



EXHIBITOR ORDER FORMS

ONTARIO TIRE DEALERS ASSOCIATION NIAGARA 2010 TRADE SHOW & CONFERENCE

Sheraton Fallsview Hotel

September 17 – 18, 2010

PLEASE MAIL OR FAX YOUR ORDER TO:

The Trade Show Company, Ltd.

PO Box 62097

Burlington, ON, L7R 4K2

T: 905.634.8770

F: 905.634.2561

www.thetradeshowcompany.ca

Dear Exhibitor,

The Trade Show Company has been designated the official show supplier for all your exhibit needs.

The Trade Show Company is dedicated to bring a fresh approach to customer satisfaction. We understand that without you, our customers, we would be unable to excel in the trade show industry. For this reason you can expect around the clock service to make your booth exceed its potential.

To help make your show experience the best ever, please find attached order forms for the following show products and service:



Booth Furnishings



Contemporary Lounge Furnishings



Carpeting



Masking Drape



Staging



Poster Boards



Plants & Floral Arrangements



Material Handling



Advanced Show Receiving & Storage



Signage & Graphics

Our professional and experienced staff will make the setup of your exhibit efficient and effective to maximize its full potential. If you have any questions or last minute requirements - simply call your customer service representative and they will provide you with the solutions you require.

Please note, advance order discounts are available to exhibitors that place their order prior to **September 10, 2010**.

For assistance or a cost estimate, please call your Designated Show Service Representative at (905) 634-8770.

Sincerely,
The Entire Trade Show Company Team



BOOTH FURNISHINGS ORDER FORM

PO Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561

Company _____ Booth # _____
 Address _____
 City _____ Prov _____ Postal Code _____
 Contact Person _____ Phone # _____ Fax # _____
 Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**
 Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

CHAIRS

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
100	_____	Basic Chair	\$8.00	\$12.00	\$ _____
101	_____	Sled Base Chair, Grey Cloth	\$10.00	\$15.00	\$ _____
102	_____	Sled Base Chair, Black Cloth	\$10.00	\$15.00	\$ _____
110	_____	Side Chair with Arms	\$15.00	\$22.00	\$ _____
120	_____	Counter Stool	\$20.00	\$30.00	\$ _____
150	_____	Executive Leather Office Chair	\$40.00	\$60.00	\$ _____

TABLES

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
200	_____	Draped 4' L x 30" W	\$40.00	\$55.00	\$ _____
201	_____	Draped 6' L x 30" W	\$45.00	\$60.00	\$ _____
202	_____	Draped 8' L x 30" W	\$50.00	\$65.00	\$ _____
220	_____	Plain Tables (4', 6', or 8')	\$25.00	\$35.00	\$ _____
230	_____	Raised Table, Add	\$25.00	\$35.00	\$ _____
250	_____	Cruiser Table	\$30.00	\$40.00	\$ _____
260	_____	Coffee Table	\$25.00	\$35.00	\$ _____
261	_____	Pedestal Table	\$35.00	\$45.00	\$ _____

SELECT DESIRED DRAPE COLOUR BELOW

BLACK
 BLUE
 WHITE
 CUSTOM COLOURS MAY BE AVAILABLE, PLEASE CONSULT WITH YOUR CUSTOMER SERVICE REPRESENTATIVE

ACCESSORIES

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
300	_____	Easel, Brushed Aluminum	\$30.00	\$40.00	\$ _____
310	_____	Waste Basket	\$5.00	\$7.00	\$ _____
320	_____	Show Counter	\$80.00	\$120.00	\$ _____
321	_____	Television Stand with Drape	\$75.00	\$95.00	\$ _____
350	_____	Potted Mums	\$25.00	\$35.00	\$ _____
351	_____	Plants 3' - 5'	\$40.00	\$50.00	\$ _____

CARPET

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
Booth Carpet					
500	_____	8' x 10'	\$80.00	\$100.00	\$ _____
501	_____	10' x 10'	\$95.00	\$120.00	\$ _____
502	_____	10' x 20'	\$180.00	\$215.00	\$ _____
530	_____	Under Pad	\$0.75 Per Sq./ft.	N/A	\$ _____
531	_____	Poly Covering	\$0.30 Per Sq./ft.	\$0.40 Per Sq./ft.	\$ _____

Customized Carpet

Length _____ x Width _____ = Total Sq./ft. _____
 550 _____ x _____ = _____ x \$1.25 sq./ft. \$ _____

SELECT DESIRED COLOUR BELOW

BLACK
 BLUE
 RED
 GREY
 CUSTOM COLOURS MAY BE AVAILABLE, PLEASE CONSULT WITH YOUR CUSTOMER SERVICE REPRESENTATIVE

Payment Must Accompany Order

CHEQUE ENCL.
 VISA
 MasterCard
 AMERICAN EXPRESS

Account # _____ Expiry Date ____/____/____
 Cardholder Name _____

SUBTOTAL	\$ _____
GST (5%)	\$ _____
PST (8%)	\$ _____
TOTAL	\$ _____

Terms & Conditions

1. All orders must be paid in full 7 days prior to date of show in stallation
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 4. If no deadline date is specified all orders must be received 10 days prior to date of show in stallation
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 8. The Trade Show Company is not responsible for any exhibit or materials or product during or following the show

I have read and understand the Terms & Conditions of my agreement with The Trade Show Company

Name _____ Signature _____ Date _____

Company _____ Booth # _____
 Address _____
 City _____ Prov _____ Postal Code _____
 Contact Person _____ Phone # _____ Fax # _____
 Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**
 Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

SOFAS

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
600	_____	Barcelona Sofa (Black, White, Red or Brown)	\$400.00	N/A	\$ _____
601	_____	Barcelona Love Seat (White, Red or Brown)	\$250.00	N/A	\$ _____
602	_____	Contemporary Sofa (Black, White or Brown)	\$320.00	N/A	\$ _____
603	_____	Corbusier Sofa (Black, White or Brown)	\$400.00	N/A	\$ _____
604	_____	Corbusier Love Seat (Black, White or Brown)	\$250.00	N/A	\$ _____

CHAIRS

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
610	_____	Barcelona Single (Black, White or Red)	\$200.00	N/A	\$ _____
611	_____	Contemporary Benches (Black, White or Brown)	\$200.00	N/A	\$ _____
612	_____	Corbusier Single (Black, White or Brown)	\$200.00	N/A	\$ _____
613	_____	Leather Bar Stool (Black or White)	\$75.00	N/A	\$ _____

TABLES

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
620	_____	Chrome Coffee Table	\$125.00	N/A	\$ _____
621	_____	Chrome End Table	\$75.00	N/A	\$ _____
622	_____	Chrome Cruiser Table	\$75.00	N/A	\$ _____
623	_____	Chrome Communal Table	\$225.00	N/A	\$ _____

ACCESSORIES

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
650	_____	Barcelona Day Bed (Black, White or Brown)	\$150.00	N/A	\$ _____
651	_____	Barcelona Foot Stool (Black, White, Red or Brown)	\$125.00	N/A	\$ _____
652	_____	Contemporary Ottoman (Black or White)	\$125.00	N/A	\$ _____
653	_____	Large Chrome Bar	\$200.00	N/A	\$ _____
654	_____	Small Chrome Bar	\$175.00	N/A	\$ _____

Payment Must Accompany Order



Account # _____ Expiry Date _____ / _____
 Cardholder Name _____

SUBTOTAL \$ _____
GST (5%) \$ _____
PST (8%) \$ _____
TOTAL \$ _____

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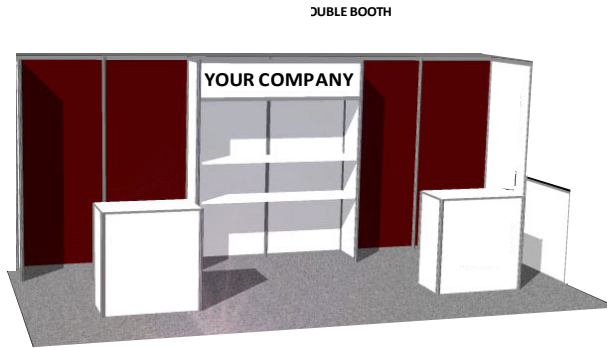
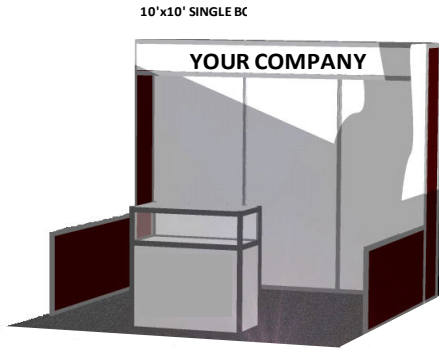


CONTEMPORARY FURNISHINGS ORDER FORM

P O Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561

Company _____ Booth # _____
 Address _____
 City _____ Prov _____ Postal Code _____
 Contact Person _____ Phone # _____ Fax # _____
 Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**
 Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

SHOW SPECIAL!



MODULAR DISPLAY BOOTHS

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
MDS1010	_____	10'x10' Single Booth Modular Display - SHOW SPECIAL	\$895.00	\$1,295.00	\$ _____
MDS1020	_____	10'x20' Double Booth Modular Display - SHOW SPECIAL	\$1,295.00	\$1,595.00	\$ _____

MODULAR DISPLAY BOOTH ACCESSORIES

Item #	Qty.	Description	Pre-Show Price	Post-Deadline Price	TOTAL
MDA1001	_____	Product Shelf	\$30.00	\$35.00	\$ _____
MDA1002	_____	4'x2'x4' Counter	\$80.00	\$120.00	\$ _____
MDA1001	_____	1m x 56" Slotwall	\$125.00	\$150.00	\$ _____

SHOW SPECIAL MODULAR DISPLAY SYSTEMS INCLUDE:

- Your Choice of the Following Colour Panels
- Your Choice of the Following Carpet Colours
- (1) Counter or (1) Pedestal Table & (2) Cloth Sled Chairs
- Personalized Front Facia Sign
- Installation & Dismantle

SELECT DESIRED WALL COLOUR BELOW

WHITE BLACK BLUE LIGHT GREY

CUSTOM COLOURS MAY BE AVAILABLE, PLEASE CONSULT WITH YOUR CUSTOMER SERVICE REPRESENTATIVE

SELECT DESIRED CARPET COLOUR BELOW

GREY BLACK BLUE RED

<p>Payment Must Accompany Order</p> <p><input type="checkbox"/> CHEQUE ENCL. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Account # _____ Expiry Date _____ / _____</p> <p>Cardholder Name _____</p>	<p>SUBTOTAL \$ _____</p> <p>GST (5%) \$ _____</p> <p>PST (8%) \$ _____</p> <p>TOTAL \$ _____</p>
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Terms & Conditions

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Name _____ Signature _____ Date _____






MODULAR DISPLAY SYSTEM ORDER FORM

P.O. Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561

Company _____ Booth # _____
 Address _____
 City _____ Prov _____ Postal Code _____
 Contact Person _____ Phone # _____ Fax # _____
 Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**
 Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

SIGNAGE							
			Substrate	Cost			
			Sticker	\$8.00 per sq./ft.			
			Banner	\$10.00 per sq./ft.			
			Coroplast	\$12.00 per sq./ft.			
			Styrene	\$15.00 per sq./ft.			
			Sintra	\$20.00 per sq./ft.			
Length	x	Width	=	Total Sq./Ft.	QTY.	Substrate Cost	Total
_____	x	_____	=	_____	_____	_____	_____
Length	x	Width	=	Total Sq./Ft.	QTY.	Substrate Cost	Total
_____	x	_____	=	_____	_____	_____	_____
Length	x	Width	=	Total Sq./Ft.	QTY.	Substrate Cost	Total
_____	x	_____	=	_____	_____	_____	_____
Length	x	Width	=	Total Sq./Ft.	QTY.	Substrate Cost	Total
_____	x	_____	=	_____	_____	_____	_____

GRAPHICS	
Graphics Provided <input type="checkbox"/> YES <input type="checkbox"/> NO	To Be Completed by The Trade Show Company Hours Required _____ x \$80.00 per hour = _____

Payment Must Accompany Order <input type="checkbox"/> CHEQUE ENCL. <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	SUBTOTAL \$ _____ GST (5%) \$ _____ PST (8%) \$ _____ TOTAL \$ _____
Account # _____ Expiry Date ____/____/____ Cardholder Name _____	

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Name _____ Signature _____ Date _____



SIGNAGE & GRAPHICS ORDER FORM




PO Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561

Company _____ Booth # _____
 Address _____
 City _____ Prov _____ Postal Code _____
 Contact Person _____ Phone # _____ Fax # _____
 Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**
 Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

CLIENT SUPERVISED LABOUR (ONE HOUR MINIMUM PER LABOURER)		
Regular Hours	Overtime Hours	Double Time Hours
8:00am to 4:00pm	4:00pm to 8:00am	All Holidays
Monday to Friday	Monday to Friday, Saturdays & Sundays	
\$50.00 per hour	\$75.00 per hour	\$100.00 per hour

THE TRADE SHOW COMPANY SUPERVISED LABOUR (ONE HOUR MINIMUM PER LABOURER)		
Regular Hours	Overtime Hours	Double Time Hours
8:00am to 4:00pm	4:00pm to 8:00am	All Holidays
Monday to Friday	Monday to Friday, Saturdays & Sundays	
\$60.00 per hour	\$95.00 per hour	\$125.00 per hour


LABOUR AND SUPERVISION REQUIREMENTS					
	# of Labourers	Date	Start Time	Estimated Hours	Supervision
Install					<input type="checkbox"/> YES <input type="checkbox"/> NO
Dismantle					<input type="checkbox"/> YES <input type="checkbox"/> NO

Payment Must Accompany Order		SUBTOTAL \$ _____ GST (5%) \$ _____ PST (8%) \$ _____ TOTAL \$ _____
<input type="checkbox"/> CHEQUE ENCL. <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	Account # _____ Expiry Date ____/____/____ Cardholder Name _____	

- Terms & Conditions**
- Starting time can only be guaranteed when labour is requested at the start of a work day (8:00am), unless official set-up time is set to begin later in the day. While every attempt will be made to provide labour at the time requested other than to 8:00am (or official set-up time), such as starting time must be approximate, since labour is assigned to jobs at the start time of the day and it is impossible to gauge exact time of completion of first job assignment.
 - Exhibitor must check in at The Trade Show Company to pick-up labour. Exhibitor must also check labourers out at The Trade Show Company upon completion of work.
 - For The Trade Show Company supervised installation and dismantle, blueprints, instructions, photos, and other pertinent information must be received a minimum of 14 days prior to show opening, and damage insurance coverage for their exhibit properties.
 - All orders must be paid in full 7 days prior to date of show installation.
 - All items are subject to availability.
 - All orders placed after the deadline date will be processed at the "Post-Deadline Price".
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Name _____ Signature _____ Date _____



LABOUR ORDER FORM

PO Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561

Company _____ **Booth #** _____

Address _____

City _____ Prov _____ Postal Code _____

Contact Person _____ Phone # _____ Fax # _____




Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**

Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

MATERIAL HANDLING INCLUDES:	
1. Unloading of materials at event site	PLEASE NOTE: <ul style="list-style-type: none"> Booth Number must be on each item shipped Please have all shipments in crates or boxes Loose shipments will be subject to 25% surcharge Collect shipments will not be accepted
2. Delivery of materials to booth location	
3. Move empty boxes or crates to on-site storage	
4. Return empty boxes or crates following event completion	
5. Reload materials on truck for return	

RATES (BASED ON BOOTH SIZE)		
Booth Size	Move-In Rate Mon. through Fri.	Move-In Rate Sat., Sun. & Holidays
a. Up to 100 square foot booth	\$1.50 per sq./ft.	\$1.75 per sq./ft.
b. 101 to 500 square foot booth	\$2.00 per sq./ft.	\$2.50 per sq./ft.
c. Over 500 square foot booth	\$2.50 per sq./ft.	\$3.25 per sq./ft.
Please Complete 1. My booth is _____ sq./ft. 2. My shipment will be unloaded on <input type="checkbox"/> Mon. through Fri. <input type="checkbox"/> Sat., Sun. or Holiday 3. My shipment will be <input type="checkbox"/> in crates <input type="checkbox"/> in boxes <input type="checkbox"/> loose (25% surcharge)		

PAYMENT CALCULATOR	
Please Complete	1. Booth size is _____ sq./ft. X move-in rate _____ = \$ _____
	2. If your shipment is not enclosed, add 25% _____ = \$ _____

Payment Must Accompany Order		SUBTOTAL \$ _____ GST (5%) \$ _____ PST (8%) \$ _____ TOTAL \$ _____
<input type="checkbox"/> CHEQUE ENCL. <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	Account # _____ Expiry Date _____ / _____	
Cardholder Name _____		

Terms & Conditions
 The Trade Show Company is responsible for damage caused by The Trade Show Company to enclosed shipment during handling. The Trade Show Company is not responsible for concealed damage, or damage or loss of merchandise following delivery to show booth before or during installation, or at conclusion of show prior to delivery to common carrier. The condition, count and contents of the materials found in the booth at time of actual removal will be final and binding. The Trade Show Company reserves the right to alter the exhibit or's bill of lading to reflect actual condition, count and contents found. The Trade Show Company is not responsible for damages while handling loose exhibit materials or those inadequately packaged. The Trade Show Company is not responsible for failure or delay in performing services when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond our control. The liability of The Trade Show Company is hereby limited to \$0.30 per pound per article; \$50.00 per item; or \$1,000 per shipment. It is the exhibit or's responsibility to secure and maintain loss and damage insurance coverage for their exhibit properties.

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I have read and understand the Terms & Conditions of my agreement with The Trade Show Company

Name _____ Signature _____ Date _____



MATERIAL HANDLING ORDER FORM

PO Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561

Company _____ **Booth #** _____
 Address _____
 City _____ Prov _____ Postal Code _____
 Contact Person _____ Phone # _____ Fax # _____
 Name of Show **OTDA NIAGARA 2010 CONFERENCE & TRADE SHOW**
 Date of Show **SEPTEMBER 17-18, 2010** Location **SHERATON FALLSVIEW**

ADVANCED SHOW RECEIVING INCLUDES:

- | | |
|--|--|
| 1. Receive materials at the warehouse address up to (14) days in advance of the show | PLEASE NOTE:
<ul style="list-style-type: none"> • Booth Number must be on each item shipped • Please have all shipments in crates or boxes • Loose shipments will be subject to 25% surcharge • Collect shipments will not be accepted |
| 2. Delivery of materials to booth location | |
| 3. Move empty boxes or crates to on-site storage | |
| 4. Return empty boxes or crates following event completion | |
| 5. Remove materials from booth and reload on outbound carrier | |

RATES (BASED ON WEIGHT)

Booth Size	Rate	Rate
	Setup on Mon. through Fri.	Setup on Sat., Sun. & Holidays
a. Crated and Skidded Shipments	\$50.00 per 100 lbs.	\$65.00 per 100 lbs.
b. Loose Shipments	\$65.00 per 100 lbs.	\$80.00 per 100 lbs.
c. Crated and Skidded Shipments AFTER Advanced Date	\$80.00 per 100 lbs.	\$100.00 per 100 lbs.
d. Loose Shipments AFTER Advanced Date	\$100.00 per 100 lbs.	\$125.00 per 100 lbs.

Please Complete





1. My shipment will be sent to The Trade Show Company on _____

2. My shipment will be in crates
 in boxes
 loose

PAYMENT CALCULATOR

Please Complete 1. Total Weight _____ lbs. X Rate per/100 lbs. _____ = \$ _____

ADVANCED RECEIVING DEADLINE IS 72 HOURS PRIOR TO SHOW OPENING

Payment Must Accompany Order		SUBTOTAL \$ _____ GST (5%) \$ _____ PST (8%) \$ _____ TOTAL \$ _____
 CHEQUE ENCL.		
		
Account # _____	Expiry Date _____ / _____	
Cardholder Name _____		

Terms & Conditions

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Name _____ Signature _____ Date _____



ADVANCED SHOW RECEIVING ORDER FORM

P.O. Box 62097
 Burlington, ON L7R 4K2
 T: 905.634.8770
 F: 905.634.2561



MATERIALS HANDLING SHIPPING LABEL

SHIP ON: _____
(Date)

TO: _____
(Exhibitor Name)

SHOW SITE ADDRESS:

ATTN: The Trade Show Company
300 York St.
London, ON, N6B 1P8

SHOW SITE DETAILS

SHOW NAME: _____

BOOTH #: _____ # OF PIECES: _____

CARRIER: _____

ON-SITE CONTACT: _____

CONTACT PHONE #: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE



ADVANCED SHOW RECEIVING SHIPPING LABEL

SHIP BETWEEN: _____ & _____
(Date) (Date)

TO: _____
(Exhibitor Name)

**WAREHOUSE ADDRESS: The Trade Show Company, Ltd.
99 Lower Base Line W.
Oakville, ON, L0P 1E0**

ADVANCED RECEIVING DETAILS

SHOW NAME: _____

BOOTH #: _____ # OF PIECES: _____

CARRIER: _____

ON-SITE CONTACT: _____

CONTACT PHONE #: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE