70"w x 34"d x 26" h



LLS2B - Lowback Sofa: Black 70"w x
34"d x 26" h



LTA - Tullsa Armchair: Cream
31-1/2"w x 27-1/2"d x 30-3/8"h



LLA - Leather Accent Chair: White
31"w x 30"w x 29-1/2"h



LCCC - Cube Chair: Chrome
24"w x 20" d x 33"h



LUG - Upholstered Armchair:
Grey-18"w x 22" d x 31"h



LSG - Studded Armchair: Grey
18"w x 22" d x 31"h



LCCB - Cube Chair: Black
24"w x 20" d x 33"h

Benches



LXOH4 - Bench 2-3 Seater: White
48" l x 18"w x 16"h



LXO - Round Ottoman 3-4 Seater: Black / White
48"w x 48"d x 14"h

Specialty Lounge Seating



LXBSB - Barcelona Single Seat: Black
30-1/2" x 17-1/4" d x 29-1/2" h



LXBSW - Barcelona Single Seat: White
30-1/2" x 17-1/4" d x 29-1/2" h



LXAC - Armless Convertible Couch: Black
79"w x 42-1/2" d x 37"h



LXAC - Tufted Bench: Black
79"w x 49" d x 19"h



LXOM - Miniature Ottoman: Chocolate
15-1/2" w x 15-1/2" d x 15-1/2" h



Bean Bag Chair LXBBB - Black
LXBBO - Orange
LXBBG - Green
LXBBP - Purple
LXBBY - Yellow

Display Tables Order Form








Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET


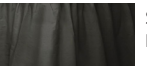






COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Skirted Tables - Black top and black skirt - 30" high Alternative colours are available for an additional cost - see colours below

Product SKU	Description	Colour	QTY	Discount	Regular	Total
DT4B	Skirted 4' table - skirted 4 sides			\$ 72.00	\$ 103.00	
DT6B	Skirted 6' table - skirted 3 sides			\$ 72.00	\$ 103.00	
DT8B	Skirted 8' table - skirted 3 sides			\$ 85.00	\$ 125.00	
DTS4	4th side skirted - 6' and 8' tables only			\$ 15.00	\$ 25.00	
DT-WVT	White Vinyl for Table Top**			\$ 25.00	\$ 40.00	
DT-SC-A	Alternative table skirt colours - please check			\$ 15.00	\$ 25.00	
	 STANDARD Black Skirting  White  Silver  Red  Burgundy  Blue  Dark Green					








Raised Skirted Tables - Black top and black skirt - 42" high Alternative colours are available for additional cost - see colours below

DTR4B	Skirted 4' table - skirted 4 sides		\$ 85.00	\$ 110.00	
DTR6B	Skirted 6' table - skirted 3 sides		\$ 85.00	\$ 110.00	
DTR8B	Skirted 8' table - skirted 3 sides		\$ 98.00	\$ 130.00	
DTRS4	4th side skirted - 6' and 8' tables only		\$ 25.00	\$ 40.00	
DT-WVT 	White Vinyl for Table Top**		\$ 25.00	\$ 40.00	
DTRSC	Alternative table skirt colours - please check		\$ 25.00	\$ 40.00	
	<div> STANDARD Black Skirting</div> <div> White</div> <div> Silver</div> <div> Red</div> <div> Burgundy</div> <div> Blue</div> <div> Dark Green</div>				

Unskirted Tables Colour QTY Discount Regular Total

DTU6	Unskirted 6' Table - 30" high	Black White Grey		\$ 50.00	\$ 65.00	
DTU8	Unskirted 8' Table - 30" high	Black White Grey		\$ 65.00	\$ 80.00	

Skirting (available in lengths of 10ft/ velcro compatible) QTY Discount Regular Total

AVSSS	Skirting (specify colour and number of 10ft lengths)				\$ 25.00	\$ 40.00		
		STANDARD Black Skirting	 White	 Silver	 Red	 Burgundy	 Blue	 Dark Green

Cruiser Tables Table Top Colour - Black White Colour QTY Discount Regular Total

CTR-42	Round Cruiser w/star base, 42" h x 30" d	Black White Grey		\$ 72.00	\$ 103.00	
CTS-42	Square Cruiser w/bugle base 42" h x 30" d	Black White Grey		\$ 91.00	\$ 129.50	
CTBB-42	Round Cruiser w/bugle base 42" h x 30" d	Black White Grey		\$ 91.00	\$ 129.50	
CT-L-SC	Spandex Cover (star bases only)	Black White Grey		\$ 29.00	\$ 41.00	
CT-L-SCTC	Custom Coloured Spandex Cover	Specify Colour		\$ 45.00	\$ 60.75	

Cocktail Tables Table Top Colour - Black White Colour QTY Discount Regular Total

TKBR	Round Cocktail w/bugle base 30" h x 30" d	Black White Grey		\$ 91.00	\$ 129.50	
TKSR	Round Cocktail w/star base 30" h x 30" d	Black White Grey		\$ 91.00	\$ 129.50	
TKBS	Square Cocktail w/bugle base 30" h x 30" d	Black White Grey		\$ 91.00	\$ 129.50	

*See Furnishings Terms & Conditions

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$



** As one of our green initiatives, Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of standard exhibitor tables. All table tops are Resin. We encourage the use of these tables for long-term environmental benefits. Any exhibitor ordering white vinyl table tops will be charged an environmental disposal fee of \$25. A portion of this fee will be donated to the World Wild Life Fund.

Display Tables Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Coffee & End Tables - Check finish below. Black/Brown (BB) White (W) Wood(WD)

Product SKU	Description		QTY	Discount	Regular	Total
TCRG	Coffee Table - Riviera - 20" h	Chrome Base		\$ 137.50	\$ 178.75	
TCM	Mode Coffee Table - 18"	W <input type="checkbox"/> B <input type="checkbox"/> WD <input type="checkbox"/>		\$ 72.00	\$ 103.00	
TEM	Mode End Table - 18" h	W <input type="checkbox"/> B <input type="checkbox"/> WD <input type="checkbox"/>		\$ 24.00	\$ 34.50	
TERG	End Table - Riviera - 20" h	Chrome Base		\$ 72.00	\$ 103.00	
TN20/15	Nesting Tables (19-5/8"h & 15-3/4"h)	Metal Base		\$ 85.00	\$ 110.00	

Console Tables

Product SKU	Description	QTY	Discount	Regular	Total
TFE	Eiffel Table 35-1/2"w x 35-1/2"d x 30" h		\$ 137.50	\$ 178.75	
TDCH	Chelsea Media Cabinet 47"w x 18"d x 18"h		\$ 165.00	\$ 214.50	
TDRC	Rustic Display Cabinet 58"w x 18" d x 34"h		\$ 412.50	\$ 536.50	
TDHTB30	Harvest Dining Table (Black Legs) 96" w x 30"d x 30"h		\$ 412.50	\$ 536.50	
TDHTC30	Harvest Dining Table (Chrome Legs) 96" w x 30"d x 30"h		\$ 412.50	\$ 536.50	
TDHTB42	Harvest Bar Table (Black Legs) 96" w x 30"d x 42"h		\$ 472.50	\$ 596.50	
TDG42	Genius Table/ Boardroom Table 96" w x 48"d x 42"h		\$ 472.50	\$ 596.50	
TDG30	Genius Table/ Boardroom Table 96" w x 48"d x 32"h		\$ 472.50	\$ 596.50	
BP	Boardroom Port		\$ 45.00	\$ 60.75	
CS	Charging Cords		\$ 29.00	\$ 41.00	

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Display Tables

Skirted Tables



Regular Height (30")
DT4B / DT6B / DT8B
Available lengths: 4' - 6' - 8' x 30" w x 30" h



Bar Height (42")
DTR4B / DTR6B / DTR8B
Available lengths: 4' - 6' - 8' x 30" w x 40" h



Table - Regular Height (30")
DTU6 / DTU8
Available lengths: 6' - 8' x 30" w x 30" h

Cruiser Tables



Round Starbase
CTR - 42 / 30" d x 30" h
Table Top Colour
B ☐ W ☐



Square Bugle Base
CTS - 42 / 30" d x 42" h
Table Top Colour
B ☐ W ☐



Round Bugle Base
CTBB - 42/30" d x 42" h
Table Top Colour
B ☐ W ☐



Spandex Cover
CT-L-SC
30" d x 42" h
Standard Spandex Colour
B ☐ W ☐ SG ☐

Cocktail Tables



Round Star Base
TKB - 30 / 30" d x 30" h
Table Top Colour
B ☐ W ☐



Round Bugle Base
TKSR - 30/ 30" d x 30" h
Table Top Colour
B ☐ W ☐



Square Bugle Base
TKB - 30/ 30" d x 30" h
Table Top Colour
B ☐ W ☐



** 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 resin. We encourage the use of these tables for long-term environmental benefits. Any exhibitor ordering white vinyl table tops will be charged an environmental disposal fee of \$25. A portion of this fee will be donated to the World Wild Life Fund.

Display Tables

Coffee/End Tables



TCRG (Riviera Coffee Table) 36" w x 20" h
TERG (End Table) 24" w x 24" h



TCM - 18 (Mode Coffee Table)
39-3/8" w x 23-5/8" d x 18" h

Table Top
Colour



TEM - 18 (Mode End Table)
21-5/8" w x 21-5/8" d x 18" h

Table Top
Colour



Console Tables



TN - 20/15
Large: 19-5/8" w x 15-3/4" d x 19-5/8" h
Small: 15-3/4" w x 15" d x 15-3/4" h



TFE - Eiffel Table
35-1/2" w x 35-1/2" d x 30" h



TDCH - Chelsea Media Display/Cabinet
47" w x 18" d x 18" h



TDRC - Rustic Display Cabinet
58" w x 18" d x 34" h





TDHTB30 - Harvest Dining Table
(Black Legs) 96" w x 30" d x 30" h
TDHTC30 - Harvest Dining Table
(Chrome Legs) 96" w x 30" d x 30" h

TDHTB42 - Harvest Bar Table (Black Legs)
96" w x 30" d x 42" h



TDG30 - Genius Table/Boardroom Table
96" w x 48" d x 32" h

TDG42 - Genius Table / Boardroom Table
96" w x 48" d x 42" h

Add: (BP) Boardroom Ports 
Add: (CS) Charging Cords 

Chairs & Stools Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Chairs								
Product SKU	Description	BLK	GREY	WHT	QTY	Discount	Regular	Total
CHF	Folding Chair					\$ 24.00	\$ 31.00	
CHRS	Resin Stackable Chair					\$ 72.00	\$ 103.00	
CHU	Upholstered Chair					\$ 85.00	\$ 125.00	
CHES	Ergonomic Steno Chair					\$ 165.00	\$ 214.50	
CHEW	Eiffel Chair - White					\$ 165.00	\$ 214.50	
CHEB	Eiffel Chair - Black					\$ 165.00	\$ 214.50	
Stools								
BSBB	Backless Bar Stool - Black Frame					\$ 40.00	\$ 52.00	
BSBC	Backless Bar Stool - Chrome Frame					\$ 40.00	\$ 52.00	
LSCSC	Custom Spandex Stool Cover - Specify Colour					\$ 29.00	\$ 41.00	
BSMW	Mellow Bar Stool - Gas Lift					\$ 72.00	\$ 103.00	
BSLB	Ladderback Bar Stool - Black					\$ 72.00	\$ 103.00	
BSWW	Ladderback Bar Stool - White					\$ 72.00	\$ 103.00	
BSCW	Coco Bar Stool - White					\$ 72.00	\$ 103.00	
BSE	Elipse Stool - White					\$ 72.00	\$ 103.00	
BSWO	Woody Bar Stool					\$ 72.00	\$ 103.00	
BSE18	Elle Bar Stool (Dark Brown - only)					\$ 72.00	\$ 103.00	
BSBE	Enzo Bar Stool					\$ 72.00	\$ 103.00	
BSBUM	Union Bar Stool (Dark Metallic Grey - only)					\$ 72.00	\$ 103.00	
BSRB	Backless Rolling Stool					\$ 72.00	\$ 103.00	
BSD	Directors Stool					\$ 72.00	\$ 103.00	
BSCH	Charlie Bar Stool					\$ 72.00	\$ 103.00	
BSRG	Retro Bar Stool - Gunmetal					\$ 72.00	\$ 103.00	
BSRW	Retro Bar Stool - White					\$ 72.00	\$ 103.00	

*See Furnishings Terms & Conditions

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Chairs & Stools

Chairs



CHF - Folding Chair: Black or Grey
16.5"W X 16"D X 31" H



CHRS - Resin Stackable Chair: Black
20.5"W X 16" D X 18.5" H



CHU - Upholstered Chair: Black or Grey
17.5"W X 22" D X 30.5" H



CHES - Ergonomic Steno Leather Chair: Black
25"W X 20.5" D X 42" H



CHEW - Eiffel Chair: White/Wood
21-1/2" D x 18-1/2"W x 32" H



CHEB - Eiffel Chair: Black/Wood
21-1/2" D x 18-1/2"W x 32" H

Stools



BSBB - Backless Stool: Black/Black
13"D X 29" H



BSBC - Backless Stool: White/Chrome
13"D X 29" H



BSMW - Mellow Bar Stool: White/Chrome
16"W X 16" D X 44" H



BSLB - Ladderback Bar Stool: Black
16"W X 16"D X 44" H



BSWW - Ladderback Bar Stool: White/Chrome
16"W X 16"D X 44" H



BSCW - Coco Bar Stool: White/Chrome
20"W X 16.5"D X 40" H

Chairs & Stools



BSE - Elipse Stool: White/Chrome
15"D X 42" H



BSWO - Woody Bar Stool: Black/Wood/Chrome
16"WX16" DX44" H



BSE18 - Elle Bar Stool: Dark Brown
16"WX18"DX44"H



BSBE - Enzo Bar Stool: Black/Wood
17"WX17"DX29"H



BSBUM - Union Bar Stool: Gun metal
16"WX16"DX26"H



BBRB - Backless Rolling Stool: Black
14"Dia X 23.5" H



BSD - Director Stool: Black
18"W X 12" D X 38" H



BSCH- Charlie Bar Stool: Black/Chrome
19"W X 16" D X 41" H



BSRG - Retro Bar Stool - Gunmetal
BSRW - Retro Bar Stool - White
18"W x 16" D x 42" H

Floral Arrangements

Product availability may vary due to seasonal demand

FP-MM



Modern Tulip Arrangement in Mid-sized Square Vase

FP-TS



Traditional Bouquet in small square vase

FP-RM



Rustic Arrangement of succulents

FP-EM



Elegant Arrangement in short rectangular vase

FP-CM



Contemporary Arrangement Various blooms

FP-MR



Modern Rose Arrangement with stones

FP-TL



Traditional Bouquet with Leaf Wrap base

FP-R



Rustic Yellow Arrangement

FP-MO



Modern Orchid Arrangement

FP-WC



White Calla Lilies

FP-FCG



Faux Cut Grass Arrangement

FP-RG



Green Table Runner

FP-RR



Rustic Floral Table Runner

FP-RA



Rustic Archway with Floral Swags

Florals & Plants

Product availability may vary due to seasonal demand

Plants

FP-V



Variegated Ficus Silk Tree

FP-F



Ficus Silk Tree

FP-E



Spiral Evergreen Tree

FP-B



Bangalow Palm

FP-S



Snake Plant

FP-G



Fountain Grass

FP-BB



Boxwood Ball

FP-BR



Boxwood Hedge - Rectangular

FP-RW ☐ White
FP-RB ☐ Black



Black Resin Rectangular Planter
31.25" w x 21" d x 20" high

FP-SW ☐ White
FP-SB ☐ Black



White Resin Square Planter
21" w x 21" d x 20" high

FP-ROW



White Resin Round Planter
20" w x 19" h

FP-TW



White Resin Pedestal/Urn
16" w x 16" d x 28.5" high

Florals & Plants Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Florals					
Product SKU	Description	QTY	Discount	Regular	Total
FP-MM	Modern Tulip Arrangement in midsize square glass vase		\$ 130.00	\$186.00	\$
FP-TS	Traditional Bouquet in small square glass vase		\$ 130.00	\$186.00	\$
FP-RM	Rustic Arrangement of succulents		\$ 130.00	\$186.00	\$
FP-EM	Elegant Arrangement in short rectangular vase		\$ 176.00	\$252.00	\$
FP-CM	Contemporary Arrangement - various blooms		\$ 130.00	\$186.00	\$
FP-MR	Modern Rose Arrangement with stones		\$ 130.00	\$186.00	\$
FP-TL	Traditional Bouquet with Leaf Wrap Base		\$ 130.00	\$186.00	\$
FP-R	Rustic Yellow Bouquet in glass globe vase		\$ 130.00	\$186.00	\$
FP-MO	Modern Orchid Arrangement		\$ 130.00	\$186.00	\$
FP-WC	White Calla Lilies		\$ 130.00	\$186.00	\$
FP-FCG	Faux Cut Grass Arrangement		\$ 130.00	\$186.00	\$
FP-RG	Green Table Runner		\$ 130.00	\$186.00	\$
FP-RR	Rustic Floral Table Runner		\$ 176.00	\$252.00	\$
FP-RA	Rustic Archway with Floral Swags		\$ 265.00	\$378.00	\$
FP-RA	Rustic Archway with Floral Swags		\$ 265.00	\$378.00	\$
FP-V	Variegated Ficus Silk Tree		\$ 90.00	\$129.00	\$
FP-F	Ficus Silk Tree		\$ 90.00	\$129.00	\$
FP-E	Spiral Evergreen Tree		\$ 90.00	\$129.00	\$
FP-B	Bangalow Palm		\$ 90.00	\$129.00	\$
FP-S	Snake Plant		\$ 90.00	\$129.00	\$
FP-G	Fountain Grass Plant		\$ 90.00	\$129.00	\$
FP-BR	Boxwood Ball		\$ 240.00	\$ 343.00	\$
FP-BH	Boxwood Hedge- Rectangular		\$ 265.00	\$ 378.00	\$
FP-BRP	Black Resin Rectangular Planter (Boxwood Ball or Hedge only)		incl. with boxwood rental		
FP-WSP	White Resin Square Planter (Boxwood Ball or Hedge only)		incl. with boxwood rental		
FP-WSP	White Resin Round Planter (Boxwood Ball or Hedge only)		incl. with boxwood rental		
FP-WSP	White Resin Pedestal/Urn (Boxwood Ball or Hedge only)		incl. with boxwood rental		

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

graphics & design FORMS



Fabric Display & Hanging Sign Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

ORDER DEADLINE IS 30 DAYS PRE-MOVE IN DATE

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

Custom Purchase

Looking for a custom sign or shape? Please contact **exhibitorservices@robinsonshowservices.ca** for assistance from an exhibitor sales specialist.

Order Includes purchase of single-sided fabric graphics, hardware and harness.

- ☐ Labour for assembly/disassembly is not included. Please complete labour order form if you require this service.
- ☐ Rigging and Hanging is not included and must be ordered through the Facility Rigging Contactor (not Robinson). See Show Facts for service Provider.
- ☐ Orders received after deadline date are subject to availability.

Square Signs



Product SKU	Sizes	Height	QTY	Discount	Standard	Total
S-HS8	8' x 8'	42"		\$ 3740.00	\$ 5610.00	\$
S-HS10	10' x 10'	48"		\$4455.00	\$ 6682.50	\$
S-HS12	12' x 12'	48"		\$ 5015.00	\$ 7522.50	\$

Circle Signs



Product SKU	Sizes	Height	QTY	Discount	Standard	Total
S-HC8	8'	42"		\$ 3485.00	\$ 5227.00	\$
S-HC10	10'	48"		\$4056.00	\$ 6084.00	\$
S-HC12	12'	48"		\$ 4455.00	\$ 6682.50	\$
S-HC15	15'	48"		\$ 5015.00	\$ 7522.50	\$

Triangle Signs



Product SKU	Sizes	Height	QTY	Discount	Standard	Total
S-HT8	8' x 8' x 8'	42"		\$ 3162.00	\$ 4743.00	\$
S-HT10	10' x 10' x 10'	48"		\$ 3740.00	\$ 5610.50	\$
S-HT12	12' x 12' x 12'	48"		\$ 4455.00	\$ 6682.50	\$

Structural Integrity Statement

This form must be submitted with your Hanging Sign Order Form

STRUCTURAL INTEGRITY STATEMENT MUST BE RETURNED FOR ALL SUSPENDED OR HUNG STRUCTURES

I, , the contracted exhibitor and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the Show Manager, venue and Robinson Show Services, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs may be verified (metered) on site at exhibitor's expense.

Exhibiting Company:

Booth#:

Authorized Signature:

Printed Name: **Date:**

Email:

Display House/Builder (if applicable):

Authorized Signature:

Printed Name: **Date:**

Email:

Submission of this form serves as certification that the requested location of the suspended structure will be within the confines of the allocated booth. Structures in alternate locations require pre-approval of location by Show Manager. Please submit location and written approval with this form 14 days prior to event move-in to exhibitorservices@robinsonshowservices.ca



Graphics & Sign Order

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

SHOW NAME/EVENT	
COMPANY NAME	BOOTH#
PRINT NAME	SIGNATURE
EMAIL	DATE

COMPLETE THIS ORDER FORM AND ATTACH YOUR SIGN COPY OR ELECTRONIC ARTWORK FILE.

Please see our Graphic Submission Guidelines **BEFORE** sending any artwork.

Large Format & Custom Digital Graphics

Robinson Show Services has the capabilities of providing you with graphic design services along with high quality prints for banners, custom signage and more. Please contact our Graphics Coordinator at **graphics@robinsonshowservices.ca** for pricing on graphics not listed here.

Banner Stand - Retractable

Product SKU	Sizes	Orientation Horizontal (H) or Verticle (V)	Single-sided (SS) or Double-sided (DS)	QTY	Discount 35% discount applied if ordered before deadline	Standard	Total
S-BR33	33"W x 78" H	Vertical Only	Single-sided Only		\$ 469.00	\$ 633.15	\$
S-BR39	39"W x 78" H	Vertical Only	Single-sided Only		\$ 564.00	\$ 761.40	\$
S-BR-48	48"W x 78" H	Vertical Only	Single-sided Only		\$ 651.00	\$ 878.85	\$

Banner - Hanging

Product SKU	Sizes	Orientation Horizontal (H) or Verticle (V)	Single-sided (SS) or Double-sided (DS)	QTY	Discount Applied if ordered before deadline	Standard	Total
S-BH2-4	24"W x 48" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 152.00	\$ 181.25	\$
S-BH2-7	24"W x 72" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 241.00	\$ 325.35	\$
S-BH2-9	24"W x 96" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 329.00	\$ 444.15	\$
S-BH3-7	36"W x 72" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 372.00	\$ 502.20	\$
S-BH3-9	36"W x 96" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 501.00	\$ 676.35	\$
S-BH3-12	36"W x 120" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 637.00	\$ 859.95	\$
S-BH4-9	48"W x 96" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 688.00	\$ 928.80	\$
S-BH4-12	48"W x 120" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$858.00	\$ 1158.30	\$

Graphics & Sign Order

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

SHOW NAME/EVENT	
COMPANY NAME	BOOTH#
PRINT NAME	SIGNATURE
EMAIL	DATE

COMPLETE THIS ORDER FORM AND ATTACH YOUR SIGN COPY OR ELECTRONIC ARTWORK FILE.
Please see our **Graphic Submission Guidelines** **BEFORE** sending any artwork.

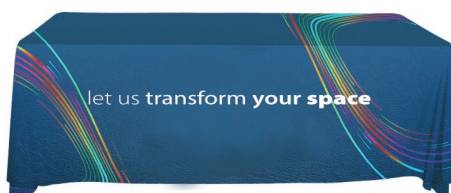
Standard Signs

Product SKU	Sizes	Orientation Horizontal (H) or Vertical (V)	Single-sided (SS) or Double-sided (DS)	QTY	Discount 30% discount applied if ordered before deadline	Standard	Total
SS7-11	7" x 11"	Horizontal Only	Single-sided Only		\$ 39.50	\$ 56.00	\$
SS7-22	7" x 22"	Horizontal Only	Single-sided Only		\$ 42.70	\$ 61.00	\$
SS7-44	7" x 44"	Horizontal Only	Single-sided Only		\$ 54.40	\$ 68.00	\$
SS714-22	14" x 44"	H V	Single-sided Only		\$ 73.92 / \$111.20	\$ 105.60 / \$158.40	\$
SS22-28	22" x 28"	H V	SS DS		\$ 89.10 / \$133.60	\$ 127.20 / \$ 190.80	\$
SS24-26	24" x 36"	H V	SS DS		\$ 113.75 / \$170.62	\$ 162.50 / \$ 243.75	\$
SS38-87	38.25" x 87"	Vertical Only	SS DS		\$ 318.50 / \$ 414.05	\$ 455.00 / \$591.50	\$

Additional Options

Product SKU	Description	QTY	Discount	Standard	Total
STB	Table Top Banner 11" w x 17" h		\$ 268.45	\$ 383.50	\$
S36-84	36" x 84" Freestanding Sign (1/2" Gator w/ Edge Plate)		\$ 359.45	\$ 513.50	\$
STT6	6" Graphic Table Throw (30" H x 72" W x 30" D)		\$ 300.00	\$ 390.00	\$
STT8	8" Graphic Table Throw (30" H x 96" W x 30" D)		\$ 345.00	\$ 448.50	\$

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$



Fabric Walls + Displays

INTERESTED IN AN **ECO-FRIENDLY**
DISPLAY WITH VIBRANT GRAPHICS?

LOOK NO FURTHER THAN
ROBINSON'S **ECO WALL** DISPLAYS.



ECOWALL



Features clean lines and bright graphics printed with dye sublimation.

REUSE



Thank you for your commitment to an **Eco Display Choice**.

SUPPORT



Ship your previously featured **Ecowall** to our Advanced warehouse. Let Robinson take care of the details.

RECYCLE



Ready for a change? Relax! All Ecowall products are Eco - friendly with 100% recyclable materials.

ECOWALL LIT



Highlight your space with upgraded backlit graphics.

	Cushion Fabric Graphics 8' x 8' 8' x 10' 8' x 20'	Graphic Carry Bag	Rental Frame 48"	Eco Carpet (Select Colours) 8' x 8' 8' x 10' 8' x 20'	Booth Vacuum Nightly	2 Arm Lights 8' or 10' Wall	4 Arm Lights 20' Wall	Back Lit	Power for Wall Lights
ECOWALL	✓	✓	✓	✓	✓	✓	✓		✓
ECOWALL LIT	✓	✓	✓	✓	✓			✓	✓
SUPPORT PACKAGE			✓	✓	✓	✓	✓		✓

** Ecowall and Ecowall Lit are not interchangeable products. Please consider this in your reuse.

Fabric Display / EcoWall Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

EcoWall Lit

Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-ELW 88-SS	LIT 8' high x 8' wide LED Backlit Printed Fabric Display	Single-sided Only		\$ 2955.00	\$ 3841.50	\$
S-ELW 88-DS	LIT 8' high x 8' wide LED Backlit Printed Fabric Display	Double-sided Only		\$ 4155.00	\$ 5401.50	\$
S-ELW 108-SS	LIT 8' high x 10' wide LED Backlit Printed Fabric Display	Single-sided Only		\$ 2955.00	\$ 3841.50	\$
S-ELW 108-DS	LIT 8' high x 10' wide LED Backlit Printed Fabric Display	Double-sided Only		\$ 4155.00	\$ 5401.50	\$
S-ELW 208-SS	LIT 8' high x 20' wide LED Backlit Printed Fabric Display	Single-sided Only		\$ 4700.00	\$ 6110.00	\$
S-ELW 208-DS	LIT 8' high x 20' wide LED Backlit Printed Fabric Display	Double-sided Only		\$ 7100.00	\$ 9230.00	\$

EcoWall

Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-EW 88-SS	8' high x 8' wide Printed Fabric Display	Single-sided Only		\$ 1600.00	\$ 2080.00	\$
S-EW 88-DS	8' high x 8' wide Printed Fabric Display	Double-sided Only		\$ 2100.00	\$ 2750.00	\$
S-EW 810-SS	8' high x 10' wide Printed Fabric Display	Single-sided Only		\$ 1700.00	\$ 2210.00	\$
S-EW 810-DS	8' high x 10' wide Printed Fabric Display	Double-sided Only		\$ 2560.00	\$ 3330.00	\$
S-EW 820-SS	8' high x 20' wide Printed Fabric Display	Single-sided Only		\$ 2955.00	\$ 3841.50	\$
S-EW 820-DS	8' high x 20' wide Printed Fabric Display	Double-sided Only		\$ 4700.00	\$ 6110.00	\$

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Fabric Display / EcoWall Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

Eco Accessories

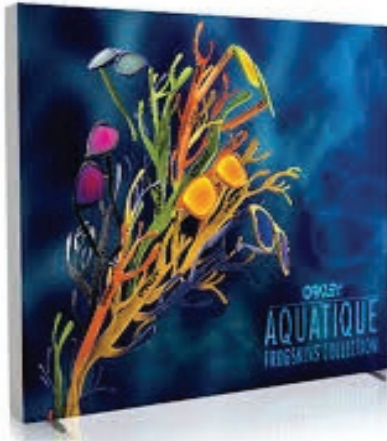
Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-ECB	Fab Carry Bag (Purchase only)	N/A		\$29.00	\$37.00	\$

Eco Support Package

Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-ELW S-88	8'x 8' Carpet, Vacuum, Lights, Power Backwall Structure	SS/DS		\$ 1600.00	\$ 2080.60	\$
S-ELWS-108	8'x 10' Carpet, Vacuum, Lights, Power Backwall Structure	SS/DS		\$ 1600.00	\$ 2080.60	\$
S-ELWS-208	8'x 20' Carpet, Vacuum, Lights, Power Backwall Structure	SS/DS		\$ 3200.00	\$ 4160.00	\$

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED PAYMENT	\$

Fabric Walls + Displays



EW88-SS

8' HIGH X 8' WIDE
PRINTED FABRIC DISPLAY - SINGLE SIDED

EW88-DS

8' HIGH X 8' WIDE
PRINTED FABRIC DISPLAY - DOUBLE SIDED



EW810-SS

8' HIGH X 10' WIDE
PRINTED FABRIC DISPLAY - SINGLE SIDED

EW810-DS

8' HIGH X 10' WIDE
PRINTED FABRIC DISPLAY - DOUBLE SIDED



EW820-SS

8' HIGH X 20' WIDE
PRINTED FABRIC DISPLAY - SINGLE SIDED

EW820-DS

8' HIGH X 20' WIDE
PRINTED FABRIC DISPLAY - DOUBLE SIDED

Graphic Submission Guidelines

Updated: July 2018

This document details the specifications for graphics submitted to Robinson Show Services/Events, Inc. by our clients. Robinson Show Services aspires to produce the best possible graphics for your exhibit/event. Please submit digital artwork files that meet the following criteria. Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. In-house graphic/set-up work will be billed at **\$94.00** per hour with a half-hour minimum charge.

Files submitted after the submission deadline given or stated in the exhibitor kit will be subject to a late charge based on the following structure:

Less than 12 days prior to event:

30% print surcharge

Less than 7 days prior to event:

Up to 50% print surcharge - Determined by RSS Coordinator

ACCEPTED FILE FORMAT

Digital files (logo, photos, finished layouts, etc.) should be saved or exported from your design application to PDF with a minimum resolution of 300 dpi at 100% or 50% of the final output size.

If you must send AI, EPS or INDD files, be sure to include all links and fonts. **Do not submit GIF, Word (doc), PowerPoint (ppt), PNG, JPEG or any file formatted for or taken from a website** as they are not suited for large format printing. Note, these native* file formats are NOT CONSIDERED PRINT READY – and any resizing, or print set up required will be billed at a rate of \$94.00 per hour.

PAGE LAYOUT/IMAGE SIZING

Final print sizes of your graphics will be provided/confirmed by your Robinson Show Services Coordinator or our Graphics Coordinator.

ALL files should include 1/4" (6mm) bleed on all sides and crop/cut/trim marks set at the final graphic size. Files submitted without the above will cause delays in production time and will be sent back to client for completion.

Artwork received at an incorrect size/orientation will be adjusted by our designers and will be subject to a surcharge for set up at our in-house hourly rate. Images should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Images should be flattened – no layers and/or transparent objects.

FONT

All fonts should be converted to outlines or paths before exporting to one of the accepted file types. Send fonts files if there is an anticipation of any changes of additions to be made to the provided artwork. NOTE: Changes in copy will be charged at our in-house hourly rate of \$94. In order to make copy changes, we will require Native Files as described above.

PROOFING

A clean hardcopy proof or a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is. Any re-prints necessary due to proofs not being provided will be done at an additional charge. If you require print proofs to be sent to you prior to printing/production, please let your coordinator know ahead of time.

SENDING FILES

Large files can be posted to your company FTP site or Dropbox. Send the link/access information and password to graphics@robinsonshowservices.ca. Alternately, if you would like to post to our Dropbox, please send your request to graphics@robinsonshowservices.ca. Smaller files (<10MB) can be emailed directly to graphics@robinsonshowservices.ca. Large files can also be sent using google drive, wetransfer or any of the other online services for sharing large files.

* Native Files are original artwork files in the program used to create them. Native Application File Types supported include Adobe Illustrator CS6 (pc/mac) InDesign CS6 (pc/mac) & Photoshop CS6 (pc/mac)

audio visual FORMS



Touchscreen Monitors



MO43TS

43" in Touch screen Display TV
(Model # 42WT30MS-B)
Audio: No (only external audio)
Video in: 1 RGB shared
Component & AV, 1 HDMI, 1 DVI, 1 DP, 2 USB
Only compatible with Windows 7

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

Monitors - Small

MO24720P



Insignia™ - 24" - LED - 720p - Smart - Roku TV
Model: NS-24D310NA17 / Audio Built in speakers
Video 1 USB 2.0(Pictures only), 2 HDMI, 1 SATELLITE IN

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO28720P



Samsung - 28" Class (27-1/2" Diag.) - LED - 720p
Model UN28H4000AFXZA/UN28H4000BFXZA /Audio
Built in Video 1 USB port, 2 HDMI

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO32720P



Insignia™ - 32" Class - (31.5" Diag.) - LED - 720p – HDTV
Model: NS-32D311NA17 /Audio Built in
Video 1 USB port, 2 HDMI

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

Note: 32" monitors are not able to play videos saved on USB keys

MO40UHD



Samsung - 40" Class (39.5" Diag.) - LED - 1080p - Smart – HDTV
Model: UN40M5300AFXZA / Audio Built in
Video 1 USB port, 3 HDMI

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

Monitors - Mid Sized

MO43UHD



43" LG Full HD (Model or serial # 42YL570H) 1080 p
Audio: built in / Video in: 2 HDMI, 2 USB ports.

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO43HD



Full HD 1080p LED TV - 43" Class (42.5" Diag) 1080 p
Model 43LJ500M / Audio Built in / Video 1 USB port, 3 HDMI

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO43ST



LG 43" 4K UHD HDR LED webOS 3.5 Smart TV
Model (43UJ6300) / Audio Built in / Video 1 USB port, 3 HDMI

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO49STHD



49" LG ULTRA Series Smart TV (serial or model# 49UF6900)
Audio: built in / Video in: 3 HDMI, 1 Component, WIFI Build in, 2 USB ports

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO494K



49" LG ULTRA Series Smart TV
Audio: built in
Video in: 3 HDMI, 1 Component, WIFI Build in, 2 USB ports

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation



MOST
(Monitor on a Stand/Truss)

Any size monitor
can be attached to a
vertical truss stand.

Monitors can be installed
horizontally or vertically.
Please indicate choice
below.

Monitor Size

Horizontal Orientation ☐
Vertical Orientation ☐

Monitors - Large

MO60UHD



60" LG ULTRA Series 4k resolution (serial or model #60UF7650)
Audio: built in / Video in: 3 HDMI, 1 Component, WIFI Build in, 2 USB ports

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO604K



SUPER UHD 4K HDR Smart LED TV - 60" Class (59.5" Diag)
Model 60UH7700 / Audio Built in/ Video 1 USB port, 3 HDMI

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO60LCDPU



SHARP 60" Pop up TV (Serial or model # LC-60LE810UN) 1080 p
Audio: built in. Stand covered in black drape only.
Video in: 4 HDMI, 1 PC in, 2 USB (pictures only)

MO60LCD



SHARP 60" TV (Serial or model # LC-60LE810UN) 1080 p
Audio: built in / Video in: 4 HDMI, 1 PC in, 2 USB (pictures only)

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

MO70UHD



SAMSUNG 70" TV (Series 6 ULHD) 4K Resolution
120 Hz, 4 HDMI Inputs, 2 USB , Audio: built in

- ☐ Desktop
☐ Wall Mount ☐ Horizontal Orientation ☐ Vertical Orientation

Monitor Accessories

AV-DLT15



DELL Laptop 15". 7th Generation AMD A0-9400 Processor with Radeon R5 Graphics/ Windows 10 / 64 Bit / 8GB 2400MHz DDR4 / 1TB 5400 rpm Hard Drive

AV-IPAD



Apple iPad 9" Multi-touch LED display screen
32 GB / iOS11 / 64-bit/ WIFI & Bluetooth connectivity

AV-KBM



Windows compatible keyboard and Optic (wireless) Mouse

Presentation Add-ons

AV-PSDP



Projection screen and digital projector
(projector requires HDMI to a computer or laptop)

AV-BR



Multi Zone Blu-ray Player - 4K Ultra HD
Dual HDMI outputs for A/V separation

AV-HHBM



Handheld Microphone with Boom Stand
(requires speaker rental - SP12 or SP15 and mixer)

AV- PDM



LED Podium
Graphic option on front panel

AV-SP12



EV Powered 12" Speaker

AV-SP15

EV Powered 15" Speaker

AV-WCM Clip-on

AV-WHM Handheld



Wireless Microphone - Clip On or Handheld
(requires speaker rental - SP12 or SP15 and mixer)

AV-MB



PRS Mixing Board
(for use with microphones)

AV-PSS



Portable Sound System - includes microphone and remote. HDMI connection in back.
Compatible with iPhone/Android devices

AV-IPS



iPad Stand - 45-5/8" h (footprint 18"x12")
Anti-theft lock/rotates 90°/Universal Case

Truss Display System

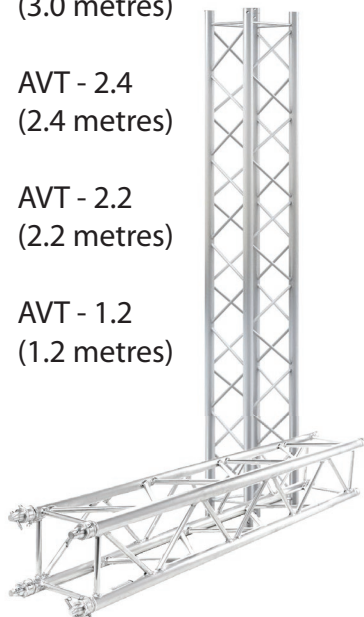
Vertical /Horizontal
Truss Lengths
(Base Plate included)

AVT- 3
(3.0 metres)

AVT - 2.4
(2.4 metres)

AVT - 2.2
(2.2 metres)

AVT - 1.2
(1.2 metres)



AVT-2C

2-Way L Connector



AVT-3C

3-Way Corner
Connector



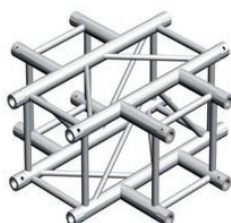
AVT-3TC

3-Way T Connector



AVT-4C

4-Way Cross
Connector



Truss Covers



AVTCB

Black Spandex



AVTCW

White Spandex



18" high - 36"
high

Staging

AVSTG2ST



30" wide x 18" high double step unit

AVSTGR



96" wide x 36" high railing section

AVSTG1ST



30" wide x 12 "high single step unit

AVSTG6ST



30" wide 6 step unit. Adjusts
from 18" to 36" high.

AVSTG4



4ft x 4ft adjustable height stage
(8" to 36" high)

AVSTG8 4ft x 8ft adjustable height stage (8" to 36" high)



AVSSS

Stage Skirting
is available.

See Display Table
Order Form for
Skirting Options

Audio Visual Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
---------------	--------	-------------

SHOW NAME/EVENT:	DATE:
------------------	-------

Monitors					
Product SKU	Description	QTY	Standard	Onsite	Total
MO43TS	Touchscreen Display TV - 43"		\$ 650.00	\$ 845.00	
MO24720P	LED Monitor - 24"		\$ 200.00	\$ 260.00	
MO28720P	LED Monitor - 28"		\$ 250.00	\$ 325.00	
MO32720P	LED Monitor - 32"		\$ 420.00	\$ 546.00	
MO40UHD	ULTRA HD Monitor - 40"		\$ 490.00	\$ 637.00	
MO43UHD	HD Monitor - 43"		\$ 665.00	\$ 864.00	
MO43HD	LED Monitor - 43"		\$ 665.00	\$ 864.00	
MO43ST	LED Monitor - 43"		\$ 665.00	\$ 864.00	
MO49STHD	HD Monitor - 49"		\$ 490.00	\$ 637.00	
MO494K	LED Monitor - 49"		\$ 490.00	\$ 637.00	
MOST	Monitor Truss Stand (attach any monitor)		\$ 175.00	\$ 225.50	
MO60UHD	ULTRA HD Monitor - 60"		\$ 720.00	\$ 913.00	
MO604K	LED Monitor - 60"		\$ 720.00	\$ 913.00	
MO60LCDPU	LCD PopUp Monitor - 60" - rolling case covered in black drape		\$ 500.00	\$ 650.00	
MO60LCD	LCD Monitor - 60"		\$ 650.00	\$ 845.00	
MO70UHD	ULTRA HD Monitor - 70"		\$ 1600.00	\$ 1800.00	

Monitor Accessories & Presentation Add-Ons					
Product SKU	Description	QTY	Standard	Onsite	Total
AV-DLT15	15" Dell Laptop		\$ 150.00	\$ 202.50	
AV-IPAD	Apple iPad 9" LED Screen		\$ 150.00	\$ 202.50	
AV-KBM	Wireless Windows QWERTY Keyboard & Mouse		\$ 50.00	\$ 70.00	
AV-PSDP	Popup Projection Screen (6ft w) & Epson Projector		\$ 450.00	\$ 585.00	
AV-BR	Multi-Zone SONY Blu-Ray Player		\$ 80.00	\$ 105.00	
AV-HHBM	Handheld Microphone with Boom Stand		\$ 50.00	\$ 70.00	
AV-PDM	LED Podium		\$ 200.00	\$ 280.00	
AV-SP12	12" Speaker		\$ 75.00	\$ 105.00	
AV-SP15	15" Speaker		\$ 85.00	\$ 119.00	
AV-WCM	Clip-on Wireless Microphone		\$ 85.00	\$ 119.00	
AV-WHM	Handheld Wireless Microphone		\$ 85.00	\$ 119.00	
AV-MB	Mixing Board		\$ 150.00	\$ 202.50	
AV-PSS	Portable Sound System		\$ 100.00	\$ 140.00	
AV-IPS	iPad Stand with keyset (stand only)		\$ 150.00	\$ 202.50	

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$

Audio Visual Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

> **TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET**

COMPANY NAME:		BOOTH#		BOOTH SIZE:	
SHOW NAME/EVENT:		DATE:			
Truss Display System					
Product SKU	Description	QTY	Standard	Onsite	Total
AVT3	3.0m Vertical/Horizontal Truss		\$ 75.00	\$ 101.25	
AVT2.4	2.4m Vertical/Horizontal Truss		\$ 65.00	\$ 87.75	
AVT2.2	2.2m Vertical/Horizontal Truss		\$ 60.00	\$ 81.00	
AVT1.2	1.2m Vertical/Horizontal Truss		\$ 55.00	\$ 74.25	
AVT2C	2 Way "L" Connector		\$ 30.00	\$ 40.50	
AVT3C	3 Way 90° Connector		\$ 30.00	\$ 40.50	
AVT3TC	3 Way "T" Connector		\$ 30.00	\$ 40.50	
AVT4C	4 Way "Cross" Connector		\$ 30.00	\$ 40.50	
AVTCB	Black Spandex Truss Cover		\$ 75.00	\$ 101.25	
AVTCW	White Spandex Truss Cover		\$ 85.00	\$ 114.75	
Staging					
AVSTG2ST	30" wide double step unit (18" high)		\$ 50.00	\$ 67.50	
AVSTGR	8ft wide x 36" high railing section		\$ 50.00	\$ 67.50	
AVSTG1ST	30" wide single step unit (12" high)		\$ 30.00	\$ 40.50	
AVSTG6ST	30" wide 6 step unit (adjusts from 18" to 36" high)		\$ 85.00	\$ 114.75	
AVSTG4	4ft x 4ft stage adjustable height platform (8" to 36" high)		\$ 450.00	\$ 607.50	
AVSTG8	4ft x 8ft stage adjustable height platform (8" to 36" high)		\$ 500.00	\$ 675.00	

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$

Labour Information/Checklist



Please Indicate Service (check):



ROBINSON SHOW SERVICES SUPERVISED

1. Robinson Show Services will supervise labour
2. Unpack and install display pre-show opening
3. Dismantle and pack display after show close
4. 35% (\$50 minimum) surcharge will be applicable for this supervision



EXHIBITOR SUPERVISED

1. Exhibitor MUST BE PRESENT to supervise
2. Indicate workers required for install and dismantle
3. RSS will NOT be responsible for loss/damage resulting from unpacking, install, dismantle or repacking of exhibitor property

YOUR EXHIBIT SET UP INFO

(check all that apply)



Set-up plans/ photos attached ☐

Set-up plans/ photos sent with exhibit ☐

Drawing in Crate # ☐

Graphics shipped with exhibit ☐

Graphics shipped separately ☐

Electrical Plan/Drawing attached ☐

Drawing sent with exhibit ☐

Under carpet wiring (attach drawing) ☐

Carpet shipped with exhibit ☐

Carpet rented from Robinson Show Services ☐

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?

Carrier Name

Carrier Telephone

Shipment Tracking #

Shipped To: RSS Warehouse ☐ Show Site ☐

From City/State:

of crates # of boxes # of cases

Other (Specify):

Method: Common Carrier ☐ Air Freight ☐ Van Line ☐

Other:

Carrier: Show Carrier ☐ Other:

Freight Charges: Collect ☐ If other please fill out section below

Bill To:

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?

Carrier Name

Carrier Telephone

Ship to Address Below ☐ Show Site Pick Up ☐ Post Show Storage @RSS Warehouse ☐

Address:

Special Instructions/Notes:

PLEASE PROVIDE AN ONSITE CONTACT:

NAME:

CELL:

ALTERNATE CONTACT NUMBER:

Labour Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME: _____ BOOTH# _____ BOOTH SIZE: _____

SHOW NAME/EVENT: _____ DATE: _____

Labourer

General worker suitable for pop-up booths and uncomplicated installations

Supervisor

Supervises general worker(s)
- has more experience

Carpenter

Custom booth builds, millwork cutting, drilling etc

STANDARD TIME (ST): Monday to Friday 8AM to 4PM

OVER TIME (OT): Monday to Friday 6AM to 8AM, 4PM to 11:59PM & Saturday/Sunday 8AM to 4PM

DOUBLE TIME (DT): Any time not noted above (including holidays)

NOTE: A 30% SURCHARGE IS APPLICABLE FOR ONSITE ORDERS



DISCOUNTED LABOUR

(One hour MINIMUM per worker)

AFTER DEADLINE LABOUR

(One hour MINIMUM per worker)



	LABOURER RATE	SUPERVISOR RATE	CARPENTER RATE	LABOURER RATE	SUPERVISOR RATE	CARPENTER RATE
ST	\$ 75.00	\$ 93.75	\$115.00	\$ 97.50	\$121.88	\$149.50
OT	\$ 112.00	\$140.63	\$ 172.50	\$146.25	\$182.82	\$224.25
DT	\$150.00	\$187.50	\$230.00	\$195.00	\$243.76	\$299.00

Fill Out Sections Below - Labour Types: Labourer (LAB) Supervisor (SUP) Carpenter (CARP)

Installation

SKU	<input checked="" type="checkbox"/> TYPE OF LABOUR	SCHEDULED DATE(S)	STARTING TIME	ENDING TIME	TOTAL HOURS	LABOUR RATE	TOTAL COST
LIL	<input type="checkbox"/> LAB		<input type="checkbox"/> AM	<input type="checkbox"/> AM			
LIS	<input type="checkbox"/> SUP		<input type="checkbox"/> PM	<input type="checkbox"/> PM			
LIC	<input type="checkbox"/> CARP		<input type="checkbox"/> AM	<input type="checkbox"/> AM			
LIL	<input type="checkbox"/> LAB		<input type="checkbox"/> AM	<input type="checkbox"/> AM			
LIS	<input type="checkbox"/> SUP		<input type="checkbox"/> PM	<input type="checkbox"/> PM			
LIC	<input type="checkbox"/> CARP						

Dismantle

SKU	<input checked="" type="checkbox"/> TYPE OF LABOUR	SCHEDULED DATE(S)	STARTING TIME	ENDING TIME	TOTAL HOURS	LABOUR RATE	TOTAL COST
LDL	<input type="checkbox"/> LAB		<input type="checkbox"/> AM	<input type="checkbox"/> AM			
LDS	<input type="checkbox"/> SUP		<input type="checkbox"/> PM	<input type="checkbox"/> PM			
LDC	<input type="checkbox"/> CARP		<input type="checkbox"/> AM	<input type="checkbox"/> AM			
LDL	<input type="checkbox"/> LAB		<input type="checkbox"/> AM	<input type="checkbox"/> AM			
LDS	<input type="checkbox"/> SUP		<input type="checkbox"/> PM	<input type="checkbox"/> PM			
LDC	<input type="checkbox"/> CARP						

- A one hour minimum, per labourer charge is applicable.
- Rates are per labourer; per hour; in half hour increments.
- Supervisor must check in with the RSS Site Manager to pick up labourer. Start time is guaranteed only at start of the work day.
- Labour must be cancelled in writing, two (2) business days in advance, to avoid a one hour, per worker cancellation fee.
- When scheduling dismantle labour, please allow for sufficient time to return empty containers to the booth.
- Robinson supervised jobs will be completed at the discretion of RSS administration, sometime before show opening.
- Invoicing will be based on actual time & labour incurred.

Estimated Subtotal	\$
35% RSS Supervision (\$50 Minimum)	\$
Total Items Ordered	\$
HST 13%	\$
ESTIMATED TOTAL	\$

Full Freight Service Package Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

FULL FREIGHT SERVICE includes local cartage in and around the GTA, Advance Warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

INDIVIDUAL FREIGHT SERVICE is also available. If you are located outside the GTA and would like to use our freight service, please call for a quote.

Pricing is based on skid size of 4'x 4'x 4' & maximum weight of 640lbs – additional charge will apply for all skids exceeding maximum stipulated dimension and weight - or locations without dock access. Services included: Local cartage, advance warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

ADDITIONAL CHARGES WILL APPLY UNDER THE FOLLOWING CIRCUMSTANCES:

- Damage to Robinson equipment due to weight of exhibit material
- Skids which exceed the maximum weight and dimensions stated above
- Special equipment for lifting/moving/transporting exhibit material
- Parking ticket due to pick up location where vehicles are restricted
- Restricted access to the facility for pick up and or return of exhibit material
- Special handling such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case.
- Client delays when collecting or returning exhibit material such as and not limited to: unable to speak with onsite contact for over

Special Requirements / Instructions:

QTY	Description	Discounted Price	Regular Price	Total
	Full freight per skid 4'x4'x4' (640lbs)	\$ 700.00	\$ 910.00	\$
	Each additional skid 4'x4'x4' (640 lbs)	\$ 500.00	\$ 650.00	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Estimated Subtotal

\$

HST 13%

\$

ESTIMATED TOTAL

\$

Full Service Freight Steps

1

RSS pick-up show material from Exhibitor's office



2

Show material transported to RSS warehouse



3

RSS transport exhibitor's show material to show site
– Exhibitor's Booth



4

RSS pick up exhibitor's show material from show site
– Exhibitor's Booth



5

RSS return to Exhibitor warehouse – show material



Post Show Storage Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

RATE CATEGORIES (Minimum 200 lbs)

Price Per CWT (200lbs Minimum)

	Crated	Uncrated	Special Handling	Small Packages
Discounted Rates (per CWT)	\$ 45.00	\$ 58.50	\$ 75.00	\$ 25.00
Regular Rates (per CWT)	\$ 65.00	\$ 85.00	\$ 110.00	\$ 35.00
On-Site Orders	A 30% surcharge will be applied to on-site orders			
Off-Target Orders	A 50% surcharge will be applied to off-target shipments			

Additional Surcharges PRICE/CWT (200 lbs Minimum) Overtime charges - outbound (in addition to above rates)

Add 25% (if shipment is picked up during overtime hours or if the warehouse needs to remain open in overtime for pick-up)

Calculations (When recording weight, round up to nearest 100lbs or minimum 200lbs - whichever is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	<input type="text"/> /100	<input type="text"/> x	\$ <input type="text"/> =	\$ <input type="text"/>
Uncrated Shipment	<input type="text"/> /100	<input type="text"/> x	\$ <input type="text"/> =	\$ <input type="text"/>
Special Handling	<input type="text"/> /100	<input type="text"/> x	\$ <input type="text"/> =	\$ <input type="text"/>
Small Package	<input type="text"/> /100	<input type="text"/> x	\$ <input type="text"/> =	\$ <input type="text"/>
Overtime Surcharge	<input type="text"/> /100	<input type="text"/> x	\$ <input type="text"/> =	\$ <input type="text"/>
			=	\$

Special Requirement/Instructions:

Estimated Subtotal

\$

HST 13%

\$

ESTIMATED TOTAL

\$

POST SHOW PACKOUT – Rate is \$25 in addition to above rates (minimum of 200lbs for all orders). This service includes your shipment being **packed up** from show site and delivered back to the Robinson Show Services warehouse and stored for up to five (5) business days. (Price excludes advance warehouse, material handling, storage charges)

STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as the bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit materials for collection by RSS staff.
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

ADDITIONAL CHARGES – will apply under the following circumstances:

- Post Show is procured on show site. For this service, a credit card form must be pre-authorized and signed.
- Special handling at the venue. Examples include: no loading docks, no elevators, hand-carrying and the mandatory use of stairs.
- An administration fee of \$50 will apply if relevant paper work is not fixed to the exhibit material post show (such as bill of lading & commercial invoice).
- Exhibit materials not collected within 5 business days will be billed for storage fees. This amount will be deducted from the credit card used initially to place the order.

If the designated carrier does not pick up or arrive at the designated location on time, neither show manager nor contractor will be liable for any resulting delays.

Material Handling Information

Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available)
 - (If designated space is not available, exhibitors may purchase our storage option)
 - Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

NOTE: Transportation to and from show site is not included as part of this service.

ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$100.00 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A \$100 surcharge will apply if shipment requires weighing.

STORAGE DURING THE SHOW

Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

Material handling service includes the placing of empties in the designated storage area (this may be on or off site).

Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.

If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for empty crates to be stored offsite, a minimum of 3 hours prior to show opening.

What kind of shipment do you have?

TYPE	DEFINITION
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated Material	Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	<p>Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process.</p> <p>Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of staircase for move-in and move-out.</p> <p><i>Refer to the Material Handling - Special Handling Information Form for more details.</i></p>
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Material Handling: Special Handling Information

What is Special Handling?

Special handling applies to shipments that are loaded by cubic space and/or packaged to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and deliver.

Types of Special Handling

Ground Loading or Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

Constricted Space Loading or Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

Designated Piece Loading / Unloading

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in that require multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Oversized Shipment

Shipments over 5 feet wide or 6 feet long/5 feet high or weighing over 1600 pounds are considered oversized.

Crated VS Uncrated Shipments

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

Mixed Shipments

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.

Carpet Only Shipments

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

No Documentation

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, require additional time, labour and equipment to process.

Alternate Delivery Location

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.

Material Handling Service Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME: _____ BOOTH# _____ BOOTH SIZE: _____

SHOW NAME/EVENT: _____ DATE: _____

Service Time		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME:	Monday - Friday				
Discounted Price	(9:00am - 4:00pm)	\$ 65.00	\$ 75.00	\$ 85.00	\$ 35.00
REGULAR TIME:	Monday - Friday				
Regular Price	(9:00am - 4:00pm)	\$ 85.00	\$98.00	\$110.00	\$ 45.00
OVERTIME:	Monday - Friday				
Discounted Price	(4:00pm - 8:00am) Saturday, Sunday & Holidays	\$ 88.00	\$98.00	\$108.00	\$ 48.00
OVERTIME:	Monday - Friday				
Regular Price	(4:00pm - 8:00am) Saturday, Sunday & Holidays	\$115.00	\$125.00	\$140.00	\$100.00
On-site Orders: A 30% surcharge will be applied to on-site orders					
Off-target Shipments: A 50% surcharge will be applied to off-target shipments					
Note: If move-in and move-out times fall during overtime hours, overtime rate will apply.					

Calculations (When recording weight, round up to nearest 100lbs or minimum 200lbs - whichever is greater)

SKU	DESCRIPTION	WEIGHT (LBS)		CWT		RATE			ESTIMATED TOTAL	
MHC	Crated/Skidded Shipment		/100		x	\$		=	\$	
MHU	Uncrated Shipment		/100		x	\$		=	\$	
MHSH	Special Handling		/100		x	\$		=	\$	
MHSP	Small Package		/100		x	\$		=	\$	
MHLSOC	Late Shipment/Overtime charges		/100		x	\$		=	\$	

Special Requirement/Instructions:

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A \$25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

Onsite/Offsite Storage Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:	BOOTH#	BOOTH SIZE:
SHOW NAME/EVENT:	DATE:	

PRICE EXCLUDES: Advance Warehousing, Material Handling, Special Handling & Post Show Storage.

ADDITIONAL CHARGES will apply under the following circumstances:

If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).

Crates will be returned to booth upon show closure.

SKU	QTY	Description - Onsite Storage	Discounted Price	Regular Price	Total
MHSS		Small crates less than 2' x 2' x 2' (total dimension) each	\$ 29.00	\$ 38.00	\$
MHSM		Mid-sized crates 4' x 4' x 4' (total dimension) each	\$ 75.00	\$ 97.50	\$
MHSL		Large crates less than 4' x 4' x 8' (total dimension) each	\$ 125.00	\$ 163.00	\$

SKU	QTY	Description - Offsite Storage	Discounted Price	Regular Price	Total
MHSOS		Small crates 2' x 2' x 2' (total dimension) each	\$ 75.00	\$ 97.50	\$
MHSOM		Mid - sized crates 4' x 4' x 4' (total dimension) each	\$ 150.00	\$ 195.00	\$
MHSOL		Large crates 4' x 4' x 8' (total dimension) each	\$ 300.00	\$ 390.00	\$
MHSS		Venue Surcharge			

Additional Charges:

Venue Surcharge - Events occurring in venues with limited elevator dock accessibility or location for offsite storage may be subject to a surcharge.

See Show Facts.

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$



Advance Warehouse Receiving Information

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

PLEASE NOTE - WITH ADVANCED WAREHOUSE YOU MUST ALSO ORDER MATERIAL HANDLING. Please fill out the details on the Material Handling Order Form included in this manual, and forward with the Advance Warehouse Information.

BENEFITS

- Show materials will be stored in our warehouse for up to 14 days prior to show
- Priority delivery of shipment to the show facility prior to exhibitor move-in

SERVICE INCLUDES

- Shipment in our warehouse up to 14 days in advance of show
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Inventory count and recording of any visual damage

ESTIMATED CHARGES

- Charges are based on weight of shipment and charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are an estimate only and will be adjusted according to weight tickets.
- A \$25 surcharge will apply to any shipments that we are required to weigh.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48 hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.

- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: Show Name Company Name, and Booth Number. Labels must be on each item shipped.

SHIPMENT WEIGHT

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

LIABILITY

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, or damage or loss of merchandise after delivery to booth, before or during installation time or at conclusion of show prior to delivery to common carrier. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Robinson's control. Robinson's liability is limited to \$0.30 per pound, per article, to a maximum of \$30.00 per article and \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

Advance Warehouse Receiving Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME: _____ BOOTH# _____ BOOTH SIZE: _____

SHOW NAME/EVENT: _____ DATE: _____

PLEASE ENSURE THE MATERIAL HANDLING ORDER FORM IS COMPLETED AND INCLUDED WITH THIS FORM.

Shipments will be accepted starting as early as the Monday 2 weeks prior to your move-in.
SHIPMENTS WILL NOT BE ACCEPTED ON OR AFTER 48 HRS PRIOR TO MOVE IN.

Rate Categories	Price Per CWT (200 lb minimum)			
	Crated	Uncrated	Special Handling	Small Packages
Discounted Rates (per cwt)	\$ 49.00	\$ 63.00	\$ 75.00	\$ 35.00
Regular Rates (per cwt)	\$ 63.50	\$ 82.50	\$ 97.50	\$ 45.00
Overtime (per cwt)	\$ 97.50	\$ 130.00	\$ 130.00	\$ 65.00
Off-target Orders	A 50% surcharge will be applied to off-target shipments			

ADDITIONAL SURCHARGES

LATE SHIPMENTS TO WAREHOUSE – Shipments delivered after the shipping deadline date (in addition to above rates a minimum \$50 fee will apply). Any warehouse shipment after deadline date that requires a separate delivery to show site, will be charged \$150.00

Overtime Charges – inbound (in addition to above rates) applied when delivered outside of warehouse hours (MON - FRI between 9am – 4pm)

Non Local Events – Events occurring outside of the GTA are subject to a 30% surcharge applicable to Advanced Warehousing.

Calculations (When recording weight, round up to nearest 100lbs or minimum 200lbs - whichever is greater)

SKU	DESCRIPTION	WEIGHT (LBS)		CWT	RATE				ESTIMATED TOTAL	
MHAC	Crated or Skidded Shipment		/100		x	\$		=	\$	
MHAU	Uncrated Shipment		/100		x	\$		=	\$	
MHASP	Special Handling		/100		x	\$		=	\$	
MHAS	Small Package		/100		x	\$		=	\$	
MHNS	Non Local Service Charge								\$	



Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A \$25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

Booth Cleaning Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

SHOW NAME/EVENT	
COMPANY NAME	BOOTH#
PRINT NAME	SIGNATURE
EMAIL	DATE

ITEM	Description	Number of Days	Discounted Price	Regular Price	Total
LC10	10' x 10' Booth Cleaning		\$ 75.00	\$ 97.50	\$
LC20	10' x 20' Booth Cleaning		\$ 150.00	\$ 195.00	\$
LC30	10' x 30' Booth Cleaning		\$ 225.00	\$ 291.00	\$
LC40	20' x 20' Booth Cleaning		\$ 250.00	\$ 330.00	\$
			\$	\$	

Calculation

Daily Cleaning Charge = Number of Days x Daily Price

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$

For booths larger than 20' x 20' please contact a Robinson Show Services Representative.

Booth Cleaning Service: Services include vacuum or damp mop flooring, garbage disposal and general counter surface wipe down. For more indepth cleaning please contact Exhibitorservices@robinsonshowservices.ca





SIMPLIFY
your **MOVE**
OUT

Robinson Show Services has partnered with local organizations to accept onsite event donations rather than disposing of these or shipping back. All items must be pre-approved before show deadline and must fall within the attached classifications.

- ☒ Pre-approved promotional items
- ☒ Pre-approved samples
- ☒ Pre-approved furniture
- ☒ Pre-approved booth display materials

All non-approved items left onsite will be the responsibility of the Exhibitor and may be subject to disposal charges.

SHOW NAME/EVENT:	
COMPANY NAME:	BOOTH#
NAME:	EMAIL:

[illegible]

On behalf of Robinson Show Services and our partners **THANK YOU** for your support of our local sustainable solutions program.





**SHIPPING LABEL
FOR**



EXHIBITION FREIGHT

FROM:

EXHIBITING COMPANY:

BOOTH NUMBER:

SHOW NAME & DATE:

**c/o ROBINSON SHOW SERVICES
7615 KIMBEL STREET , UNITS 1-2
MISSISSAUGA ONTARIO L5S 1A8
905-417-7789**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
WAREHOUSE RECEIVING HOURS ARE MON - FRI FROM 8AM - 4PM

CARRIER:

#OF PIECES

OF

CANNOT BE DELIVERED BEFORE:

2 WEEKS PRIOR TO EVENT

The above label is provided for your convenience. Place one on each piece being shipped to ensure proper delivery.



**SHIPPING LABEL
FOR**



EXHIBITION FREIGHT

FROM:

EXHIBITING COMPANY:

BOOTH NUMBER:

SHOW NAME & DATE:

**c/o ROBINSON SHOW SERVICES
7615 KIMBEL STREET , UNITS 1-2
MISSISSAUGA ONTARIO L5S 1A8
905-417-7789**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
WAREHOUSE RECEIVING HOURS ARE MON - FRI FROM 8AM - 4PM

CARRIER:

#OF PIECES

OF

CANNOT BE DELIVERED BEFORE:

2 WEEKS PRIOR TO EVENT

The above label is provided for your convenience. Place one on each piece being shipped to ensure proper delivery.



**SHIPPING LABEL
FOR**

 **ADVANCED
WAREHOUSE** 
SHOW MANAGEMENT FREIGHT

FROM:

EXHIBITING COMPANY:

BOOTH NUMBER:

SHOW:

**c/o ROBINSON SHOW SERVICES
7615 KIMBEL STREET , UNITS 1-2
MISSISSAUGA ONTARIO L5S 1A8
905-417-7789**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
WAREHOUSE RECEIVING HOURS ARE MON - FRI FROM 9AM - 4:30PM

CARRIER:

#OF PIECES

OF

CANNOT BE DELIVERED BEFORE:

The above label is provided for your convenience. Place one on each piece being shipped to ensure proper delivery.



**SHIPPING LABEL
FOR**

 **ADVANCED
WAREHOUSE** 
SHOW MANAGEMENT FREIGHT

FROM:

EXHIBITING COMPANY:

BOOTH NUMBER:

SHOW:

**c/o ROBINSON SHOW SERVICES
7615 KIMBEL STREET , UNITS 1-2
MISSISSAUGA ONTARIO L5S 1A8
905-417-7789**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
WAREHOUSE RECEIVING HOURS ARE MON - FRI FROM 9AM - 4:30PM

CARRIER:

#OF PIECES

OF

CANNOT BE DELIVERED BEFORE:

The above label is provided for your convenience. Place one on each piece being shipped to ensure proper delivery.